



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

**Online  
National Mosquito Surveillance  
Database**

**User Guide**

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# Contents

Introduction .....	3
Database Operation .....	3
Access .....	3
Users.....	3
New Users .....	4
Logging In.....	4
Entering Sample Information.....	5
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
Searching for Samples in the Database .....	15
Listing Samples.....	15
Ad Hoc searches.....	17
Exporting Datasets.....	18
Ad Hoc Search: Export Option .....	18
Opening Exported Datasets in Microsoft Excel .....	18
Exporting to KML.....	20
Finishing a Session .....	22

## 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 Ministry of Health approved services and is generally limited to District Health Board Public Health Units.

## 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 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. 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 actual 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. PHU staff should email the laboratory 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). They will provide you with an access username and password to access it. You should change your password once you have gained access – this can be accessed under your name located top right-hand corner (Figure 2).

Once registered, open your internet browser and navigate to database login page, at National Online 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.

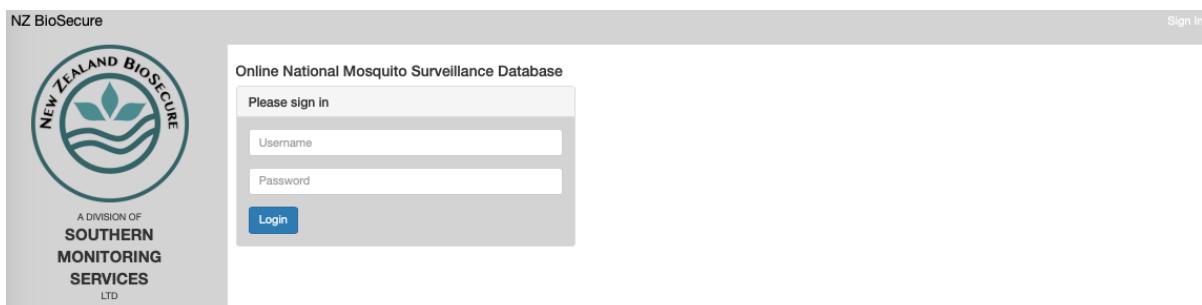


Figure 1. Login page for the National Online Mosquito Database.

## Logging In

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

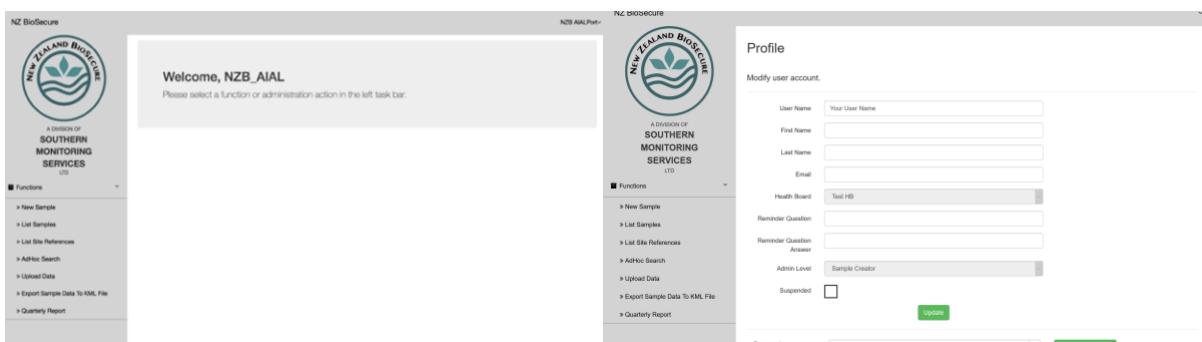


Figure 2. Left: National Online Mosquito Database main menu. Right: Profile

# 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 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. Then select “Next Page” to view Sample Data Tab (Figure 3).

The screenshot shows the 'Create Sample' interface. On the left is a sidebar with the NZ BioSecure logo and a list of functions: New Sample, List Samples, List Site References, AdHoc Search, Upload Data, Export Sample Data To KML File, and Quarterly Report. The main area has tabs for Main Information, Sample Data, Trap Data, Weather Conditions, Attachments, Results, and All. The Main Information tab is active, showing fields for Health Board (MidCentral DHB), Sample Officer (Select Sample Officer), Location (Select Location), and Collection Date. A 'Save' button is at the bottom of the form.

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 in the grey box “Select Site reference Number” and begin to type the site name, and select 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 manually into the “Site Reference No” field. Once saved new references will appear in the list and do not require entering again. Continue entering sample data field.

Saved details for site references should 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*	Sample Number	Add Reference No.
Site Reference No.*	Select Site Reference No.	
Reason for Sampling*	Select Sample Reason	
Positive/Negative Sample*	Positive	
GPS East*	i.e. Longitude 000 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	

Next Page

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 this example.

“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: 174° 54' 57.836" E; 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 (° “ ‘ -).

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.

**NB: Enter habitat category: For traps select “Trap option”**

**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).

Figure 5. New “Trap Data” Tab

**NB.** 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 “Trap”, “Trap Type”, “Attractants” and enter the number of trap nights.

### “Weather Conditions”

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”.

Figure 6. “Weather Conditions”

**NB.** Recording the weather 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.

### “Attachments”

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

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.

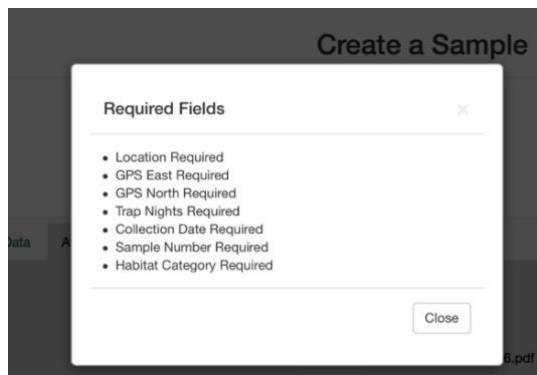


Figure 8. Missing data fields

### "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
<b>Main Information</b>						
Health Board	MidCentral DHB					
Sample Officer	Select Sample Officer					
Location*	Select Location					
Collection Date*	Collection Date <input type="button" value="Calendar"/>					
<b>Sample Data</b>						
Sample Number*	Sample Number					
Site Reference No.*	Select Site Reference No.					
Reason for Sampling*	Select Sample Reason					
Positive/Negative Sample*	Positive					
GPS East*	i.e. Longitude 000 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					
<b>Trap Data</b>						
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 Delimited Value. The CSV file format and example headers can be downloaded from the SMSL website ([Entomology Laboratory page](#), Figure 11).

A	B	C	D	E	F	G	H	I	J
SAMPLE_OFFICER	COLLECTION_DATE	LOCATION	SURVEILLANCE_TYPE	SITE_REFERENCE_NO	POSITIVE_NEGATIVE	SAMPLE_NUMBER	TOTAL_DIPS	POSITIVE_DIPS	CONTROL_TREAT
The name of the sample officer which exists in SMSL's database.	The sample collection date format is yyyyMMddHHmmss Example: 20201112105523	The location name existing in SMSL's database.	Port/Airport surveillance	The site reference name existing in SMSL's database.	positive negative	Unique sample number Example: J51023	1 for tyre Pond or other container (how many total)	If positive 1 for tyre, If negative 0	Bti S-Methoprene Aquatain Barrier Spray
Last name first followed by first name. Example: Smith John	Must have the year, month, day, hour, minutes and seconds (total of 14 digits). The Format Cell for these cells must be changed to Number without decimals. To successfully upload your CSV do not close the file while uploading into the database	Must be the exact location that already exists in the database		Must be exactly the same site ref as what is in the database.					
K	L	M	N	O	P	Q	R	S	T
TRAP	TRAP_TYPE	TRAP_NIGHTS	REASON_FOR_SAMPLING	ATTRACTANTS	HABITAT_CATEGORY	SAMPLE_TYPE	COMMENT		
yes	Not a Trap	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. Including the weather conditions.		
no	BG Trap - Adult		Delimiting survey	CO2 & Light	Ponded Stream	Larvae and/or Pupae			
	GAT Trap - Adult		Enhanced Surveillance	Water + Lucerne	Lake Edge	Other			
	Tyre Trap		Suspected Interception	Water	Swamp Marsh	Please use the exact SAMPLE_TYPE listed in here.			
	CO2 Baited Light Trap		400m survey	Human	Permanent Pond				
			1km survey	Octenol	Temporary Pond				
			Public enquiry	Octenol & CO2 & Light	Intermittent Ephemeral Puddle				
			Interception		Natural Container				
			Mega Survey	Please use the exact ATTRACTANTS listed in here. It is advisable to copy and paste into your own CSV file.	Artificial Container				
					Subterranean Habitat Natural				
					Subterranean Habitat Artificial				
					Rock pool				
					Trap Option				
				Please use the exact HABITAT_CATEGORY listed in here. It is advisable to copy and paste into your own CSV file.	Please use the exact HABITAT_CATEGORY listed in here. It is advisable to copy and paste into your own CSV file.	Please use the exact HABITAT_CATEGORY listed in here. It is advisable to copy and paste into your own CSV file.	Please use the exact HABITAT_CATEGORY listed in here. It is advisable to copy and paste into your own CSV file.	Please use the exact HABITAT_CATEGORY listed in here. It is advisable to copy and paste into your own CSV file.	Please use the exact HABITAT_CATEGORY listed in here. It is advisable to copy and paste into your own CSV file.

Figure 11. Web Page Downloads - Excel Headers Examples and CVS Upload Template

To upload multiple samples, download the “CSV example” file from the website (Figure 11). 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 should be entered into the “Comment” 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 Example” file provided in the SMS web page.

**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:** 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**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
1	SAMPLE_O	COLLECTION_DATE	LOCATION	SURVEILLAI	SITE_REFER	POSITIVE_N	SAMPLE_N	TOT	POSITIV	CONTROL	TRAP	TRAP_TYPE	TRAP_	REASON_F	ATTRACTAN	HABITAT_C	SAMPLE_TY	COMMEN
2	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS005	1	0 S-Methoprene	Yes	Tyre Trap	4 Enhanced	S Water	Trap Optio	Larvae and/or Pupa			
3	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS006	3	0 S-Methoprene	Not a Trap	4 Enhanced	S Water	Permanent Larvae and/Bi					
4	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS007			Yes	CO2 Baited	2 Enhanced	S CO2 & Light	Trap Optio	Adult			
5	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS008			Yes	BG Trap - A	2 Enhanced	S BG Lure	Trap Optio	Adult			
6	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS009			Yes	CO2 Baited	2 Enhanced	S CO2 & Light	Trap Optio	Adult			
7	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Positive	JS010	1	1 S-Methoprene	Yes	Tyre Trap	4 Enhanced	S Water	Trap Optio	Larvae and/or Pupa			
8	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS011			Yes	BG Trap - A	2 Enhanced	S BG Lure	Trap Optio	Adult			
9	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Positive	JS012	1	1 S-Methoprene	Yes	Tyre Trap	4 Enhanced	S Water	Trap Optio	Larvae and/or Pupa			
10	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Positive	JS013	3	2 S-Methoprene	Not a Trap	4 Enhanced	S Water	Permanent Larvae and/Bi					
11	Smith John	20201016082006	Heartland	H Enhanced	Si Heartland	H Negative	JS014			Yes	CO2 Baited	2 Enhanced	S CO2 & Light	Trap Optio	Adult			
12																		
13																		

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

The cells containing the “Collection Date” must be formatted as number without decimals (Figure 13a &13 b). 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).

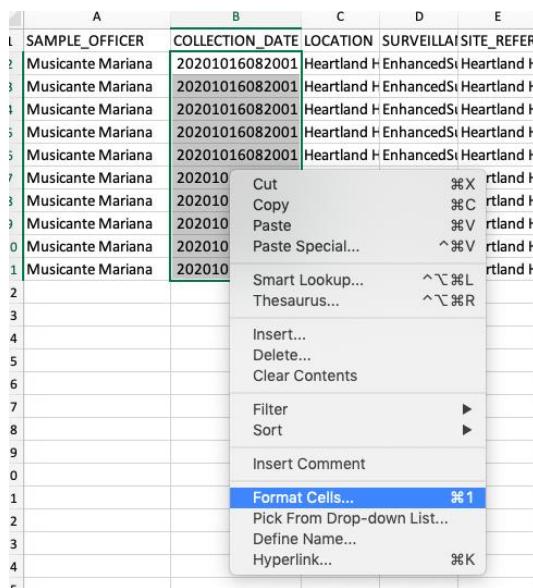


Figure 13a. Changing cell formats

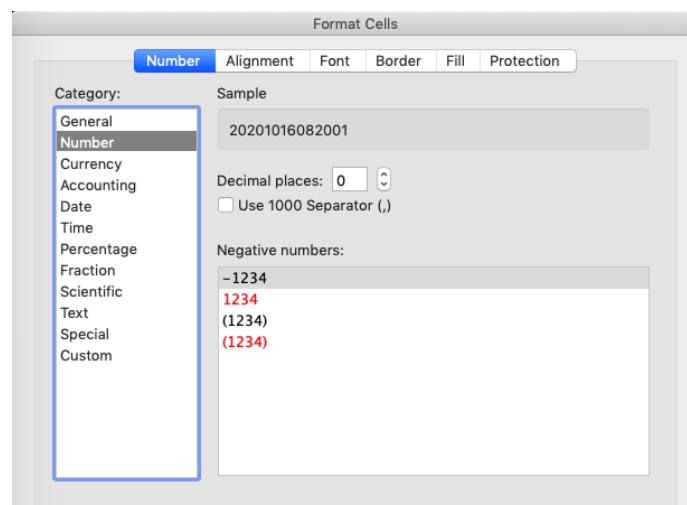


Figure 13b. Formatting the cells to numbers without decimals

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 “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.



Figure 15. “Upload Succeeded”

To crosscheck your samples have been entered correctly, go to “Adhoc Search” and search for the date your samples have been 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).

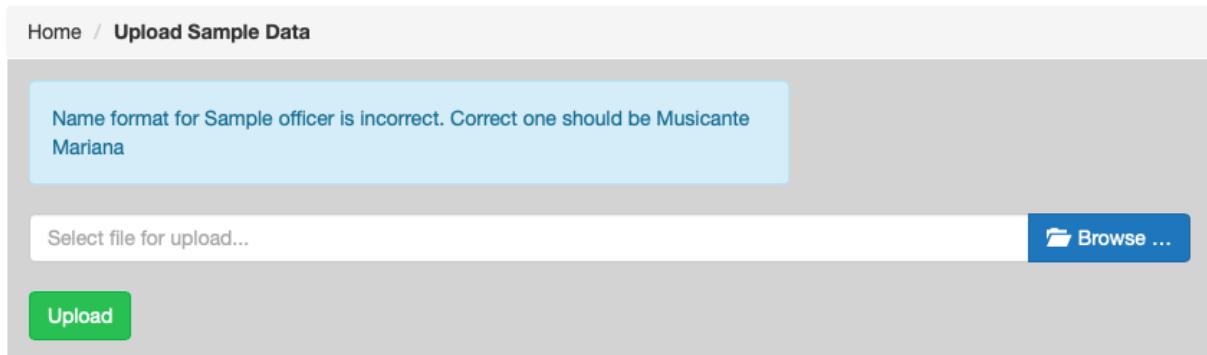


Figure 15. The Sample Officer format is incorrect

**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 (**yyyMMddHHmmss**); 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).

The screenshot shows a web page with a header 'Home / Upload Sample Data'. Below the header, a blue-bordered box displays an error message: 'Process file failed. The collection date format is incorrect. The format must be YearMonthDayHourMinSec, for example 20120608134523'. Below the message is a file upload input field with the placeholder 'Select file for upload...'. To the right of the input field is a blue 'Browse ...' button with a folder icon. At the bottom left is a green 'Upload' button.

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 Site References](#)

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).



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SERVICES  
LTD

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

References Per Page <span style="border: 1px solid black; padding: 2px;">20</span>	
Health Board	Site Reference No.
MidCentral DHB	Arrivals terminal A
MidCentral DHB	Arrivals terminal
MidCentral DHB	Fire fighting tank
MidCentral DHB	NZB_OHA_Tyre 1 Spotless

Figure 17. List Site References

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. Don’t forget 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).

Home / List Samples

Search Criteria

Health Board  
Nelson Marlborough DHB

Status  
Incomplete Complete

+VE Sample  
All

Entry Method  
All

Location  
Select Location

Search

Quick Search

Figure 19. List Samples Link.

Sample Number	Location	Status	Positive or Negative	Sample Date	Create Date	Attached File	Check results	Delete
SJ9975	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>
SJ9976	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>
SJ9977	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>
SJ9978	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>
SJ9979	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>
SJ9980	Christchurch Port	Complete	Positive	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>
SJ9981	Christchurch Port	Complete	Negative	21/11/2018	21/11/2018		<button>Check results</button>	<button>Delete</button>

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).

The screenshot shows the NZ BioSecure software interface. On the left, there's a sidebar with the NZ BioSecure logo and the text "A DIVISION OF SOUTHERN MONITORING SERVICES LTD". Below the logo, there's a "Functions" menu with options like "New Sample" and "List Samples". The main area is titled "List Samples" and contains a "Search Criteria" section with dropdown menus for "Health Board" (set to "Any"), "Status" (set to "Incomplete Complete"), "+VE Sample" (set to "All"), "Entry Method" (set to "All"), and "Location" (set to "Select Location"). A green "Search" button is at the bottom of this section. Below the search criteria is a "Quick Search" bar containing the text "OHKCE158". Underneath the quick search bar, the text "OHKCE158 RNZAF Ohakea Complete Negative" is highlighted with a blue background.

Figure 21. Using the Quick Search bar

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 (Page 18).

## AdHoc searches

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

The screenshot shows a search form titled "Search Criteria". It includes fields for "Health Board" (set to "Nelson Marlborough DHB"), "Sample Creator" (set to "Select Sample Officer"), "Location" (set to "Location"), "Collection Date From" (set to "Collection Date From"), "Collection Date To" (set to "Collection Date To"), "GPS East" (set to "GPS East"), "GPS North" (set to "GPS North"), "Sample Number" (set to "Sample Number"), "Site Reference Number" (set to "Select Site Reference No."), "Surveillance Type" (set to "Select Surveillance Type"), "Trap Type" (set to "Select Trap Type"), "Reason For Sampling" (set to "Select Sample Reason"), "Attractants" (set to "Select Attractant"), and a dropdown menu for "Trap?" set to "All".

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 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.**

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 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 to 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.

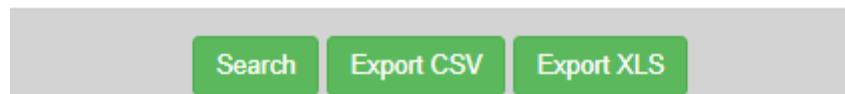


Figure 23. “Ad hoc Search” results. Export to CSV or Export XLS

### 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).

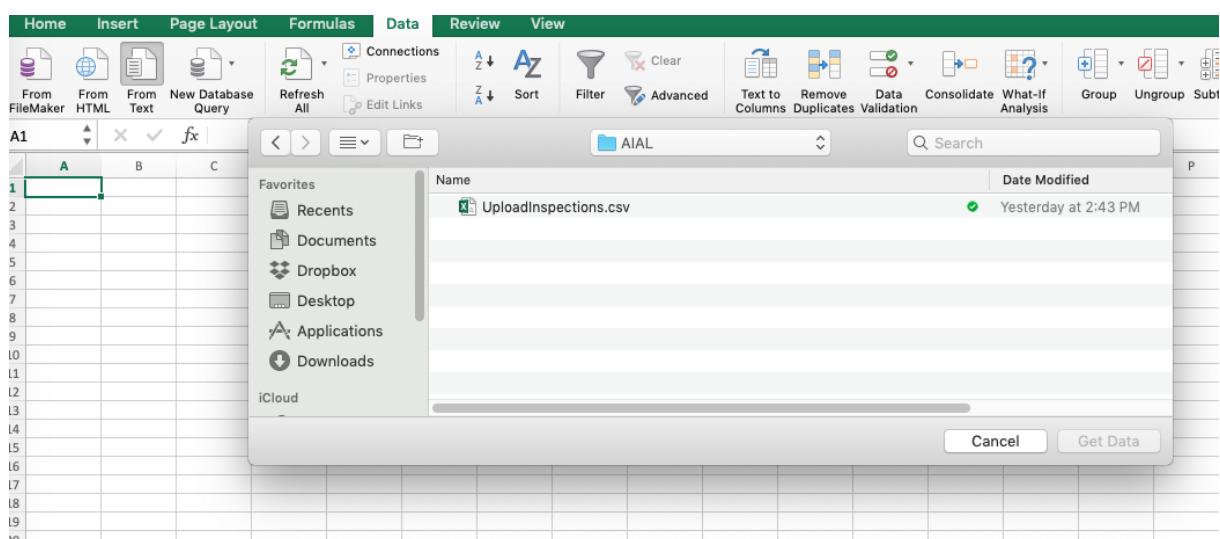


Figure 24. Import CSV

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 (Figures 25 & 26).

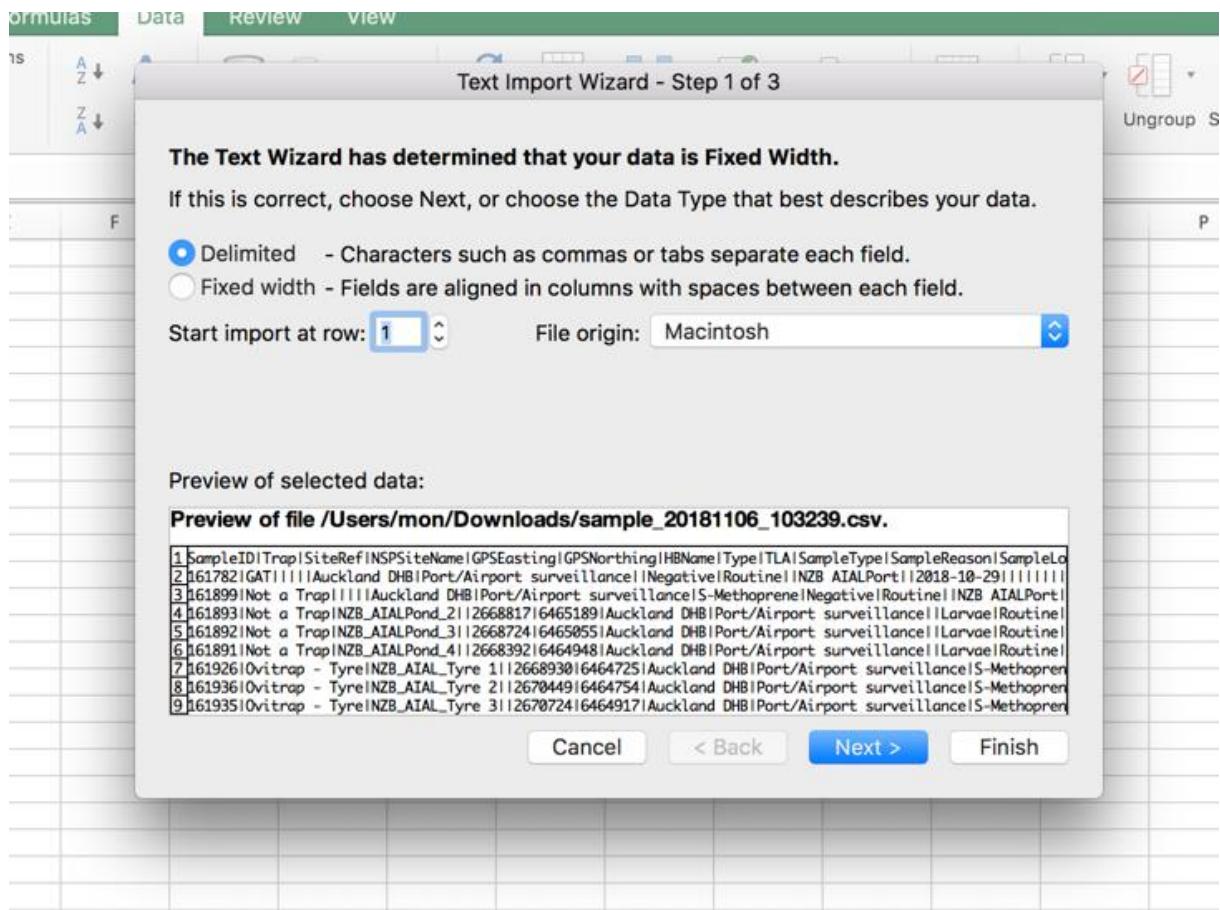


Figure 25. Select “Delimited” and then click “Next”

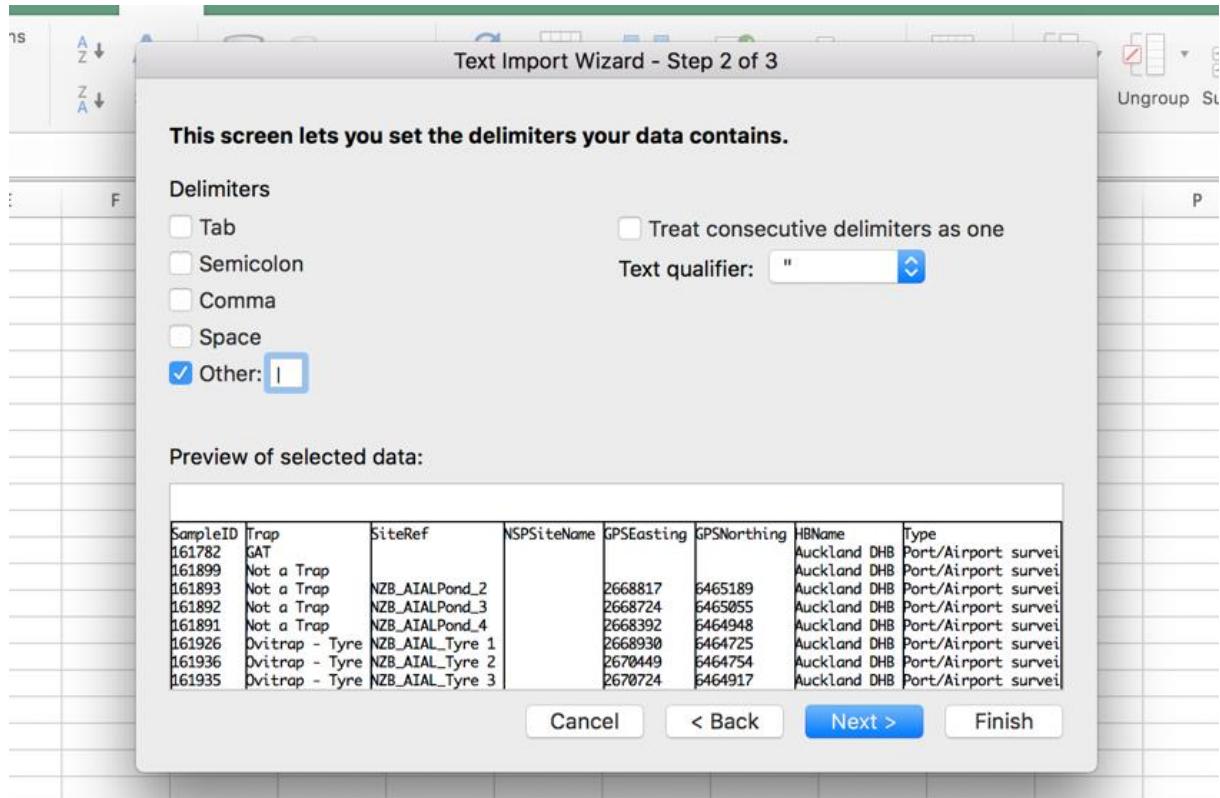


Figure 26. Uncheck the “Tab” box, check the “Other” box and add type in “|” (this is usually the shift \ button, above 'enter' on the keyboard). Click “Next”

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

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

## Exporting to KML

Exporting sample data to KML enables a google earth viewing of sample data and results.

**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 option from the menu (Figure 27) and complete the search parameters, as minimum collection dates must be selected. Then select the “Export KML” tab at the bottom of the page, a file will automatically be download (Figure 28).

The screenshot shows the 'Export Samples to KML' interface. On the left, there's a sidebar with the 'SOUTHERN MONITORING SERVICES LTD' logo and a 'Functions' menu. The 'Export Sample Data To KML File' option is highlighted. The main area has several input fields: 'Select Database' (set to 'Current'), 'Health Board', 'Sample Creator', 'Select Sample Officer', 'Location', 'Collection Date From', 'Collection Date To', 'Collection Date To', 'GPS East', and 'GPS North'. At the bottom is a large green 'Export KML' button.

Figure 27. Export Sample Data to KLM

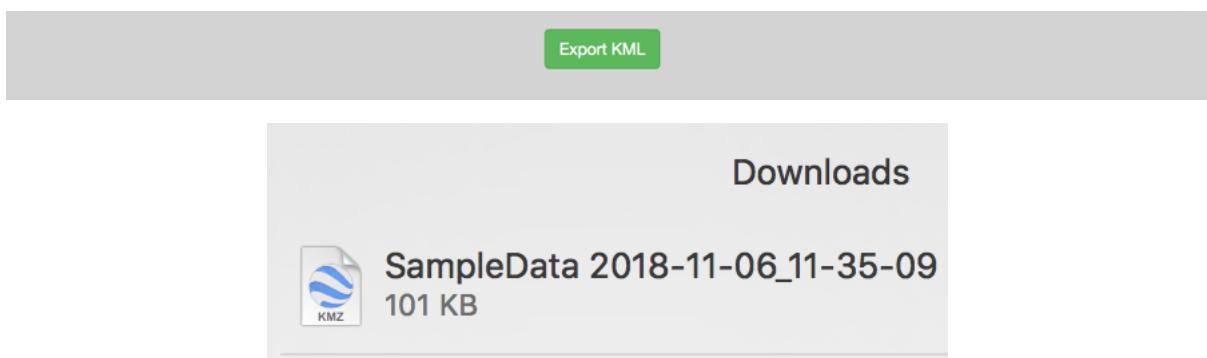


Figure 28. Export KLM button & File Downloaded

Open the downloaded file with google earth and the samples will automatically load. Red pins – Exotic Species, Yellow Pins – non-exotic positive results and Green Pins – Negative (Figure 30).

**NB** By clicking in the pin the sample information, including results are displayed (Figure 29).

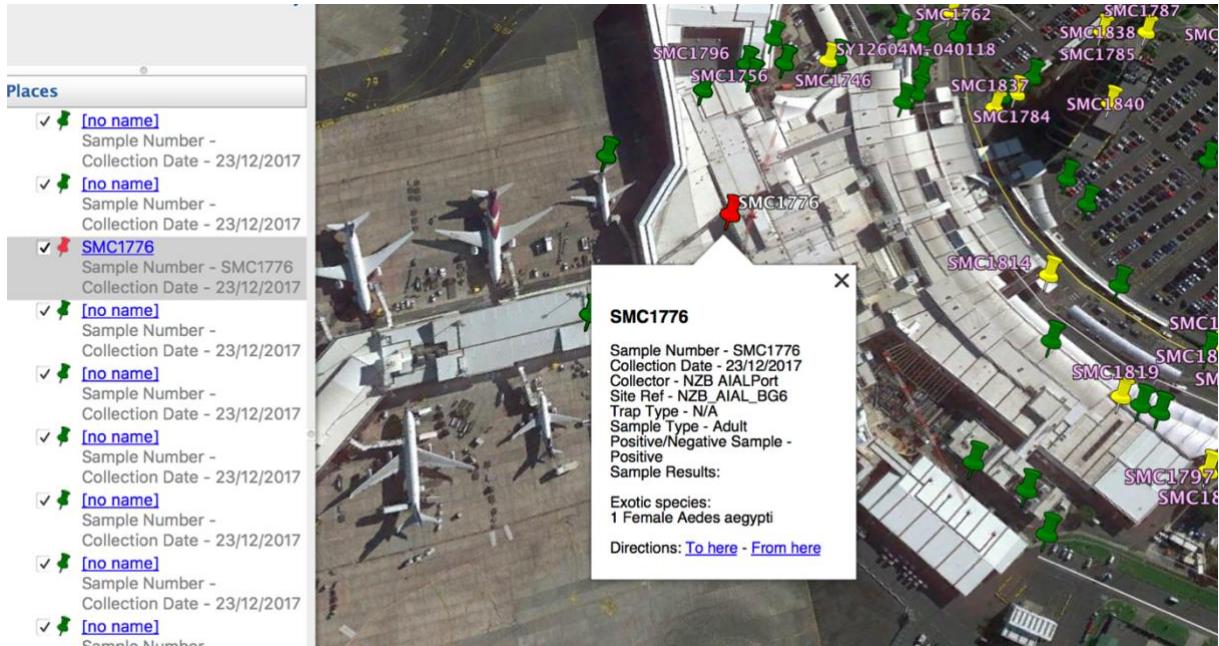


Figure 29. KLM Samples displayed

The following clearly depicts what an error in entered GPS data looks like when exported as a KLM (Figure 30). Please ensure GPS data is recorded in the correct format and for the correct location.



Figure 30. 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 31).

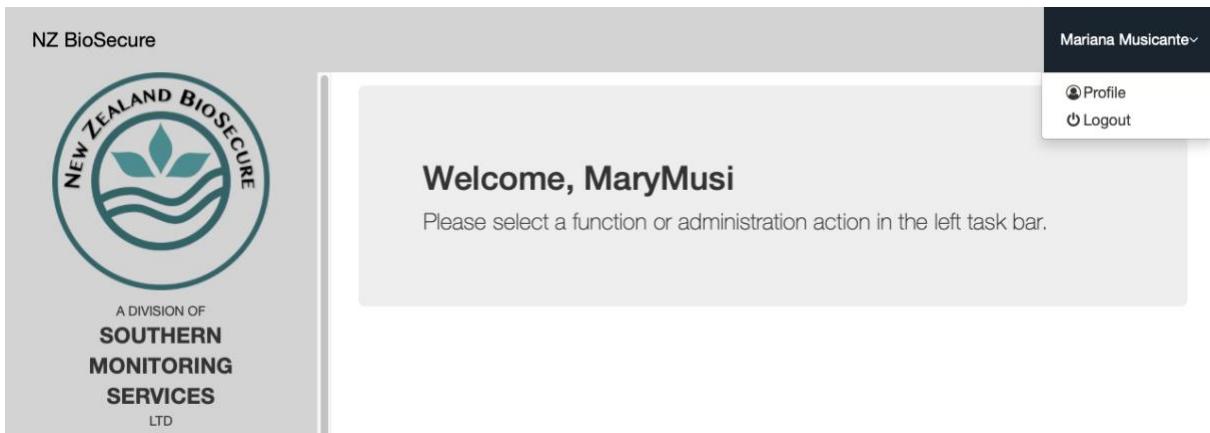


Figure 31. Logout.

# Thank You

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

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