Online National Mosquito Surveillance Database

User Guide

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Background

The Online National Mosquito Surveillance Database is a single, centrally-housed database for all mosquito surveillance which is accessible via the internet. The database is located in the Napier Telecom Exchange, supplying a level of physical security that should protect it against all but the most extreme disasters. It is frequently backed up, and has a power supply with several backup contingences, and is also protected by an industrial firewall which has continually updated virus protection.

The database is managed by the entomologists at the New Zealand BioSecure Entomology Laboratory (NZBEL) and maintained by an external IT company.

Database Operation

Mosquito collection data is entered as individual sample records which, once saved, can be viewed individually online, or various datasets selected and exported into Microsoft Excel. Once data has been entered and saved, it can only be edited or deleted by users with the appropriate permissions.

Negative sample records become automatically "Complete", as no further information is to be added to them by the entomologists. Positive sample

records are "New" for 24 hours after they are entered into the database. After this time, they become "Incomplete" until the specimens have been identified in the laboratory, and the entomologists enter the results and save the "Complete" sample record.

All samples entered into the database, but not received by the Entomology Laboratory after 3 days, will be followed up via email or phone call to locate the specimens.

The database year runs from July 1st to June 30th. All samples entered each year are archived at the beginning of the following August. Once archived, the sample records can no longer be altered.

Access
The database is accessed by 14 "Health Boards". These consist of the 12 actual health boards, the NSP worker group and the NZB entomologists group. Each health board has a number of users which access the database via the internet.

Users
To access the data on the database, you must be a registered user. There are four database user levels: sample creator, sample editor, health board admin and superusers, which are explained below.

The **Sample Creator** is the first user level. Sample creators are able to add new samples into the database, run ad hoc search queries and export data for external use. They are also able to edit or delete their own sample records until the records are archived. A health board may have one or many sample creators who access the database.

The second level is the **Sample Editor**. Sample editors can perform all the same activities as the sample creator, however they are able to edit all of the non-archived sample records entered from their health board.

The next level is **Health Board Admin**. Each PHS usually has only one health board admin who has the ability to add new users and suspend old users (for their health board only), in addition to the capabilities of the sample editor. The health board admin cannot edit or delete archived data.

The highest user level is the **Superuser**. This level is only available to the NZBEL entomologists and the database IT staff, who have access to all the data, and are responsible for managing the database, including updating pages, improving search functions and data archiving etc. They cannot alter the archived data records.

When a user is no longer required, e.g. an ex-employee, the status of the user can be suspended, and will no longer appear in the drop-down menus etc. Email the laboratory manager via the taxonomy email to arrange this.

New Users
If you are not a registered user, and require access to the database, you should contact your local Health Board Admin or the NZBEL Entomologists via the taxonomy email (taxonomy@nzbiosecure.net.nz). They will give you an overview of the database before you begin to use it as well as providing access to it.

Once registered, open internet explorer and navigate to database login page, at www.nzbiosecure.net.nz/sampling (see below). It is recommended that you bookmark this page or create a shortcut from your desktop, to save typing the internet address each time you access the database.
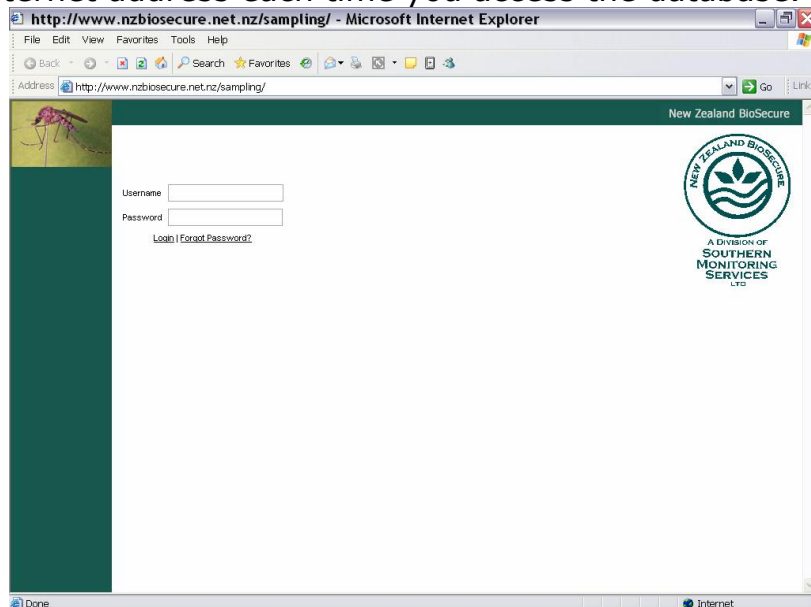
Logging In
Enter your username and your password (neither are case-sensitive) and click the "Login" button. (NB. pressing "enter" on your keyboard will not work). The menu page will appear.

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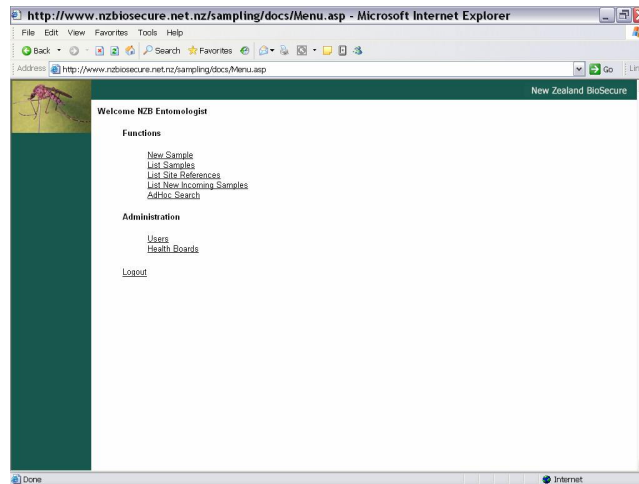
Entering Sample Information

On the menu page, click on "New Sample" and a new sampling data form will appear (see below). Many of the fields contain drop-down menus where you can select from a list. Most of these are accompanied by another field, positioned directly below it, which is for adding new items to the drop-down list. For example, the "Location" field has a drop-down list which allows you to choose the correct location from an alphabetical list, however, if you have a new location that is not already listed, you select "New Location" from the top of the drop-down list and enter it manually into the "New Location" field below. Each new addition will appear in the drop-down list from then on, and does not need to be typed in again.

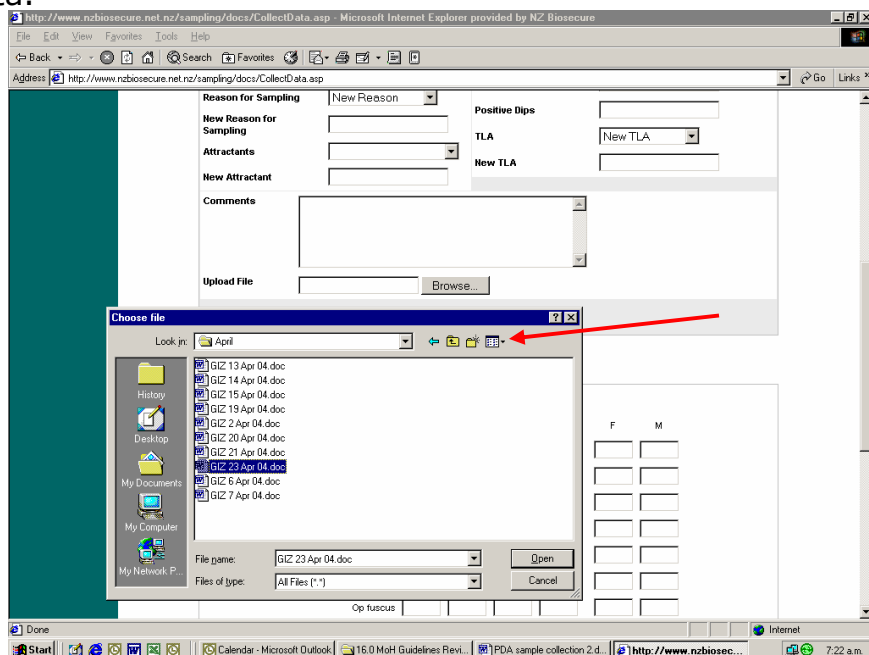# Online National Mosquito Surveillance Database – User Guide

The "Sample Officer" field will automatically contain the name of the person who is logged in, and the "Collection Date" field will automatically display the current date. NB. This needs to be changed to the day of collection if the data is not entered on the same day as collection. The "Trap?" field will automatically display "Yes", and needs to be changed to "No" manually, where required.

Select the correct option from the drop-down list for "Location", adding in new details where appropriate (as outlined earlier in this section) and manually enter the "Sample Number".

Select the appropriate "Site Reference No." from the drop-down list and this will automatically refresh the page and fill in the saved details for that site (Refer to the Site References section for further information). Saved details can include the following fields: "Trap Type", "Reason for Sampling", "Attractants", "GPS East", "GPS North", "Habitat Category", and "Sample Type".

For larval and pupal samples, both the "Total Dips" and "Positive Dips" need to be entered manually, and for adult and ovitrap samples, the "Trap Nights" need to be entered.

You may attach a file, a photograph or report, by clicking "Browse" next to the "Upload File" field and navigating to the relevant file. When you save the sample form, the file will copy onto the database and be saved with the sample data.

Saving the Sample Information

When all the information for the sample has been entered, click the "Save" button at the bottom of the page to save the record. The sample is then saved onto the database.

If your sample does not save, i.e. you do not have a "Sample Saved" window appear, click on the "back" icon on your internet browser and try clicking "Save" again. Repeat until the "Sample Saved" message appears on the screen. Failing this, contact your Health Board Admin or the NZBEL entomologists for assistance.

Listing Samples

The "List Samples" link on the menu page allows you to view all or some of your current samples. You can list your samples based on their "Status" (i.e. all, new, complete or incomplete), "+ve Sample" (i.e. all, positive, negative) or "Entry Method" (i.e. all, uploaded or manual). Make your selections and click "Search". Your samples will appear below in a summary table, from which you can edit or delete your samples.

You can also export this dataset to your computer, by clicking on "Export Dataset". Refer to the Exporting Datasets section for more detail on this.

Site References

The database utilises an automated system for reducing the amount of data entry required for samples from fixed trap sites. The site details are manually entered into the database once, and then become automatically linked to the

"Site Reference No." field. From then on, the site detail fields are automatically filled in, once the appropriate "Site Reference No." has been selected from the drop-down list.

Listing Site References
Click on the 'List Site References' link on the menu page, and all the site references for your health board will be displayed. From this page, you may add to the information relating to a particular site reference by clicking on 'Edit' adjacent to it.

IMPORTANT NOTE: If you change ANY information in the site references, the changes will be reflected through all the current sample records in the database which use that site reference. E.g. if the change involves a moved trap, it will be necessary to create a new site reference.

Old site references can be removed by the NZBEL laboratory manager, at the end of a database year, once the archiving has been completed. Email taxonomy with a list of site references to be removed, and you will be advised by email when this has been completed.

To add a new reference, click on the 'Add Site Ref" link in the top right corner of the site references page. Fill in the appropriate fields and click save. The new site reference will automatically appear in the drop down menu for the next new sample you enter.

Ad hoc searches
On the menu page, you can click on "Ad hoc Search" link to produce the Search Samples page (see below).

Most fields from the sample records are included in this page, as they can be used to search and select the sample records. A single field or a combination of several fields can be used for searching. Examples of searches; all samples collected on a particular collection date, all positive samples collected by a particular sampling officer during the month of April.

Once you have entered your criteria, click "Search" and you will be given the listing options as above in the Listing samples section. You can also export this dataset by clicking the "Export to CSV" button. Refer to the Exporting Datasets section for more detail on this.

Exporting Datasets
After you have searched or listed the sample records and obtained the data you wish to export, click on "Export Dataset". Click on the "Your Dataset" link which will appear in a small window, click on "Save" in the next window, and navigate to the location you want the file saved in.
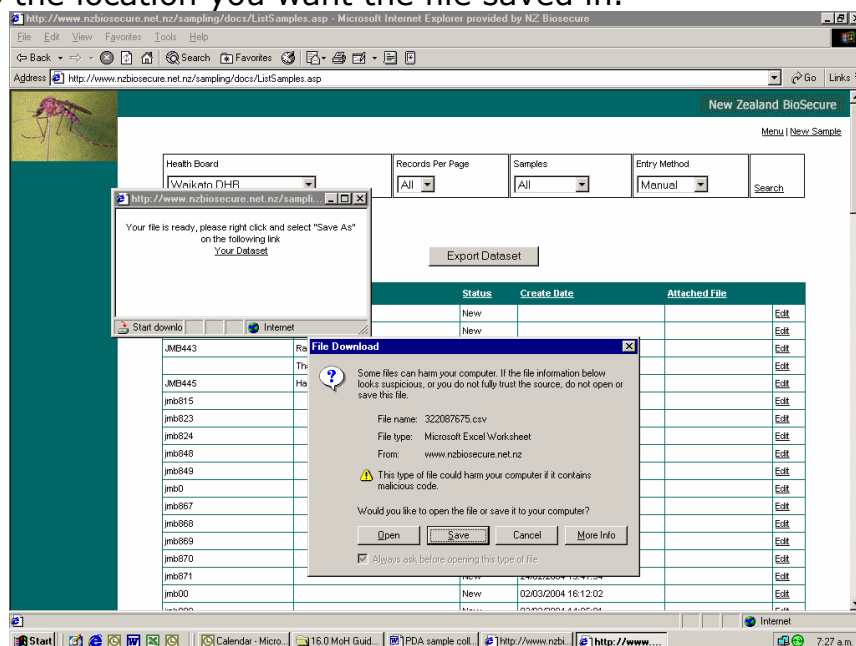
NB. To determine counts and species numbers for the entire calendar year, you will need to export two sets of records, from both the current and latest archived datasets. For example, Jan 06-June 06 which is located in the 05-06 archived dataset, and July 06–Dec 06 from the current database. These can be exported into the same file.

Finishing a Session
When you have finished with the database, click on "Menu" at the top right of the current screen and you will be returned to the menu page. Click "Logout" to terminate your connection.

Opening Exported Datasets in Microsoft Excel
Datasets exported as CSV files, can be imported into Microsoft Excel, for use in data analysis etc. Unfortunately this is not automated, as the commonly used separator characters are often used in the data fields, so the data needs to be imported manually.

Once you have exported the CSV file to a known location on your computer, open Microsoft Excel. Click on the "Data" menu, select "Import External Data" and click on "Import Data".
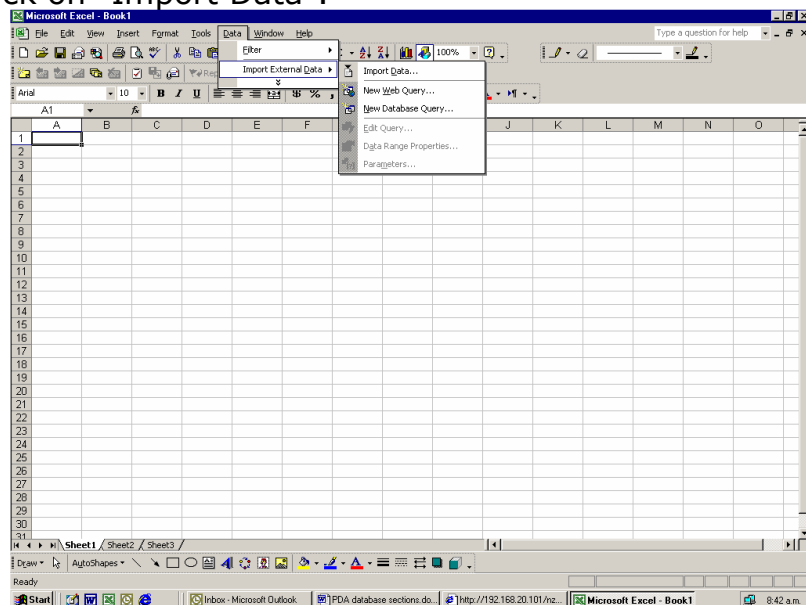
A window will appear and prompt you to browse to the CSV file you wish to open in Excel. Once selected it will open a wizard that you can follow which assists with opening the file.

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Step 1: Select "Delimited" and then click "Next"

Step 2: In the Delimiters section, uncheck the "Tab" box, check the "Other" box and add type in "|" (this is usually the shift \ button, above 'enter' on the keyboard). Click "Next".

Step 3: Just click '"Finish" and add the data to your worksheet where you can analyse it.

Don't forget to save it as a Microsoft Excel spreadsheet file, so you don't have to re-import it to work with the data again later.