

National Perinatal Epidemiology & Statistics Unit

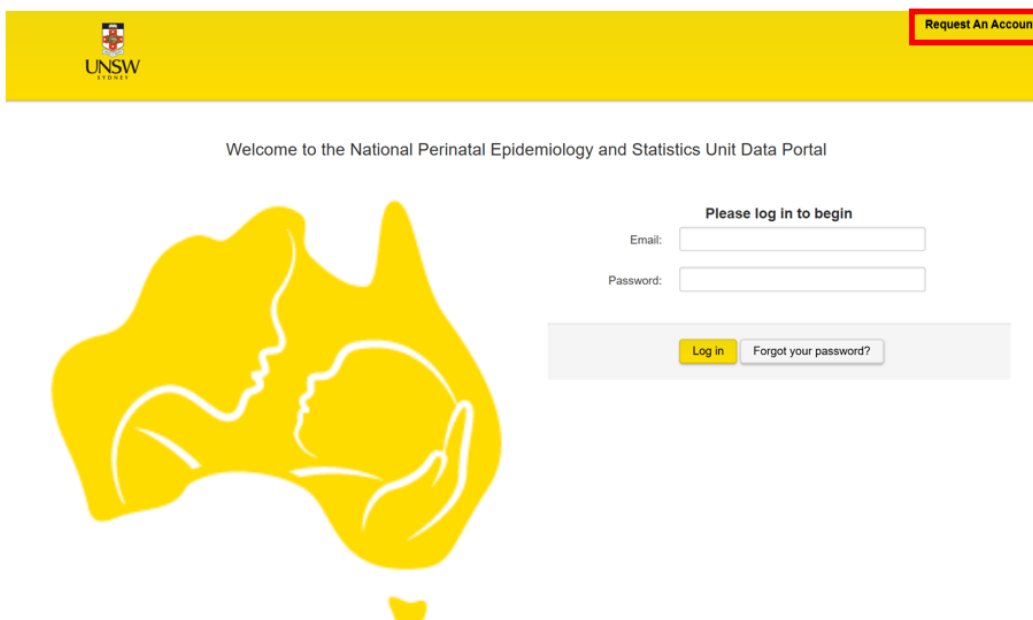
VARTA Data Submission

USER GUIDE

REQUESTING ACCESS TO THE DATA PORTAL

Data submissions to VARTA 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 “VARTA” 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: * Required

Last Name: * Required

Email Address: * Required

Password: * Required

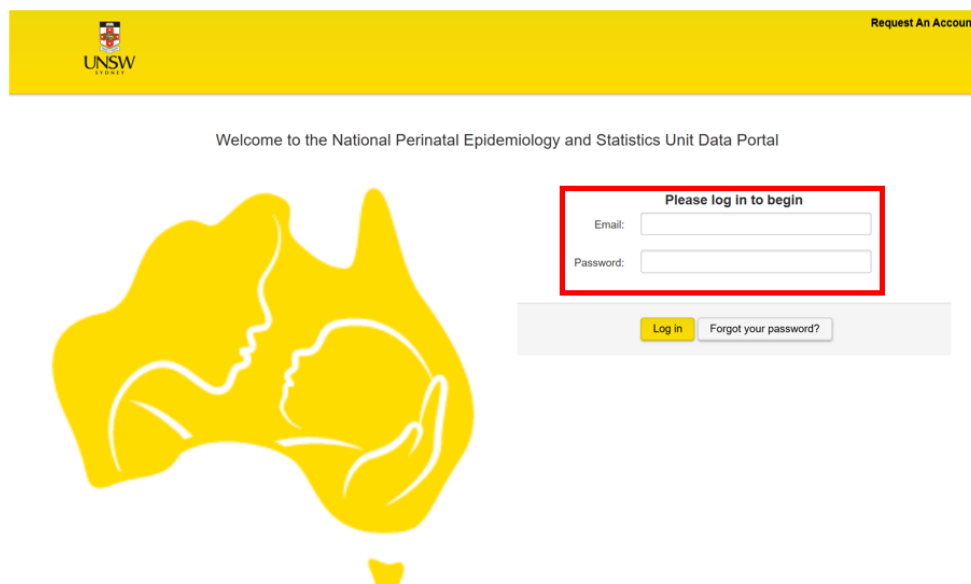
Confirm Password: * Required

☐ ANZARD ☒ VARTA

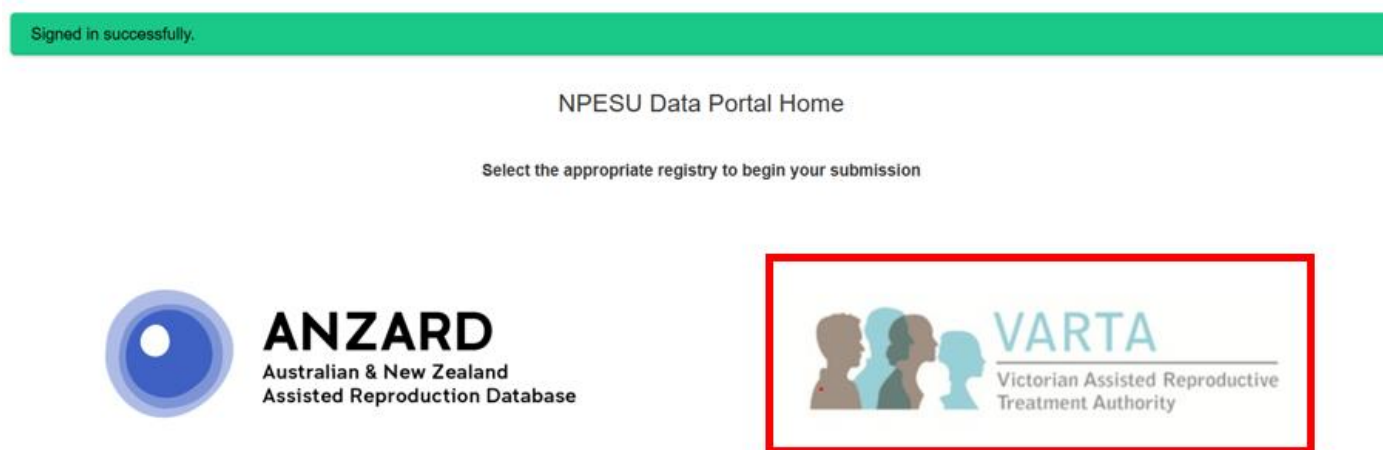
Step 3: Wait for your account request to be approved

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: Once successfully logged in, select the VARTA 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 varta@unsw.edu.au

PREPARING YOUR DATA

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

- Data Entry Form
This method allows users to enter records one at a time by manually entering data into forms.
- Batch Upload
This method allows users to upload a CSV (comma delimited) (.csv) file containing all records.

Preparing your data for Batch Upload

The data file must be in a CSV format. 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. FY20).

| 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 | KL | 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)

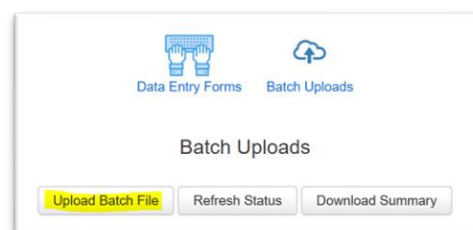
SUBMITTING YOUR DATA

Once your data is prepared and you have access to the VARTA data portal, you are ready to upload your data!

Via Batch upload

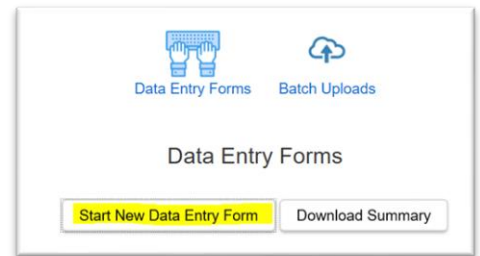
1. Navigate to the "Batch Uploads" page and select "Upload Batch File"
2. Select your VARTA Unit Name and ART Unit
3. Select the appropriate period of treatment corresponding to your data submission (e.g. FY20: 1 July 2019 – 30 June 2020)
4. Select the appropriate Treatment data form
5. Select "Browse"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



Via Data Entry Form

1. Navigate to the “Data Entry Forms” page and select “Start a new data entry form”
2. Select your VARTA Unit Name and ART Unit
3. Enter the Cycle ID of the record you wish to enter data for
4. Click “Save”
5. Enter data into the appropriate fields and complete all mandatory fields (marked with an *). When you are finished, click “submit”.



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

REVIEWING YOUR DATA

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

NEED HELP?

Contact the VARTA Team at varta@unsw.edu.au or call 02 9384 9463.