

National Perinatal Epidemiology & Statistics Unit

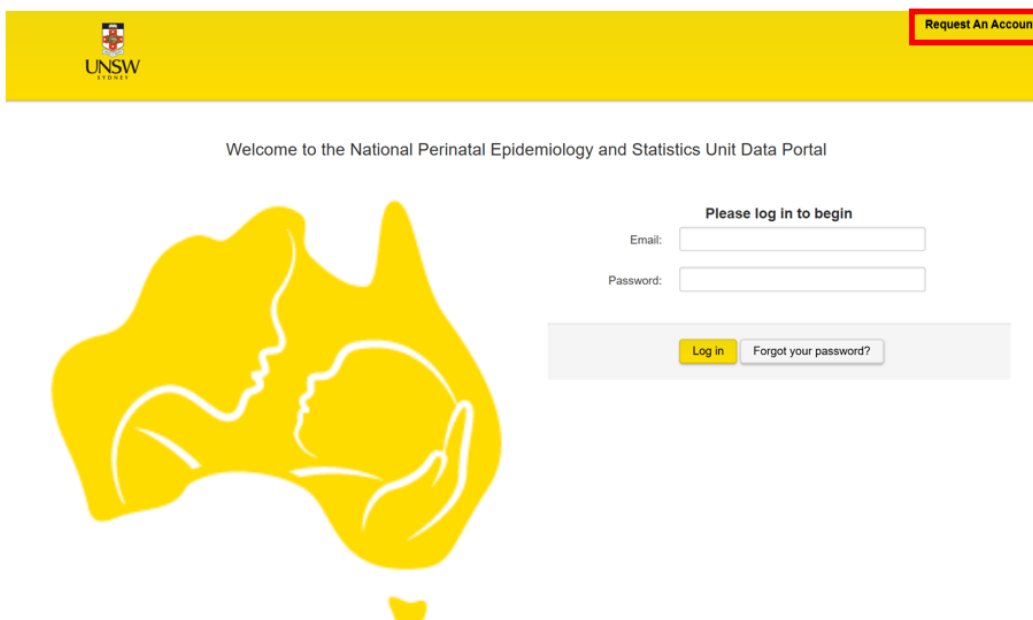
ANZARD Data Submission

USER GUIDE

REQUESTING ACCESS TO THE DATA PORTAL

Data submissions to ANZARD must now be submitted through the [NPESU data portal](#). To do this, users must first request an account to gain access to the data portal.

Step 1: Navigate to the top right-hand corner and click “Request an Account”



Step 2: Enter your details in the appropriate fields, tick the “ANZARD” box and “Submit Request”

To ensure the security of the system, your password must be between 6 and 20 characters long and contain at least one uppercase letter, one lowercase letter, one digit and one symbol.

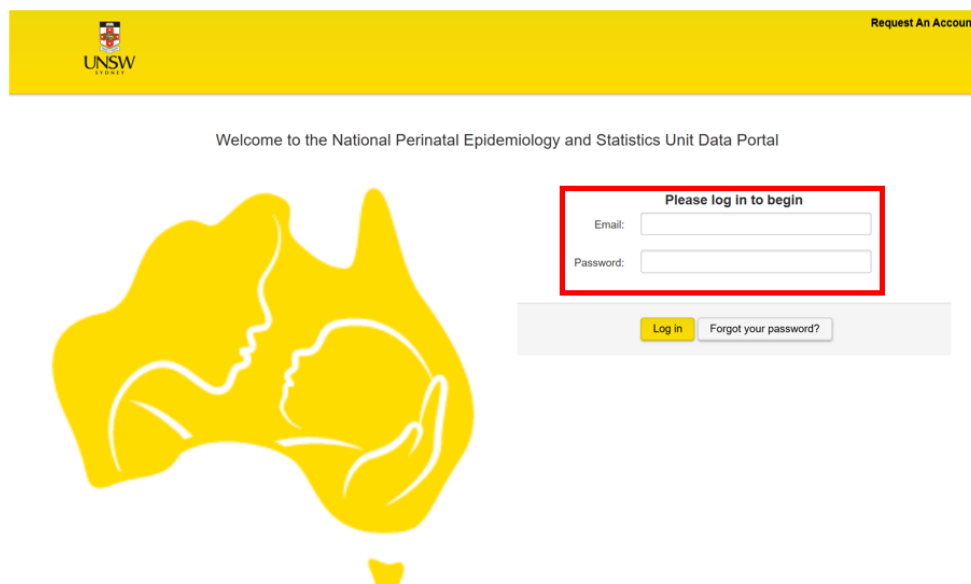
Request An Account

First Name:	<input type="text"/>	* Required
Last Name:	<input type="text"/>	* Required
Email Address:	<input type="text"/>	* Required
Password:	<input type="password"/>	* Required
Confirm Password:	<input type="password"/>	* Required
<input checked="" type="checkbox"/> ANZARD <input type="checkbox"/> VARTA		
<div>Submit Request Cancel</div>		

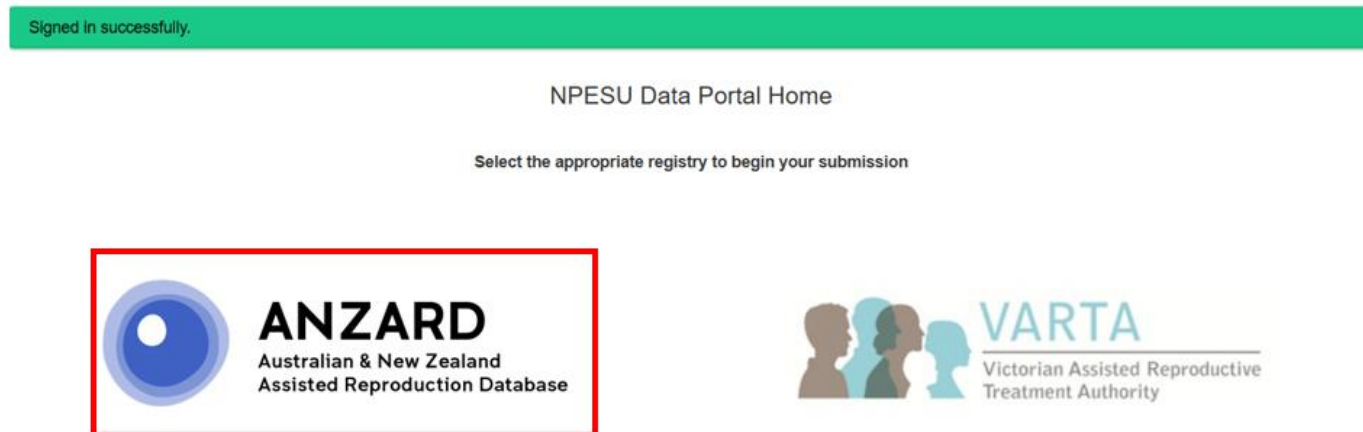
Step 3: Wait for your account request to be approved

Your request to access the data portal will be reviewed by the NPESU Data Portal Administrator. Once approved, you will receive an email notification. You can now log in to the portal.

Step 4: Navigate to the data portal and log in using the email address and password you chose when setting up your account.



Step 5: One successfully logged in, select the ANZARD icon to begin your submission.



Having trouble logging in?

If you enter the wrong password three times, your account will be locked. You will need to wait one hour before you can try again. Alternatively, you can reset your password using the 'Forgot your password' link on the home page to create a new password. A password reset link will be sent to the email address you registered your account with. If you are still having difficulties, please contact anzard@unsw.edu.au

SUBMITTING YOUR DATA

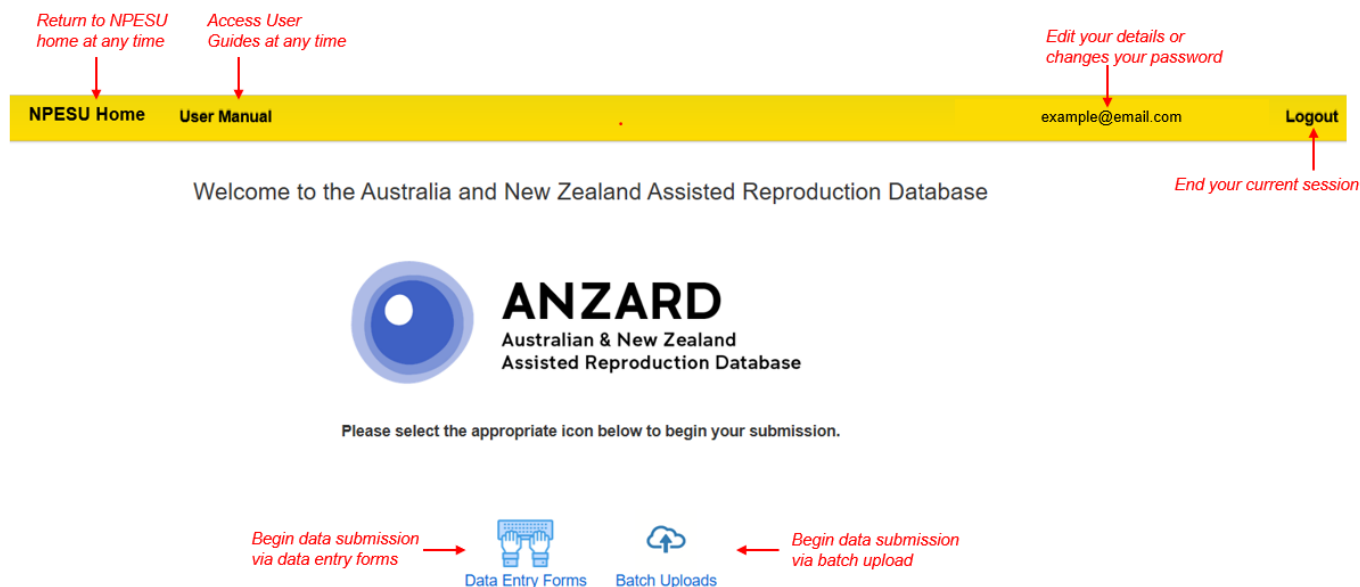
Data can be submitted to the ANZARD data portal in one of two ways, via:

- Data Entry Form (see page 4)

This method allows users to enter records one at a time by manually entering data into forms.

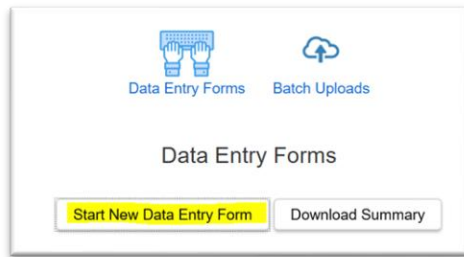
- Batch Upload (see page 8)

This method allows users to upload a CSV (comma delimited) (.csv) file containing all records.



VIA DATA ENTRY FORM

1. Navigate to the “Data Entry Forms” page and select “Start a new data entry form”



2. Select the Year of treatment, treatment data form, ANZARD Unit Name and ART Unit Number
3. Enter the Cycle ID of the record you wish to enter data for
4. Click “Save”

New Data Entry Form

Year of Treatment	<input type="text" value="Please select"/>	* Required
Treatment Data	<input type="text" value="No data for selected year"/>	* Required
ANZARD Unit Name	<input type="text" value="(999) NPESU"/>	
ART Unit	<input type="text" value="Please select"/>	* Required
Cycle ID	<input type="text" value="Code uniquely identifying this cycle"/>	* Required

Note: The ART Unit number will be automatically appended to the cycle ID upon creation to ensure uniqueness.

<input type="button" value="Save"/>	<input type="button" value="Cancel"/>
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5. The data entry form has several sections. You are free to complete the fields in any order, when and how you like; you can save a partially completed form and return later to complete it. Enter data into the appropriate fields in each form. Help text is available for each data field (see below)

ANZARD Unit Name - NPESU
ART Unit Name - UNSW

Summary Patient demographics Donor Infertility Cycle info Fresh IMP/EXP
FROZEN/THAW Specialist treatment ET Outcomes COMMENT

Patient demographics

Unit identifier
Number between 100 and 999

Site of Unit
Number between 100 and 999

Patient's ID/Medical record number
Text between 1 and 20 characters

First two letters of female patient's first name
Text 2 characters

First two letters of female patient's surname
Text 2 characters

Female patient's date of birth Day Month Year

Husband/male partner's date of birth Day Month Year

Help text for each field is displayed on the right

Husband/male partner's date of birth
Question Code
PDOB
Definition
Husband/male partner's date of birth
Guide For Use
Leave blank if the female patient does not have husband or male partner

Click the 'information' icon to view help text

6. To move to a different section of the form, click the desired section box as seen below. The 'Summary' section gives you an overview of which sections are complete and incomplete. From the Summary section, you can review and edit your data entry.

Husband/male partner's date of birth Day Month Year

Postcode of patient residential area
Text between 0 and 50 characters

Saves the current page
Saves the current page and moves you to the next section
Exit without saving

Save page Save and go to next section → Cancel

Summary Patient demographics Donor Infertility Cycle info Fresh IMP/EXP
FROZEN/THAW Specialist treatment ET Outcomes COMMENT

These are the different sections. Clicking these, saves the current page and moves you to the selected section

7. Each time you save a page/section, it will be validated against the ANZARD data requirements.

Fields that have a data issue will be highlighted in red or orange.

- **Red error** means the field has a data error that must be corrected before your data can be submitted.
- **Orange error** means the field has a data error that is a warning (e.g. the data is outside the usual range of expected responses). You should check these fields to ensure you haven't made a mistake. Data entry forms with warnings can be submitted with warnings but only by the ANZARD Data Manager after you have contacted anzard@unsw.edu.au

First two letters of female patient's surname: Test
Answer should be 2 characters
Text 2 characters

Female patient's date of birth: 31 / 2 / 2007
Answer is invalid (Provided date does not exist)

Husband/male partner's date of birth: 23 / 5 / 2007

Orange/tan text indicates a Warning. You should check data for these warnings carefully

Red text indicates an Error that must be corrected

You can also click on “Review Answers” from the “Summary” page 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 anzard@unsw.edu.au and the ANZARD Data Manager may be able to submit data with warnings only, on your behalf.

Patient demographics		
Unit identifier	<div>Not answered</div> <div>This question is mandatory</div>	Mandatory questions must be answered
Site of Unit	<div>Not answered</div> <div>This question is mandatory</div>	
Patient's ID/Medical record number	<div>Not answered</div> <div>This question is mandatory</div>	
First two letters of female patient's first name	<div>Not answered</div> <div>This question is mandatory</div>	
First two letters of female patient's surname	<div>Not answered</div> <div>This question is mandatory</div>	
Female patient's date of birth	<div>Not answered</div> <div>This question is mandatory</div>	
Husband/male partner's date of birth	<div>Not answered</div>	
Postcode of patient residential area	<div>Not answered</div> <div>This question is mandatory</div>	
<div>Edit Answers</div>		Click here to edit your answers

8. When you are finished entering all the data for the cycle ID, reviewed and addressed all errors and warnings, click “submit”.

Note 1: You will not see a “Submit” button unless all data errors highlighted in red have been addressed and you have no warnings. If you have warnings in your data entry form, you must contact anzard@unsw.edu.au to inform the ANZARD Data Manager. The Data Manager will review the warnings and submit once it is confirmed that the data is correct.

Note 2: The data portal will begin processing your file and update the status of your attempted submission in the data entry form page.

Review Answers

Submit

Click here to submit a completed data entry form

Section	Status	Action
Patient demographics	Complete	Edit
Donor	Complete	Edit
Infertility	Complete	Edit
Cycle info	Complete	Edit
Fresh	Complete	Edit

VIA BATCH UPLOAD

Preparing your data file for Batch Upload

The data file must be in a CSV format (comma delimited). The first row of the file must contain the data items according to the ANZARD 2.0 V2 Data Dictionary. Subsequent rows must contain the information for treatment cycles conducted in the treatment year (e.g. 2019).

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
UNIT	SITE	PAT_ID	NAM_FST	NAM_SUR	DOB	PDOB	DON_AGE	CI_TUBE	CI_ENDO	CI_OTH	CI_MALE	CI_UNEX	PREG_20V	CYCLE_ID	CYC_DATE	SURR	OV_STIM	STIM_1ST	IUI_DATE	CAN_DATE	OPU_DATE
999	999	p12345	AB	CD	20/08/1985	13/05/1982		Y	Y	n	Y	n	n	C001	9/07/2019		Y	n			25/07/2020
999	999	p12346	EF	DO	21/08/1985	14/05/1982		Y	n	Y	n	Y	n	C002	10/07/2019		n	n			26/07/2020
999	999	p11345	GH	M	22/08/1985	15/05/1982		Y	n	n	n	n	Y	C003	11/07/2019		n	n			27/07/2020
999	999	p12348	IJ	KI	23/08/1985	16/05/1982		Y	Y	Y	n	n	Y	C004	12/07/2019		n	n			28/07/2020
999	999	p87345	KL	LE	24/08/1985	17/05/1982		n	Y	Y	Y	Y	Y	C005	13/07/2019		Y	n		20/07/2020	
999	999	p10345	MO	TR	25/08/1985	18/05/1982		n	n	n	Y	Y	n	C006	14/07/2019		Y	n			30/07/2020
999	999	p12345	PO	DA	26/08/1985	19/05/1982		Y	Y	n	n	Y	Y	C007	15/07/2019		n	n			31/07/2020
999	999	p12345	RU	SC	27/08/1985	20/05/1982		n	Y	n	Y	n	n	C008	16/07/2019		Y	n			1/08/2020
999	999	p12346	ST	CU	28/08/1985	21/05/1982		Y	Y	Y	Y	Y	Y	C009	17/07/2019		Y	n			2/08/2020
999	999	p12345	VU	TI	29/08/1985	22/05/1982		n	Y	Y	n	Y	Y	C010	18/07/2019		n	n			3/08/2020
999	999	p12845	WE	SO	30/08/1985	23/05/1982		n	n	n	Y	n	Y	C011	19/07/2019		Y	n			4/08/2020
999	999	p02345	YA	DO	31/08/1985	24/05/1982		n	Y	n	Y	Y	Y	C012	20/07/2019		Y	n			5/08/2020
999	999	p12349	ZI	LO	1/09/1985	25/05/1982		n	Y	n	Y	n	Y	C013	21/07/2019		Y	n			6/08/2020
999	999	p12045	LO	PO	2/09/1985	26/05/1982		n	n	Y	n	Y	Y	C014	22/07/2019		n	n			7/08/2020

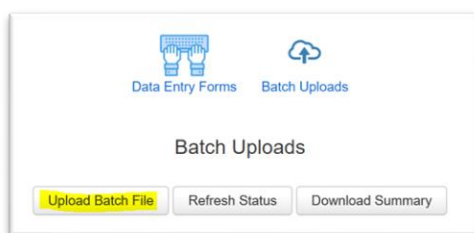
Please ensure the following criteria are met before you attempt to upload your file:

- ✓ File is in comma delimited (CSV) format
- ✓ First row of the file contains the data item names according to ANZARD 2.0 V2 Data Dictionary
- ✓ No extra data items have been included in the file
- ✓ No commas (,) are present in free text fields (e.g. MORB_ADM). All commas must be replaced with semi colons (;)
- ✓ No apostrophes are present (')
- ✓ Dates are in the correct format (dd/mm/yyyy) (e.g. OPU_DATE, CAN_DATE, CYC_DATE)

Once your data file is prepared, you are ready to upload your data! Follow the steps below.

Uploading your data

1. Navigate to the "Batch Uploads" page and select "Upload Batch File"



2. Select your ANZARD Unit Name and ART Unit Number
3. Select the appropriate year of treatment corresponding to your data submission (e.g. 2019)
4. Select the appropriate Treatment data form
5. Select "Browse" to locate the file you intend to upload
6. Click "Upload"

ANZARD Unit Name

ART Unit
 * Required

Year of Treatment
 * Required

Treatment data
 * Required

File
 Browse... * Required

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

7. It may take some time for the portal to process your file depending on the file size and the current load (traffic) in the portal. Once your file has been processed, the file status on the batch uploads page will update to one of the following:

- **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 anzard@unsw.edu.au. The ANZARD 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

The screenshot shows the 'Batch Uploads' section of the ANZARD portal. At the top, there are links for 'Data Entry Forms' and 'Batch Uploads'. Below these are three buttons: 'Upload Batch File', 'Refresh Status', and 'Download Summary'. Red arrows point to these buttons with the following annotations: '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 pagination bar showing 'Previous', '1', '2', '3', '4', '5', '6', '7', and 'Next'. The main table displays a list of uploads. The first row is highlighted. Red arrows point to specific cells in the table with the following annotations: 'Number of records in your submission' points to the 'Records' column; 'Outcome of attempted batch upload' points to the 'Status' column; 'Download report of data errors' points to the 'Reports' column.

Treatment Data	Year of Treatment	ANZARD Unit	ART Unit	Filename	Records	Created By	Date Uploaded	Status	Reports
ANZARD 3.0	2020	NPESU	999	ANZARD_3.0_UAT_Dummy_Data_11_with_10000_test_data.csv	10000	ANZARD data_provider	September 17, 2020 07:42	Failed The file you uploaded did not pass validation. Please review the reports for details.	Summary Report Detail Report

Reviewing the Summary Report

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)
 - *Errors are data issues that must be corrected before your data file can be submitted*
 - *Warnings are data issues that are, for example, outside of the expected range of responses. Warnings should be checked to ensure a mistake has not been made in the data entry. Batch uploads with warnings can be submitted but only by the ANZARD Data Manager after you have contacted anzard@unsw.edu.au*
- The specific data items with issues and the corresponding query or error message

Once data errors and/or warnings have been addressed, you can attempt to re-submit your data file by repeating steps 1-7.

Validation Report: Summary

Treatment data: ANZARD 2.0 V3
File name: ANZARD_2019_Submission.csv
Date submitted: 2020-11-01 09:22:35 +1000
Submitted by: John Smith
Status: Failed (The file you uploaded did not pass validation. Please review the reports for details.)

Number of cycles: 278

Number of cycles with problems: 35 ← *Number of cycles with problems*

Cycle IDs that have a problem →

Cycle IDs with problems	Type of Problem	Data Items	Query ← <i>Describes the data error/query</i>
17466	Warning	N_EGGEXP	Answer should be between 0 and 30
27504826	Error	N_BL_ET	This question is mandatory
	Error	N_CL_ET	This question is mandatory

Type of problem:
Error – must be fixed
Warning – can be force submitted pending approval and notification to ANZARD Data Manager

NEED HELP?

Contact the ANZARD Team at anzard@unsw.edu.au or call 02 9384 9463.