



**New Zealand BioSecure**  
A division of Southern Monitoring Services Limited

# Online National Mosquito Surveillance Database

## User Guide

Version 9 Updated June 2025

## Table of Contents

Introduction .....	3
Database Operation.....	3
Access.....	3
Users .....	3
New Users.....	4
Logging In .....	4
Entering Sample Information .....	4
Entering New Samples .....	5
Saving the Sample Information .....	9
Entering Multiple Samples – Upload a CSV .....	10
CSV upload common issues and how to fix them.....	12
Site References .....	13
Listing Site References.....	13
Creating new Site References .....	13
Searching for Samples in the Database.....	14
Listing Samples.....	14
Ad Hoc searches .....	16
Exporting Datasets .....	17
Ad Hoc Search: Export Option .....	17
Opening Exported Datasets in Microsoft Excel .....	17
Exporting to KML.....	20
Finishing a Session .....	23

## Introduction

The Online National Mosquito Surveillance Database is a single, centrally housed database for all District Health Board mosquito surveillance which is accessible via the internet. The database is securely stored by an independent IT company, supplying a degree 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 contingencies, 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. Access to the database is only available to National Public Health Service.

## Database Operation

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

Negative sample records must be entered routinely, they become automatically “Complete” once saved, as no further information needs to be added to them by the entomologists. Samplers are able to edit or add further information if required.

Positive sample records are “Incomplete” until the specimens have been identified in the laboratory, and the entomologists enter the results and save the “Complete” sample record.

All positive 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 them. All samples should be entered on the day of collection.

The database year runs from July 1<sup>st</sup> to 30<sup>th</sup> June and is archived January 1<sup>st</sup> to December 31<sup>st</sup>. All samples entered each year are archived at end of the following July. Once archived, the sample records can no longer be altered.

## Access

The database is accessed by “Health Boards”. These consist of the 12 former health boards, 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 three database user levels: sample creator, 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 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. NPHS staff should email the laboratory [taxonomy@nzbiosecure.net.nz](mailto:taxonomy@nzbiosecure.net.nz) 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](mailto:taxonomy@nzbiosecure.net.nz)). They will provide you with a username and password to access it. You should change your password once you have gained access – this can be done by going to your profile which can be found under your name located top right-hand corner (Figure 2).

Once registered, open your internet browser and navigate to database login page, at Online National Mosquito Database (Figure 1). 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. The site can also be accessed through the [SMSL Website](#).

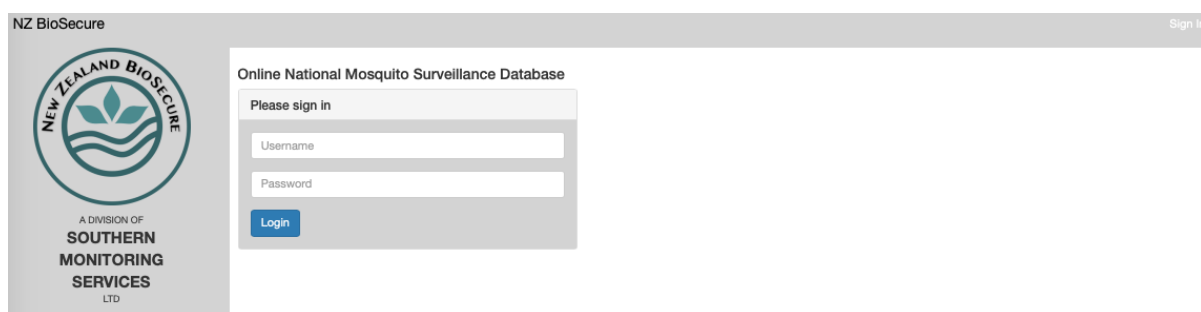


Figure 1. Login page for the Online National Mosquito Database.

## Logging In

Enter your username and your password and click the “Login” button (Figure 1). The menu page will appear.

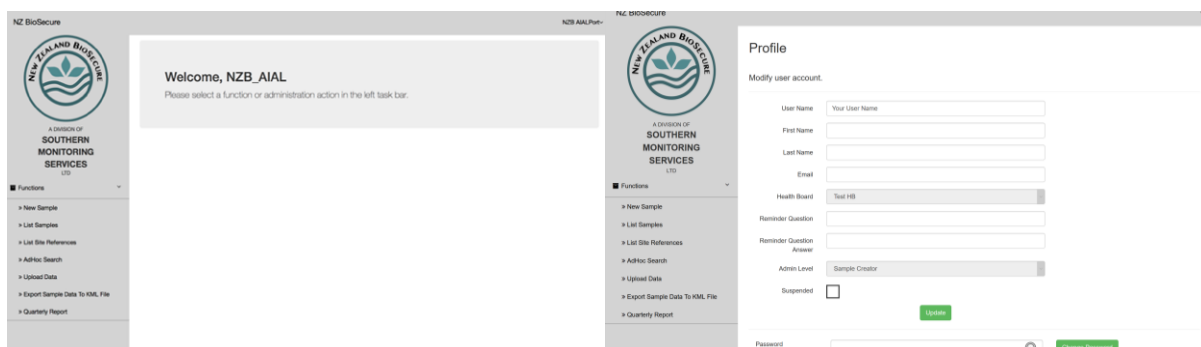


Figure 2. Left: Online National Mosquito Database main menu. Right: Profile

## Entering Sample Information

Samples can be entered singularly or in multiple by uploading a csv file.

## Entering New Samples

On the welcome page (Figure 2), select “New Sample” from the left-hand menu, a new “Create Sample” form will appear (Figure 3).

### “Main Information”

Select your sampling officer details from the drop-down list. Your Health Board is automatically entered and cannot be changed.

Enter the location: The location filters the site references and will only display the site references that are saved to them. The locations with TF after them are for transitional facilities located in the region.

Complete the “Collection Date”: Click on the collection date or calendar and choose the date the samples were taken. Then select “Next Page” to view Sample Data Tab (Figure 3).

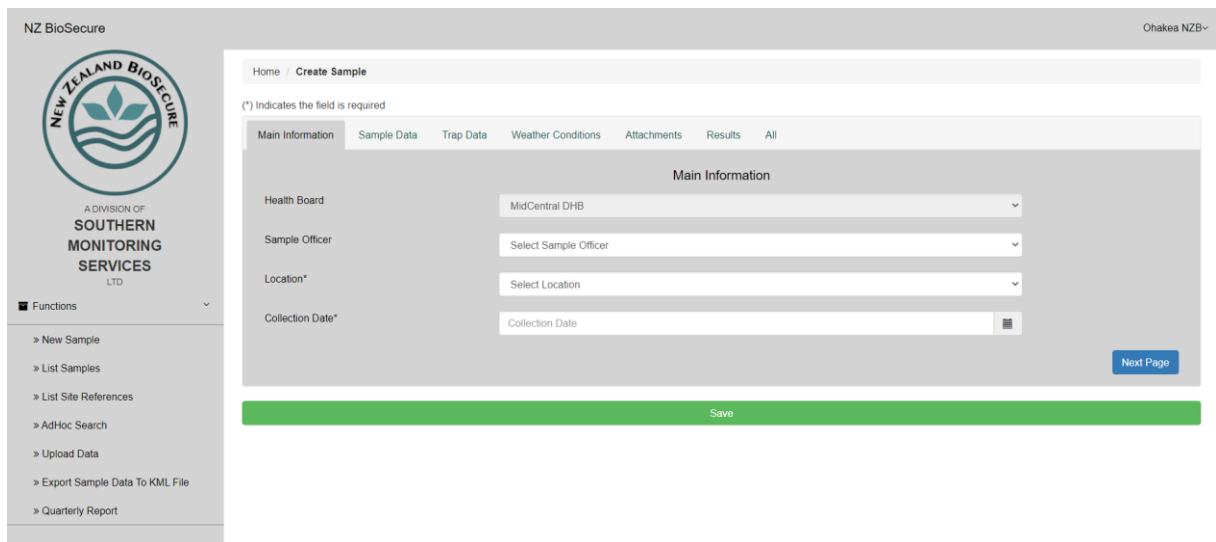
The screenshot shows the 'Create Sample' form in the NZ BioSecure system. On the left is a sidebar with the NZ BioSecure logo and a 'Functions' menu containing options like 'New Sample', 'List Samples', 'List Site References', 'AdHoc Search', 'Upload Data', 'Export Sample Data To KML File', and 'Quarterly Report'. The main content area is titled 'Main Information' and contains several fields: 'Health Board' (set to 'MidCentral DHB'), 'Sample Officer' (a dropdown menu), 'Location\*' (a dropdown menu), and 'Collection Date\*' (a date picker). A note at the top states '(\*) Indicates the field is required'. At the bottom of the form are 'Next Page' and 'Save' buttons.

Figure 3. New “Create a Sample” Main Information Tab

### “Sample Data”

Several fields are compulsory. They are denoted by the (\*) beside the field name (Figure 4). Fields may contain drop-down menus where you can select from a list. For example, click on the “Select Site reference Number” to select the site reference from the list of previously entered site references. The information related to this site will autocomplete, with the exception of “Total Dips” and “Positive Dips”, which will need to be completed for all larval samples. However, if you have a new site reference that is not already listed, select the green “Add Reference No.” (the green tab changes to “Cancel”) and enter the new site reference name into manually into the “Site Reference No” field. Fill out all the fields with the appropriate information for the site. Once saved new references will appear in the list and will not require entering again. Continue entering sample data field.

Saved details for site references include the following fields: “Trap Type”, “Reason for Sampling”, “Attractants”, “GPS East”, “GPS North”, “Habitat Category”, and “Sample Type”.

\*) Indicates the field is required

Main Information	Sample Data	Trap Data	Weather Conditions	Attachments	Results	All
Sample Data						
Sample Number*	<input type="text" value="Sample Number"/>					
Site Reference No. *	<input type="text" value="Select Site Reference No."/> <span>▼</span>					<input type="button" value="Add Reference No."/>
Reason for Sampling*	<input type="text" value="Select Sample Reason"/> <span>▼</span>					
Positive/Negative Sample*	<input type="text" value="Positive"/> <span>▼</span>					
GPS East*	<input type="text" value="i.e. Longitude 000 00 00.000 E"/>					
GPS North*	<input type="text" value="i.e. Latitude 00 00 00.000 S"/>					
Total Dips	<input type="text" value="e.g. Tyre = 1"/>					
Positive Dips	<input type="text" value="e.g. Pos Tyre = 1, Neg Tyre = 0"/>					
Habitat Category*	<input type="text" value="Select Habitat Category"/> <span>▼</span>					
Sample Type*	<input type="text" value="Select Sample Type"/> <span>▼</span>					
Control / Treat	<input type="text" value="Select Control / Treat"/> <span>▼</span>					
Salinity	<input type="text" value="Salinity"/>					
<input type="button" value="Next Page"/>						
<input type="button" value="Save"/>						

Figure 4. New “Sample Data” Tab

**NB:** The coordinates must be recorded and entered using Latitude and Longitude with degrees, minutes and seconds (Lat Lon (DMS)) under WGS84 datum following the example below.

**NB:** Following an update of the database in 2025 to allow Kobo samples to be exported correctly, the Decimal Degrees format is now accepted, however the Latitude and Longitude with degrees, minutes and seconds is preferred. The below coordinates would be presented as the following 174.91606556 E, 41.23328500 S.

“GPS East”: 000 00 00.0000 E

“GPS North”: 00 00 00.000 S

It will read like the following on your GPS unit:

Longitude (GPS East): 174° 54' 57.836" E; Latitude (GPS North): 41° 13' 59.826" S

The coordinates should be entered using the following format in the online database e.g.  
GPS East: 174 54 57.836 E; GPS North: 41 13 59.826 S.

Note that when entering the coordinates the following characters are not required (° “ ‘ -).

If coordinates in existing site references are not in either of the two formats that are approved, they will need to be converted or re-taken. If the coordinates are missing from the sample they need to be taken and added.

For larval samples, both the “Total Dips” and “Positive Dips” are required to be entered manually, and for all adult and larval samples collected from traps, the number of “Trap Nights” in the “Trap Data” tab must be entered. Only numbers should be entered in the fields for “Total Dips”, “Positive Dips” and “Trap Nights”.

**NB:** Enter habitat category: For traps select “Trap option”, for sumps select “Subterranean Habitat – Artificial”.

NB: The “Positive/Negative” field will automatically display “Positive” and needs to be changed to “Negative” manually, where required.

### “Trap Data”

When complete select “Next Page” Trap Data will be displayed (Figure 5).

The screenshot shows the 'Trap Data' tab of a web form titled 'Home / Create Sample'. A note at the top states '(\*) Indicates the field is required'. The tab is selected among 'Main Information', 'Sample Data', 'Trap Data', 'Weather Conditions', 'Attachments', 'Results', and 'All'. The form contains four fields: 'Trap\*' with a dropdown menu showing 'Yes'; 'Trap Type' with a dropdown menu showing 'Select Trap Type'; 'Trap Nights' with a text input field containing 'number of nights trap has been active since last check'; and 'Attractants' with a dropdown menu showing 'Select Attractant'. A 'Next Page' button is located at the bottom right of the form area. Below the form is a green bar with a 'Save' button.

Figure 5. New “Trap Data” Tab

NB: The “Trap” field will automatically display “Yes” and needs to be changed to “No” manually, where required. If the “Habitat Category” has “Trap Option” selected, only the “Yes” option will be able to be selected in this field.

Select the correct option from the drop-down list for “Trap”, “Trap Type”, “Attractants” and enter the number of trap nights for trap samples.

NB: If the site that was sampled is not a trap, then the option under “Trap Type” should be “Not a Trap”.

### “Weather Conditions”

Select “Next Page” to enter the “Weather Conditions” (Figure 6).

The next tab is where information about the weather at the time of sampling is entered (Figure 6). This can be recorded using a weather app on a smart phone, or the MetService website. The information includes “Temperature”, “Precipitation”, “Cloud Cover” and “Wind Speed and direction”. It also has a field to record the time sampling took place. This can be the period of time that was spent doing surveillance at the location the sample is from and does not need to be the exact time that a trap was checked.

The screenshot shows the 'Weather Conditions' tab of the 'Create Sample' form. The tab is selected among 'Main Information', 'Sample Data', 'Trap Data', 'Weather Conditions', 'Attachments', 'Results', and 'All'. The form contains five fields: 'Temperature' with a text input field; 'Precipitation' with a dropdown menu showing 'Select Precipitation'; 'Cloud Cover' with a dropdown menu showing 'Select CloudCover'; 'Wind Speed (Kmh) and direction' with a text input field; and 'Record Time' with a text input field containing 'e.g. 13:30 - 15:10'. A 'Next Page' button is located at the bottom right of the form area. Below the form is a green bar with a 'Save' button. Above the 'Save' button is a 'Sample Status' dropdown menu showing 'Incomplete'.

Figure 6. “Weather Conditions”

NB: Recording the weather and time is a requirement for the use of S-methoprene by the EPA and the conditions must be entered here or as a comment in the “Attachments” page. This means that ALL of the fields need to be filled out.

### “Attachments”

Select “Next Page” to upload “Attachments” (Figure 7).

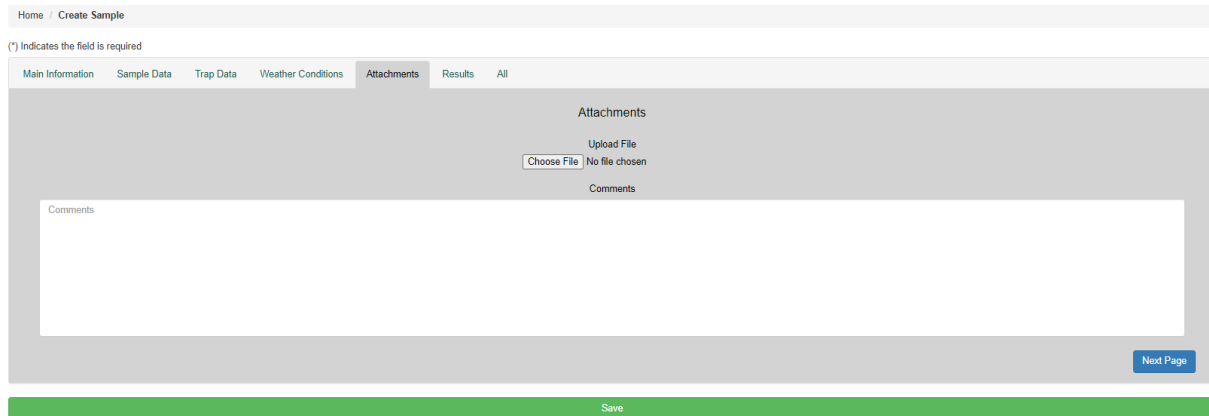
The screenshot shows the 'Attachments' tab of a 'Create Sample' form. At the top, there's a breadcrumb 'Home / Create Sample' and a note '(\*) Indicates the field is required'. Below this is a horizontal menu with tabs: 'Main Information', 'Sample Data', 'Trap Data', 'Weather Conditions', 'Attachments' (which is active), 'Results', and 'All'. The main content area of the 'Attachments' tab has a title 'Attachments' and an 'Upload File' section with a 'Choose File' button and the text 'No file chosen'. Below this is a 'Comments' section with a large text input area. At the bottom right of the main content area is a 'Next Page' button. A green 'Save' bar spans the width of the page at the very bottom.

Figure 7. “Attachments”

You may attach a file, a photograph or report to samples, by selecting “Choose File”. Your browser will direct to your file source for selection. When you save the sample form, the file will copy onto the database and be saved with the sample data. This is ideal for photos of potential breeding habitats found during 400m surveys. You can add comments in the comments section.

You can save your sample by selecting the Green “Save” Bar at the bottom of the page. If there are compulsory fields not entered a pop-up will occur (Figure 8) indicating missing data. Navigate to the correct tab and enter the missing data. Saving can occur at any page.

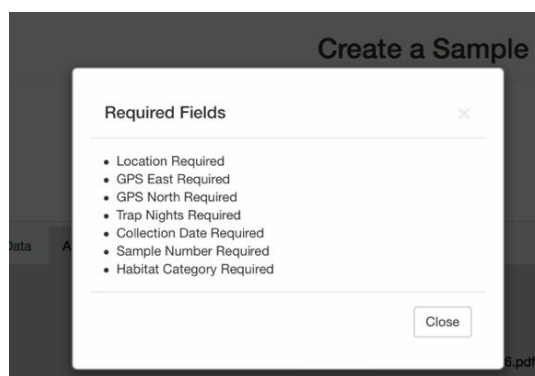


Figure 8. Missing data fields

### “All”

Alternatively, all the sample information can be entered in the “All” tab (Figure 9).



Home / Create Sample

\*) Indicates the field is required

Main Information   Sample Data   Trap Data   Weather Conditions   Attachments   Results   All

### Main Information

Health Board: MidCentral DHB

Sample Officer: Select Sample Officer

Location\*: Select Location

Collection Date\*: Collection Date

### Sample Data

Sample Number\*: Sample Number

Site Reference No.\*: Select Site Reference No. Add Reference No.

Reason for Sampling\*: Select Sample Reason

Positive/Negative Sample\*: Positive

GPS East\*: i.e. Longitude 00 00 00.000 E

GPS North\*: i.e. Latitude 00 00 00.000 S

Total Dips: e.g. Tyre = 1

Positive Dips: e.g. Pos Tyre = 1, Neg Tyre = 0

Habitat Category\*: Select Habitat Category

Sample Type\*: Select Sample Type

Control / Treat: Select Control / Treat

Salinity: Salinity

### Trap Data

Trap\*: Yes

Trap Type: Select Trap Type

Figure 9. All tab

## 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” displayed at the top of the page (Figure 10). 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.

**The sample has been saved to the database!**

Figure 10. This legend will appear if the samples have been saved

## Entering Multiple Samples – Upload a CSV

The database has an upload function to add multiple samples in a CSV file. CSV stands for Comma Separated Value. The CSV Upload Template and CSV Population Guide can be downloaded from the SMSL website ([Entomology Laboratory page](#), Figure 11).

A	B	C	D	E	F	G	H	I	J
SAMPLE_OFFICER	USERNAME	COLLECTION_DATE	LOCATION	SURVEILLANCE_TYPE	SITE_REFERENCE_NO	POSITIVE_NEGATIVE_SAMPLE	SAMPLE_NUMBER	TOTAL_DIPS	POSITIVE_DIPS
The SO name which existing in database. last name first followed by first name. Example:	This is the username that the SO uses to log into the online database	The date format is yyyyMMddHHmmss. Example: 20170622195802.	The location name existing in SMSL's database. Must have the year, month, day, hour, minutes and seconds (total of 14 digits).	Port/Airport surveillance The site name existing in database. Must be exactly the same site ref as what is in the database.	The site name existing in database. Must be exactly the same site ref as what is in the database.	positive negative These need to be spelled correctly and written in full.	Unique sample number Example: JS1023	1 for Tyre Pond or other container - how many total	If positive 1 for tyre, if negative 0 Pond or other container - how many +ve
K	L	M	N	O	P	Q	R	S	T
CONTROL_TREAT	TRAP	TRAP_TYPE	TRAP_NIGHTS	REASON_FOR_SAMPLING	ATTRACTANTS	HABITAT_CATEGORY	SAMPLE_TYPE	COMMENTS	
Aquatain	yes	BG Trap - Adult	The number of nights the trap has been active since the last check. Example: 7 (for weekly checks) 14 (for fortnight checks)	Routine Surveillance	BG Lure	Flowing Stream	Adult	Any additional information about sample or site. Include the weather conditions here. Do not use commas in this field	
Barrier Spray + S-methoprene	no	CO2 Baited Light Trap		Delimiting survey	CO2 & Light	Ponded Stream	Larvae and/or Pupae		
Btl		GAT Trap - Adult		Enhanced Surveillance	Human	Lake Edge	Other		
Chlorine/Bleach		Not a Trap		Suspected Interception	None	Swamp Marsh			
Insecticide/Barrier spray		Tyre Trap		400m survey	Octenol	Permanent Pond			
Mortien Barrier Spray/Bleach		UV Sticky Trap - Adult		1km survey	Octenol & CO2 & Light	Temporary Pond			
None		Only these six options should be used		Public enquiry	UV Light	Intermittent Ephemeral Puddle			
S-Methoprene				Interception	Water	Natural Container			
				Mega Survey	Water + Lucerne	Artificial Container			
				Audit Survey		Subterranean Habitat Natural			
				3km/5km Survey		Subterranean Habitat Artificial			
						Rock pool			
						Trap option			

Figure 11. Web Page Downloads – CSV Population Guide

To upload multiple samples, download the “CSV Upload Template” file from the website. Open the file and edit it to reflect your own routine surveillance. Enter the sample data to each of the rows as specified in the header using the correct format (Figure 12). Weather conditions at the time of sampling and time of sampling should be entered into the “Comments” section.

The CSV file must follow a specific format with specific options for each column (Figure 12), this cannot be altered. All elements in the CSV file must be copied exactly as they appear in the online database or the “CSV Population Guide” file provided in the SMS web page.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	
1	SAMPLE	OFF	USER	NAME	COLLECTION_DATE	LOCATION	SURVEILLANCE_REFERENCE_NO	POSITIVE	SAMPLE_NUMBER	TOTAL_DIPS	POSITIVE_DIPS	CONTROL_TREAT	TRAP	TRAP_TYPE	NIGHTS	REASON_FOR_SAMPLING	ATTRACTANTS	HABITAT_CATEGORY	SAMPLE_TYPE	COMMENTS
2	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Tyre T Negative	JS005	1	0	0	0	0	S-Methoprene	Yes	Tyre Trap	7	Routine Surveillance	Water	Trap Option	Larvae and/or P; Light rain; moderate c/c	
3	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Tyre T Positive	JS006	1	1	1	1	1	S-Methoprene	Yes	Tyre Trap	7	Routine Surveillance	Water	Trap Option	Larvae and/or P; Light rain; moderate c/c	
4	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Tyre T Negative	JS007	0	0	0	0	0	S-Methoprene	Yes	Tyre Trap	7	Routine Surveillance	Water	Trap Option	Larvae and/or P; Light rain; moderate c/c	
5	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Pond 1 Negative	JS008	10	0	0	0	0	Btl	No	Not a Trap	7	Routine Surveillance	Water	Permanent Pond	Larvae and/or P; Light rain; moderate c/c	
6	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Pond 2 Positive	JS009	10	3	3	3	3	Btl	No	Not a Trap	7	Routine Surveillance	Water	Permanent Pond	Larvae and/or P; Light rain; moderate c/c	
7	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel LT 1 Negative	JS010						Yes	CO2 Baited	7	Routine Surveillance	CO2 & Light	Trap Option	Adult	Light rain; moderate c/c	
8	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel LT 2 Positive	JS011						Yes	CO2 Baited	7	Routine Surveillance	CO2 & Light	Trap Option	Adult	Light rain; moderate c/c	
9	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel BG 1 Negative	JS012						Yes	BG Trap - j	7	Routine Surveillance	BG Lure	Trap Option	Adult	Light rain; moderate c/c	
10	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel BG 2 Positive	JS013						Yes	BG Trap - j	7	Routine Surveillance	BG Lure	Trap Option	Adult	Light rain; moderate c/c	
11	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel GAT 1 Negative	JS014						S-Methoprene	Yes	GAT Trap -	7	Routine Surveillance	Water + Lucerne	Trap Option	Adult	Light rain; moderate c/c
12	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel GAT 2 Positive	JS015						S-Methoprene	Yes	GAT Trap -	7	Routine Surveillance	Water + Lucerne	Trap Option	Adult	Light rain; moderate c/c
13	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Sump Negative	JS016	3	0	0	0	0	Btl	No	Not a Trap	7	Routine Surveillance	Water	Subterranean Ha	Larvae and/or P; Light rain; moderate c/c	
14	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Sump Positive	JS017	3	2	2	2	2	Btl	No	Not a Trap	7	Routine Surveillance	Water	Subterranean Ha	Larvae and/or P; Light rain; moderate c/c	
15	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Sump Positive	JS018						No	Not a Trap	0	Routine Surveillance			Artificial Contain	Adult	Light rain; moderate c/c
16	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Sump Positive	JS019	3	1	1	1	1	Btl	No	Not a Trap	0	Routine Surveillance		Subterranean Ha	Larvae and/or P; Light rain; moderate c/c	
17	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Sump Negative	JS020	3	0	0	0	0	Btl	No	Not a Trap	0	Routine Surveillance		Subterranean Ha	Larvae and/or P; Light rain; moderate c/c	
18	Smith John	JSmith	20231016082006	Heartland Hotel	Port/Airport Heartland Hotel Brome Negative	JS021	1	0	0	0	0	Btl	No	Not a Trap	0	Routine Surveillance		Natural Contain	Larvae and/or P; Light rain; moderate c/c	

Figure 12. Example of CSV file with headers and related values the database can read

NB: Samples from new site references need to be entered manually the first time. Alternatively, a new site reference may be created in the database prior to uploading a CSV file.

NB: Do not use commas in a CSV. This is due to the file type (Comma Separated Value), and if a comma is used, any information in the cell following the comma will be entered in the next field or will not be entered at all. This includes in the comments section which will be cut off at the comma.

NB: The Sample Officer format has changed from November 2020. The correct format is the last name followed by the first name. Example: Smith John

**NB:** The date entered must be in the following format **yyyyMMddHHmmss**

e.g. Original Date: 2020/07/27 09:05:02;

Import Date Format: 20200727090502

The cells containing the “Collection Date” must be formatted as number without decimals (Figure 13a & 13b). To do this, select all the dates in your file, right click and select “Format Cells” (Figure 13a) then select “Number”, and enter 0 for the “Decimal Places” (Figure 13b).

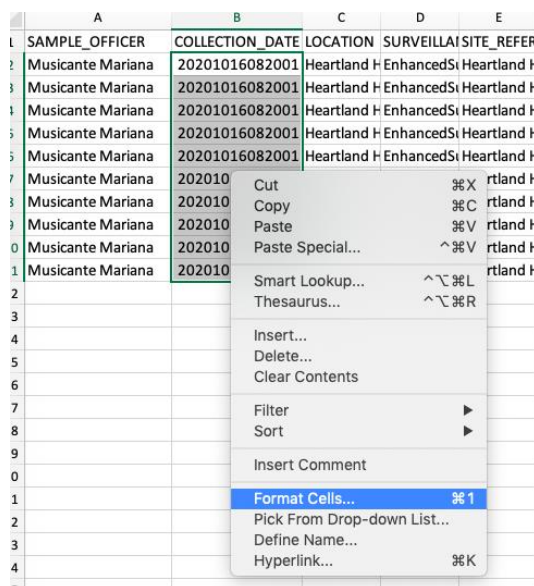


Figure 13a. Changing cell formats

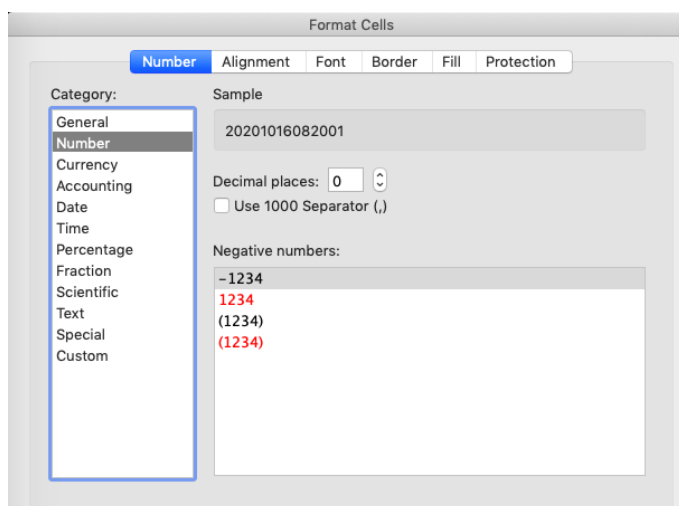


Figure 13b. Formatting the cells to numbers without decimals

Save the changes made, ensure your file is saved as a CSV. You can leave the document open while uploading so you do not have to open it again if you receive an error message while uploading the file. In a Mac computer you must leave the document open while uploading the CSV file or the date formatting will revert to the incorrect format.

Login and select “Upload Data” from the left-hand column on the menu page (Figure 14).

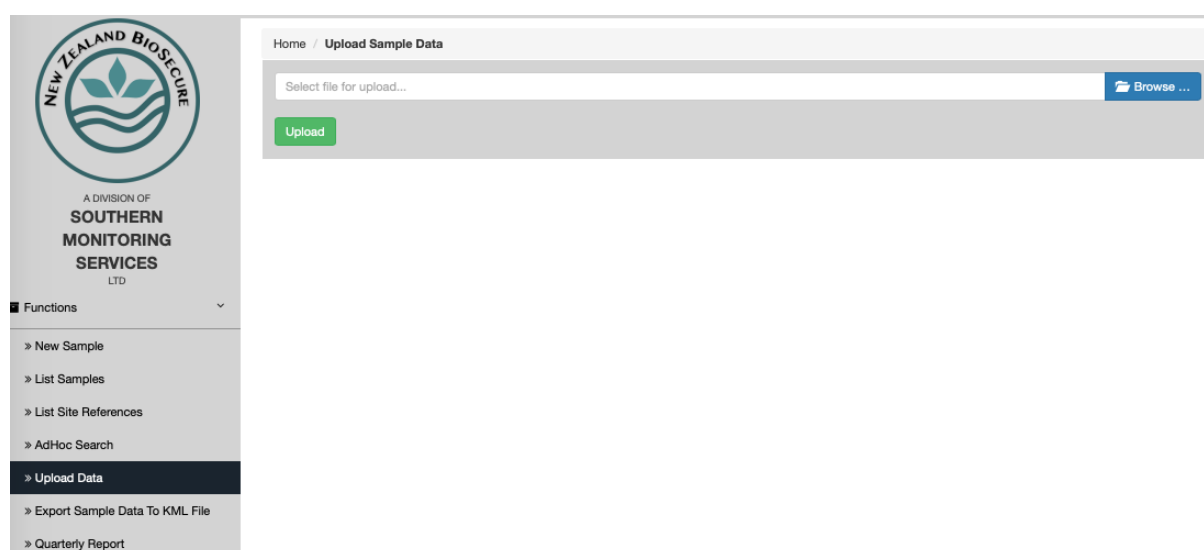


Figure 14. Upload Data

Select “Browse”, to locate your file, and choose. Select “Upload”.

A popup will display confirming upload success (Figure 15). If certain fields are not entered correctly, you will get an error message. Common issues when uploading CSV files are discussed in the next section and other potential errors are discussed in the document [“Common errors for CSV files”](#).



Figure 15. "Upload Succeeded"

To crosscheck your samples have been entered correctly, go to "Adhoc Search" and search for the date your samples were obtained. Open one or two of the samples and check that all of the fields have been filled in.

### CSV upload common issues and how to fix them

**Name format for "Sample Officer" is incorrect.** When this happens, a popup will appear in the database (Figure 15). To solve this issue, replace the "Sample Officer" name format in your CSV with the one displayed in the popup (Figure 15).

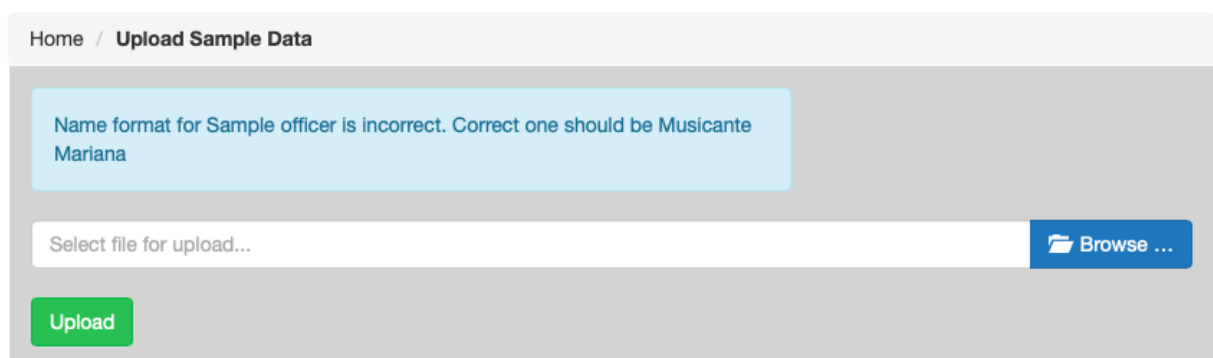


Figure 15. The Sample Officer format is incorrect

**NB: The Sample Officer format has changed since November 2020. The correct format is last name followed by first name. Example: Smith John**

**The Collection date format is incorrect.** When the Collection Date is entered incorrectly a popup will display pointing out the problem (Figure 16). To solve this issue, check the following: The date is expressed following the example provided above (yyyyMMddHHmmss); The date cell contains 14 digits in total; The cells containing the date in the CSV file have been formatted as number without decimals (Figures 13a and 13b).

Home / Upload Sample Data

Process file failed. The collection date format is incorrect. The format must be YearMonthDayHourMinSec, for example 20120608134523

Select file for upload...

Browse ...

Upload

Figure 16. The Collection Date format is incorrect

## 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.

**NB:** Once a “Site Reference No: has been assigned to a “Location” by a sample creator, the “Location” cannot be changed. To modify the “Location” assigned to a particular “Site Reference No” you will need to contact the Lab.

## Listing SiteReferences

Click on the 'List Site References' link on the left Menu, 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 (Figure 17).

Home / Site References

Create New Site Reference

Search by Site Reference No. Admin Search

References Per Page 20

Health Board	Site Reference No.	Edit
MidCentral DHB	Arrivals terminal A	Edit
MidCentral DHB	Arrivals terminal	Edit
MidCentral DHB	Fire fighting tank	Edit
MidCentral DHB	NZB_OHA_Tyre 1 Spotless	Edit

Functions

- » New Sample
- » List Samples
- » List Site References
- » AdHoc Search
- » Upload Data

Figure 17. List Site References

## Creating new SiteReferences

To add a new site reference, click on the blue button “Create New Site Reference” link from the “List Site References” (Figure 17). Fill in the appropriate fields and click save (Figure 18). The new site reference will automatically appear in the dropdown menu for the next new sample you enter.

Remember to add the correct location to the site reference. The database filters the site references by location when creating a new sample. The location can only be altered by the lab once the site reference is saved.

Home / Create Site Reference

Health Board: MidCentral DHB

Site Reference No.: Site Reference

GPS East: i.e. Longitude 000 00 00.000 E

GPS North: i.e. Latitude 00 00 00.000 S

Trap Type: Select Trap Type

Reason for Sampling: Select Sample Reason

Attractants: Select Attractant

Trap: Yes

Habitat Category: Select Habitat Category

Sample Type: Select Sample Type

Salinity: Salinity

Sample Location: Select Location

Control / Treat: Select Control / Treat

Save Back to Main List

Figure 18. Creating a new Site Reference

## Searching for Samples in the Database

### Listing Samples

The “List Samples” link on the menu page column allows you to view your Health Boards samples that are in the database. You can list your samples based on their “Status” (All, Complete or Incomplete), “+VE Sample” (All, Positive, Negative) or “Entry Method” (All, Uploaded or Manual) or Location. (Figure 19).

In “List Samples” be as selective as possible to find the samples, make your selections and click “Search”. Your samples will appear in a summary table, from which clicking the green button you can check the results or edit your samples (Figure 20).

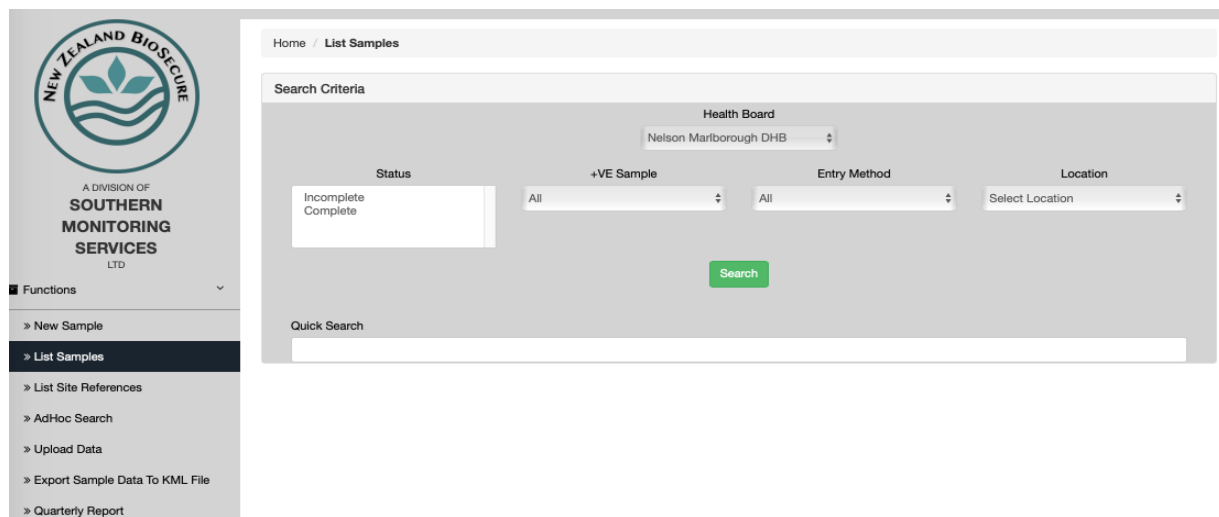


Figure 19. List Samples Link.

Home / List Samples								
Search Criteria								
Samples Per Page 20								
Sample Number	Location	Status	Positive or Negative	Sample Date	Create Date	Attached File		
SJ9975	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		Check results	Delete
SJ9976	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		Check results	Delete
SJ9977	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		Check results	Delete
SJ9978	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		Check results	Delete
SJ9979	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		Check results	Delete
SJ9980	Christchurch Port	Complete	Positive	21/11/2018	21/11/2018		Check results	Delete
SJ9981	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		Check results	Delete

Figure 20. List samples.

You can also search for a specific sample using the sample number in the “Quick Search” box in the “List Samples” tab (Figure 21).

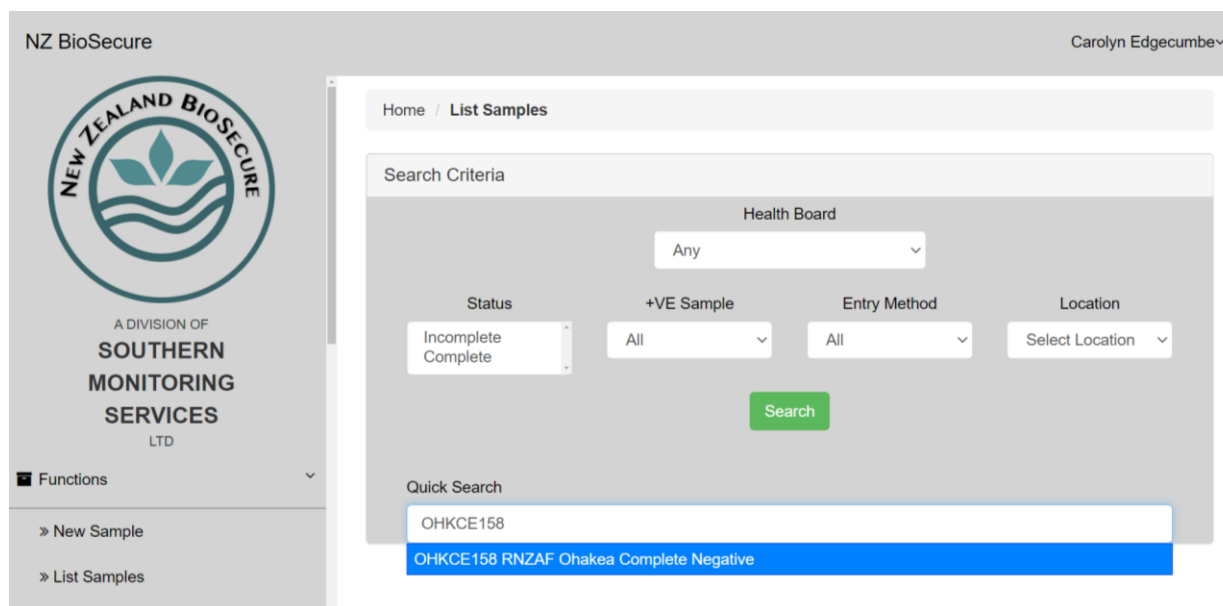


Figure 21. Using the Quick Search bar

NB: To open the sample that you are searching for, you need to click on the sample that is listed

below the search box. The green search button is only to search using the method listed above.

You can export datasets to your computer, by clicking from the “AdHoc Search” “Export CSV”. And also “Export Sample Data to KLM File”. Refer to the [Exporting Datasets](#) section for more detail on this.

## AdHoc searches

On the Menu page, click on “AdHoc Search” link on the left side to produce the Search Samples page (Figure 22).

The screenshot displays the 'AdHoc Search' interface. At the top, a breadcrumb trail shows 'Home / AdHoc Search'. Below this is a form titled 'Search Criteria' with the following fields:

- Health Board:** A dropdown menu currently showing 'Nelson Marlborough DHB'.
- Sample Creator:** A dropdown menu currently showing 'Select Sample Officer'.
- Location:** A text input field.
- Collection Date From:** A date input field.
- Collection Date To:** A date input field.
- GPS East:** A text input field.
- GPS North:** A text input field.
- Sample Number:** A text input field.
- Site Reference Number:** A dropdown menu currently showing 'Select Site Reference No.'.
- Surveillance Type:** A dropdown menu currently showing 'Select Surveillance Type'.
- Trap Type:** A dropdown menu currently showing 'Select Trap Type'.
- Reason For Sampling:** A dropdown menu currently showing 'Select Sample Reason'.
- Attractants:** A dropdown menu currently showing 'Select Attractant'.
- Trap?:** A button labeled 'All' with a dropdown arrow.

Figure 22. In the AdHoc Search menu refine your search

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. This is often the easiest way to search for multiple samples.

Examples of searches; all samples collected on a particular date; all positive samples collected by a particular sampling officer during the month of April.

**NB: A period of time must be entered into the date fields to obtain the search results. This is the only field that is mandatory.**

Once you have entered your criteria, click “Search” and you will be given the listing options displayed as above in the Listing samples section. You can also export this dataset by clicking the “Export CSV” or “Export XLS” button.

Refer to the Exporting Datasets section below for more detail on this.

## Exporting Datasets

Data can be exported readily. The system is windows optimised and is the preferred option.

### Ad Hoc Search: Export Option

After you have entered the search parameters for the data you wish to export (using the same process as an Ad Hoc Search), click on “Export CSV” or “Export XLS” (Figure 23). The CSV/XLS should automatically download to your PC. Once downloaded it can be imported into excel for viewing.



Figure 23. “Ad hoc Search” results. Export to CSV or Export XLS

## Opening Exported Datasets in Microsoft Excel

Datasets exported as CSV files, can be imported into Microsoft Excel, for use in data analysis etc. This may not be automated, as the commonly used separator characters are often used in the data fields, the data may need to be imported manually depending on software versions.

Once you have exported the CSV file to a known location on your computer, open a new file in Microsoft Excel. Click on the “Data” menu, or “File” select the “Import” or similar option (e.g. Get data From Text) or “CSV file” (Figure 24).

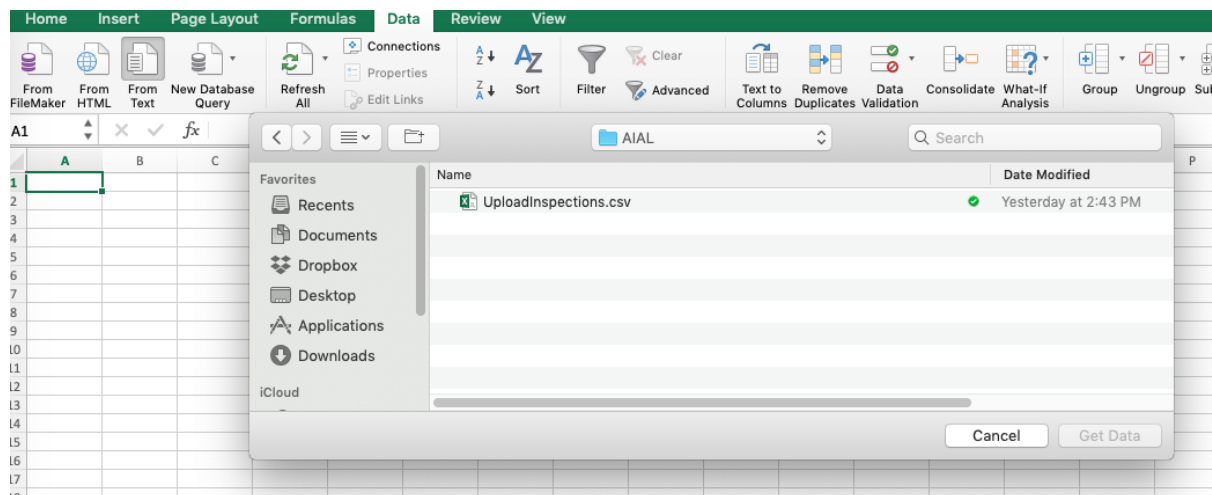


Figure 24. Import CSV

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. How this looks depends on if you are on a Windows computer or a Mac computer.

When opening the file using a Mac, the process will follow the below steps (Figures 25 & 26).

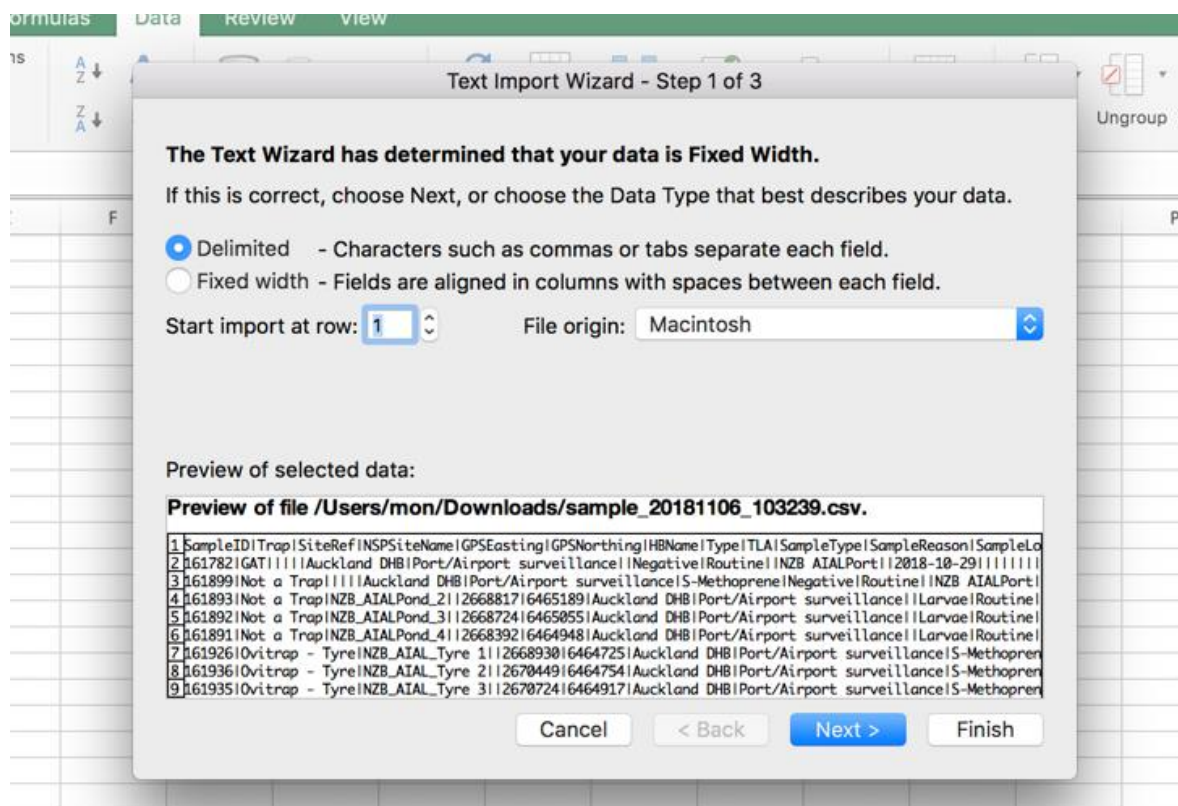


Figure 25. Select "Delimited" and then click "Next"

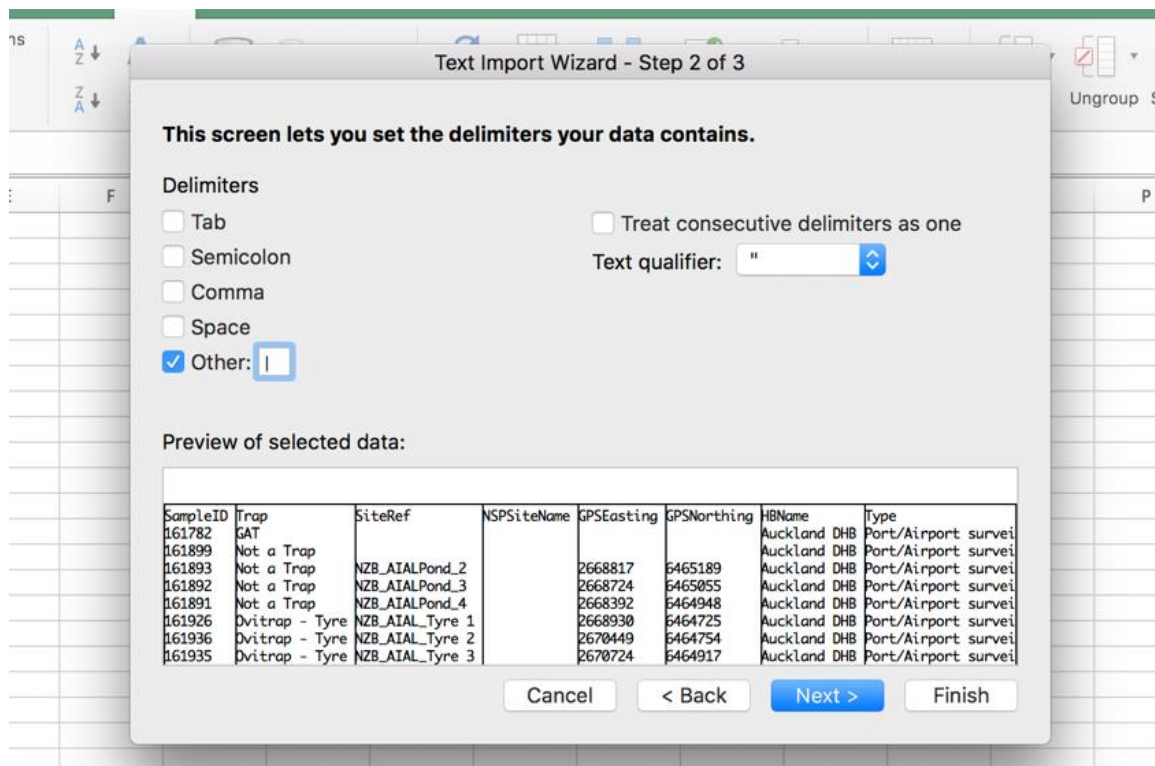


Figure 26. Uncheck the "Tab" box, check the "Other" box and add type in "|" (this is usually shift and the \ button, above 'enter' on the keyboard). Click "Next"

Click “Finish” to add the data to your worksheet where you can review and analyse. Save it as a Microsoft Excel spreadsheet file.

When opening a CSV on a Windows computer the process will look like the following. Please note, there are some extra steps that need to be completed to ensure that the data will display correctly (Figures 27 – 30).

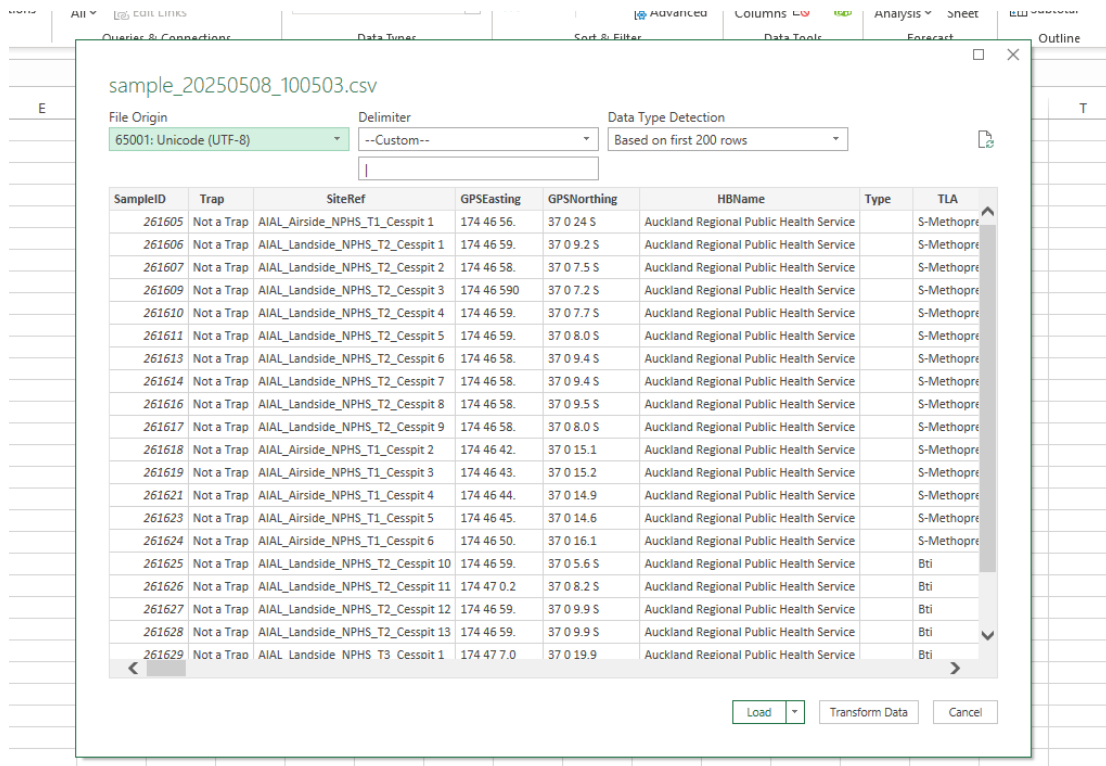


Figure 27. Ensure that the Delimiter is set to “Custom” and add type in “|” (this is usually shift plus the \ button, above ‘enter’ on the keyboard) in the box below. Click “Transform data”

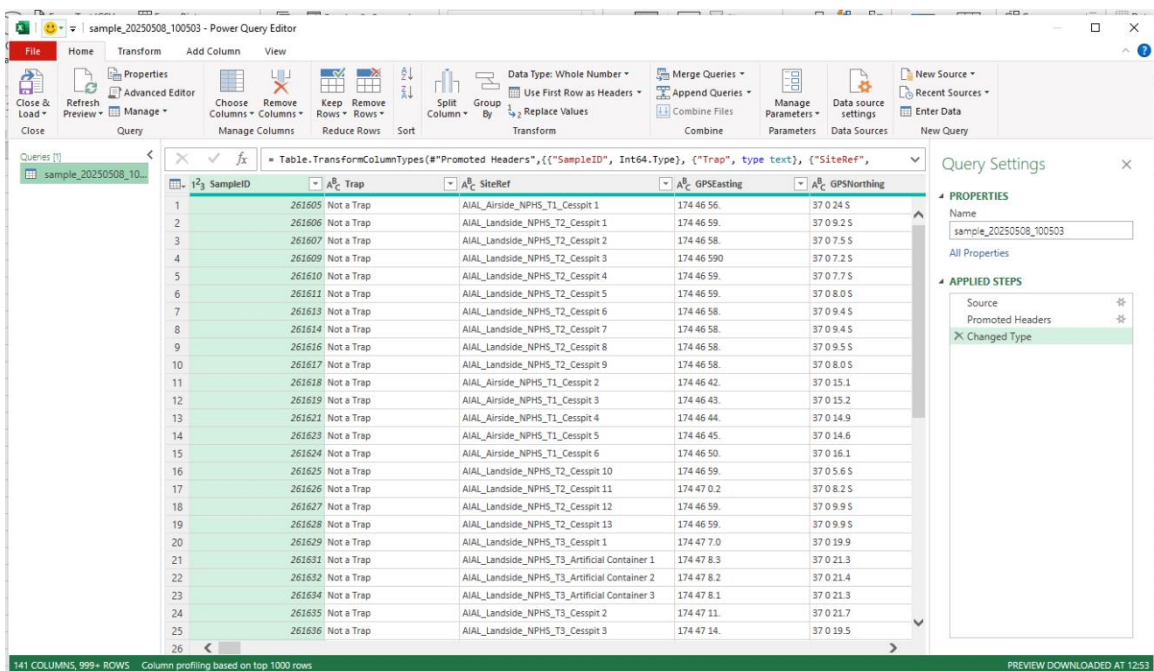


Figure 28. This will open a new window that will allow you to change the data type of cells.

In this box, use the scroll bar along the bottom to find “Culex Species 1”. Select the entire column by clicking the heading at the top. Keeping this selected, scroll across to find the column “Exotic3\_AdultF”. While holding the “shift” key click the heading to select all the columns between “Culex Species 1” and “Exotic3\_AdultF”.

Along the task bar at the top find “Data Type” and change this from “Text” to “Whole Number”. Repeat this procedure for the columns containing the “TrapNights” and “PosDips” and “TotalDips”.

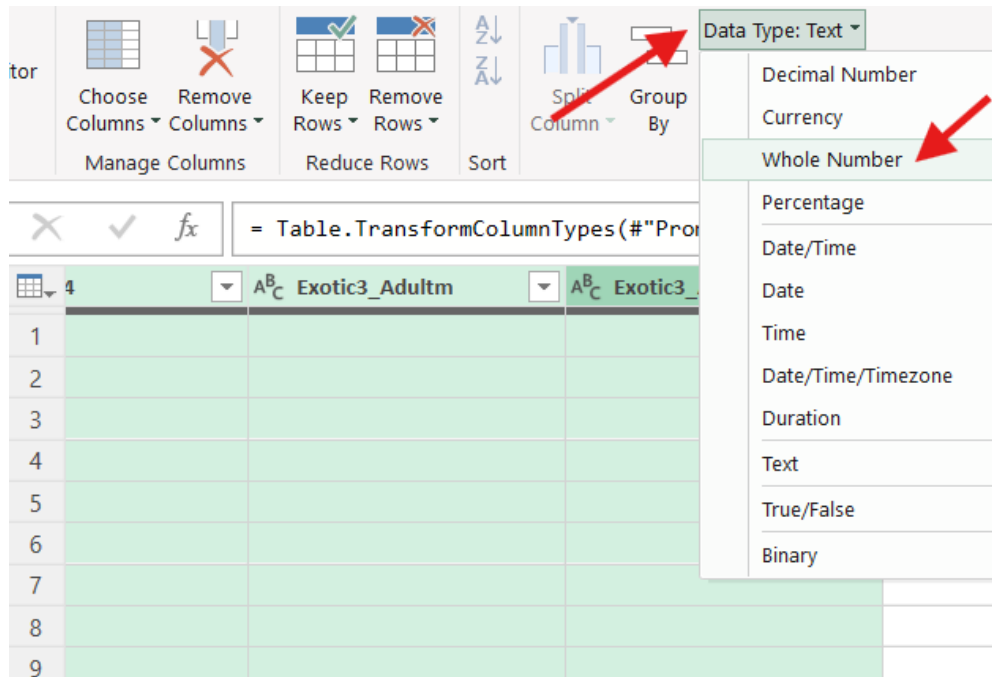


Figure 29. Change the cells containing the results from “Text” to “Whole Number”

## Change Column Type

The selected column has an existing type conversion. Would you like to replace the existing conversion, or preserve the existing conversion and add the new conversion as a separate step?



Figure 30. A dialogue box will appear that will ask how you want to excel to manage the conversion. Select the option “Replace current”

Once the data has been successfully transformed, the cells for the results will display “null”. Click “Close & Load” in the top left and the data will open in the Excel workbook.

Datasets that are exported as XLS can be opened without delimiting the data.

## Exporting to KML

Exporting sample data to KML enables sample data and results to be viewed in mapping programmes such as Google Earth.

**NB:** In order for the data to be displayed accurately, the GPS data entered must be accurate and the coordinate information needs to follow the format described in page 6.

Select the “Export Sample Data to KML File” option from the menu (Figure 31) and complete the search parameters to export the data you want displayed on the map. The only information that is mandatory is the collection date to and from fields. Then select the “Export KML” tab at the bottom of the page, a file will automatically be download (Figure 32).

Figure 31. Export Sample Data to KLM

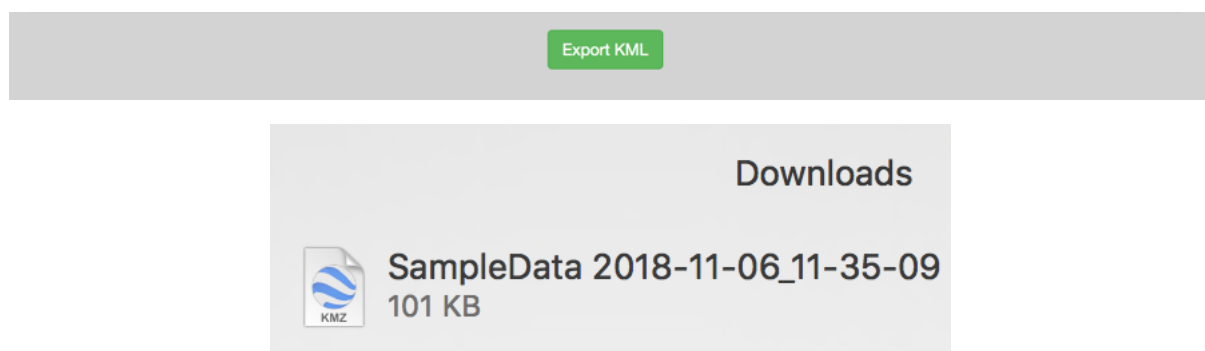


Figure 32. Export KLM button & File Downloaded

To open the downloaded file with Google Earth Pro (desktop), click on the downloaded file and the samples will automatically open in the program. Alternatively open the programme, go to “File” then “Import” and select your download. To open the downloaded file in the browser version of Google Earth, open the webpage for Google Earth, go to “File” then “Open local KML file” and find the file where it’s saved on the computer.

The samples results are color-coded as follows: Red pins – Exotic Species, Yellow Pins – non-exotic positive results and Green Pins – Negative (Figure 33).

**NB** By clicking in the pin the sample information, including results are displayed (Figure 33).



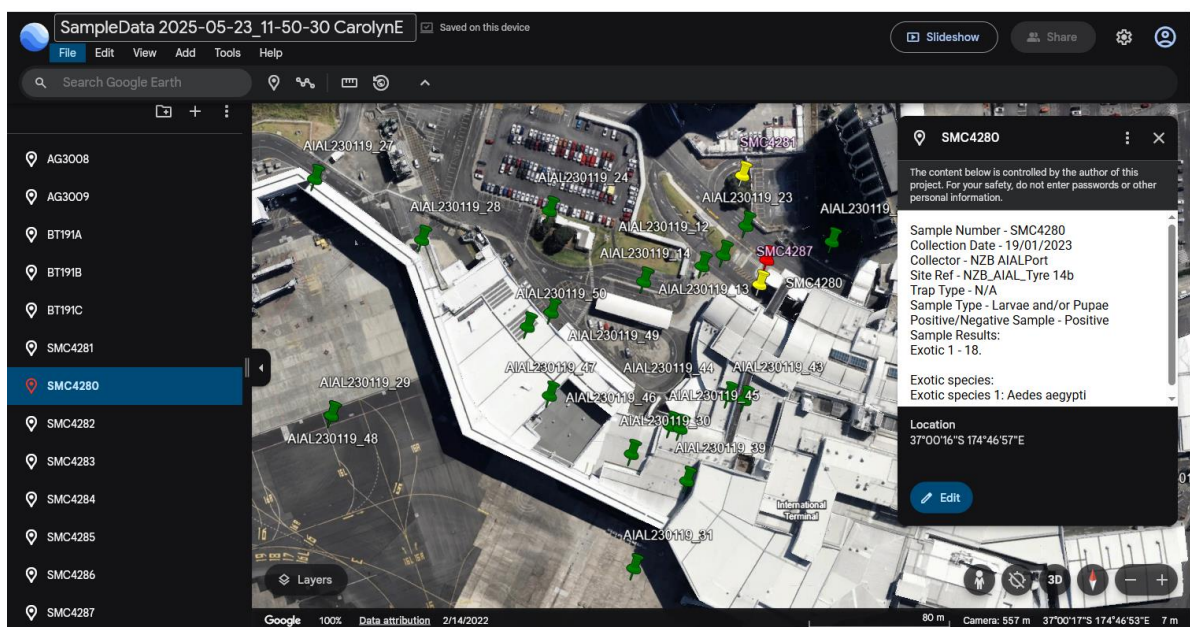
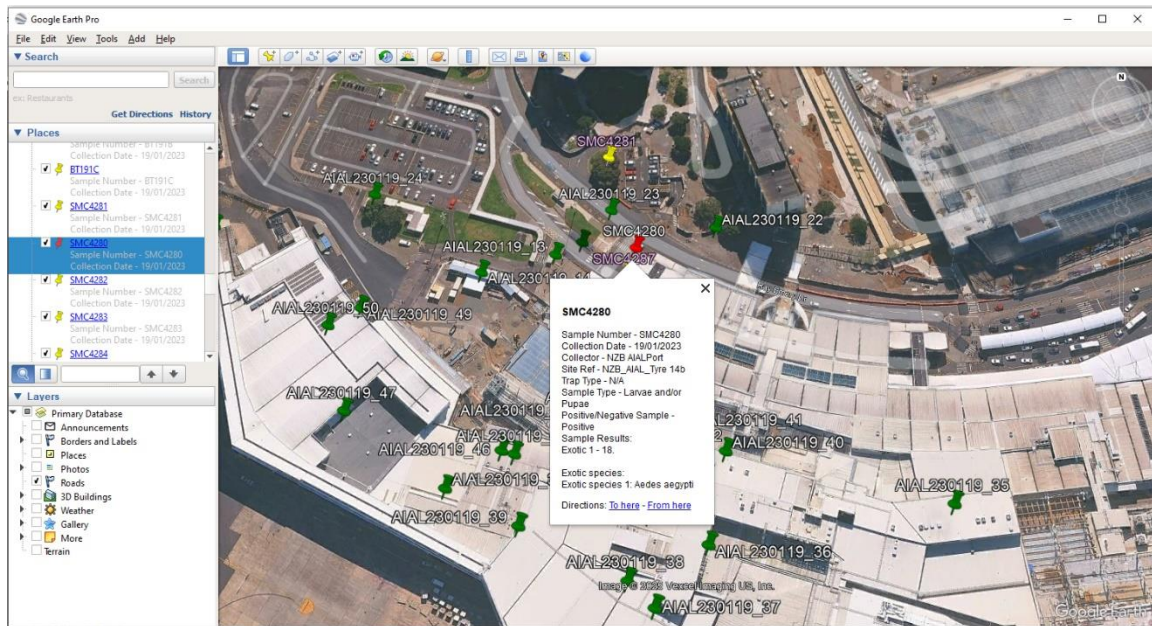


Figure 33. KLM Samples displayed in a) Google Earth Pro (desktop) and b) Google Earth (browser)



Figure 34. Incorrect GPS Co-ordinate example

## Finishing a Session

When you have finished with the database, click on your name at the top right of the current screen and you will be returned to the menu page. Click “Logout” to terminate your connection (Figure 35).

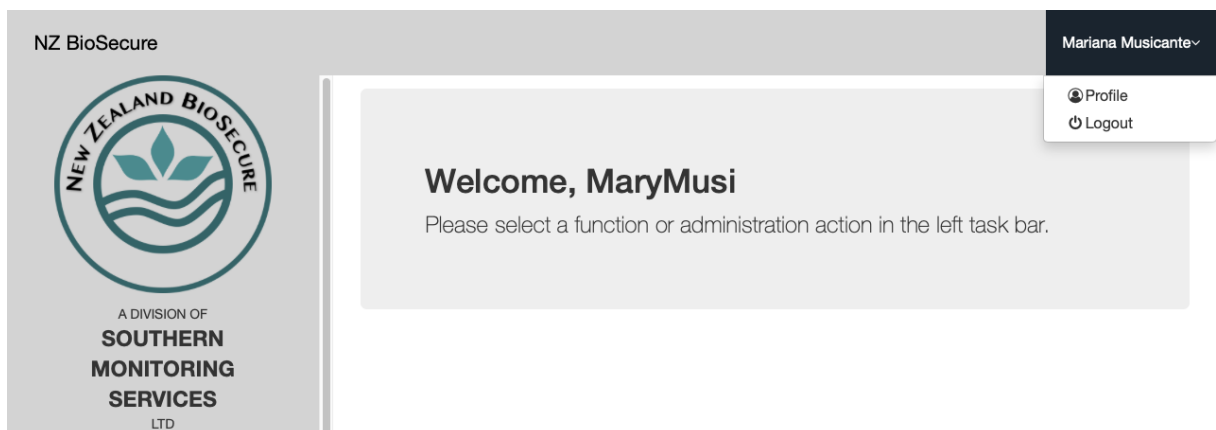


Figure 35. Logout.

Thank You

If you have any queries, please  
Email us at the NZBE Laboratory

[taxonomy@nzbiosecure.net.nz](mailto:taxonomy@nzbiosecure.net.nz)



**A Division of Southern Monitoring Services Limited**