

FREQUENTLY ASKED QUESTIONS (FAQ's)

Website and accounts

How do I acquire an account on the ANZARD Data Capture Portal (DCP)?

Go to the website <https://anzard.med.unsw.edu.au>.

Click on the button 'Request An Account' on the top right corner of the screen, then complete the form. Your account is set based on your UNIT, SITE/s and email address.

Why haven't I received a confirmation email that my account has been approved?

Please allow time for the ANZARD Team to approve your account. Please also check that the confirmation email was not delivered to your junk mail folder.

How do I reset my password?

Go to the website <https://anzard.med.unsw.edu.au> and click on the button 'Forgot your password?'

How long does it take to reset my password?

A password reset should take place immediately. However, due to delays in email systems, depending on network conditions, it is usual for emails to take a few minutes to be sent/received. After receiving the password reset email and typing in a new password (and a password confirmation) you will be immediately logged into the system.

What is an acceptable password for the ANZARD DCP?

The system requires users to have a strong password. A strong password should consist of at least 6 characters that is a combination of letters (in both upper and lowercase), numbers and symbols (@, #, \$, %, etc).

What web browsers have been tested for the system?

The system has been tested in a number of internet browsers, including Internet Explorer 11 and Google Chrome 62.

What security does the system have employed for data encryption?

The web server is secured with SSL (Secure Sockets Layer), which is a standard security technology for establishing an encrypted link between a web server and a browser. This link ensures that all data passed between the web server and browser remains private and integral.

Does the system time out while the user is inactive?

The session will time out after 30 minutes of inactivity. A user can login again with the same username and password as previous.

ANZARD Data

Can I enter the same CYCLE_ID for a different year of treatment?

No. The CYCLE_ID must be unique across the whole of ANZARD. The system will check for duplication.

How do I create an entirely unique CYCLE_ID?

If the CYCLE_ID that has been submitted is not unique consider suffixing with the respective SITE code and year of treatment. For example, if you originally submitted 1a as the CYCLE_ID, consider 1a_999_2016, where 999 refers to the SITE code and 2016 the year of treatment.

What the different between a UNIT and a SITE?

The definition of a UNIT and SITE is according to the ANZARD 2.0 Data Dictionary.

UNIT: Unit Identifier - 3-digit ART unit code provided by NPESU

SITE: Site of the UNIT - 3-digit code for each clinic provided by RTAC

Can I enter data for different UNIT's and SITE's?

You may only enter data for one UNIT that you are registered to in the system. You will be able to enter data for multiple SITE's within a UNIT, that you will be assigned to when then ANZARD Team approve your account.

If you are responsible for multiple UNIT's, you will need to acquire a separate account for each UNIT (under an alternate email address) and enter data using that UNIT account.

Can I see the data entered by others from my UNIT and SITEs?

Yes. As long as users are assigned to the same UNIT and SITE's data can see the reports / list of submitted data cycles entered by respective colleagues.

What roles are available for clinic users within the system?

There are two types of role for clinic users a data provider and data supervisor.

What is the difference between a data provider and a data supervisor?

First, these are the roles of clinic users of the ANZARD DCP; both roles may upload and submit data. The difference between the roles is that the data supervisor has a higher level of authority. A data supervisor may submit data that contains warnings (to the best of their knowledge they know to be correct).

Data Entry Form

Data Entry Forms - this is for users who prefer to enter their records one at a time through the web interface.

Can I retrieve my submitted data? At this stage, the ANZARD DCP has no data retrieval functionality. You will need to email the ANZARD Team (anzard@unsw.edu.au) and request your submitted data. The ANZARD Team will retrieve and email your data to you as a password-protected Excel file.

Which Treatment data form do I choose from?

Forms are named according to the ANZARD data dictionary version they are based on ([ANZARD 2.0](#)).

Can I delete forms in progress (saved forms that have not yet been submitted)?

This functionality is only available for data entry forms, to users with a data supervisor account. Once a batch file is completed it cannot be deleted by the data supervisor. Another way that forms in progress may be deleted is when the ANZARD Team closes data submission and deletes **all** relevant data for the treatment year from the system. The ANZARD team will inform all UNIT's beforehand if this is to occur.

Batch upload

Batch Uploads - this is for users who prefer to provide their records in batch mode by uploading a CSV file. This is the functionality we anticipate will be most widely used.

My data is exported as an Excel file. How do I create a CSV file for batch upload?

You can prepare a CSV file from an Excel file. For each worksheet in your .xls or .xlsx file:

- go to the "File" menu and select "Save As"
- assign an appropriate file name
- save as type: CSV (Comma delimited) (*.csv)
- click "Save".

Who should I contact if I don't know how to format the CSV file?

Please contact anzard@unsw.edu.au or 02 9385 9463 for assistance formatting the CSV file.

What data can be submitted?

Data should be submitted in accordance with the current [ANZARD data dictionary](https://npesu.unsw.edu.au/project/anzard-data-capture-portal) (<https://npesu.unsw.edu.au/project/anzard-data-capture-portal>). Only data items that are listed in the data dictionary should be submitted. The batch file should only contain the data item name (as the first row) and the treatment cycles (as subsequent rows). Only valid answers that are outlined in the data dictionary should be provided.

Are the variables case-sensitive?

No. The data item names and question answers are case insensitive. They must however match those listed in the [ANZARD data dictionary](#).

What format does the system accept for dates?

Dates must be prepared as DD/MM/YYYY (short date). Other formats will not be processed by the ANZARD DCP.

What are mandatory data items?

Mandatory data items must be completed to enable your data to be submitted. This will ensure that all fields are complete (where relevant) even if the answer is unknown or null. Completing these items will ensure that the validation program is robust and appropriate validation rules are checked. Mandatory data items are indicated explicitly in the [ANZARD data dictionary](#)

Can I upload and submit my data in batches?

Yes, as long as there are no duplicate CYCLE_ID's between batches.

Can I upload data for multiple SITES in one file?

Yes, users may enter data for multiple SITE's in one file as long as their account has been assigned to the named SITE's within the file.

How long should it take to upload and validate my data?

The exact time will depend on your computer/internet network. As an indication, upload and validation of 2000 cycles during pilot testing was completed in less than 10 minutes, 5000 in 10 minutes and 10,000 in 30 minutes. If your processing time has been significantly lengthy with no sign of completion, it is likely the system is having difficulty reading your data due to data item inconsistencies.

How should I prepare my data?

Please see the data preparation checklist below.

Data preparation checklist:

- The first row of the csv file contains the ANZARD data item names
- ANZARD data item names match to those in the ANZARD2.0 data dictionary.
 - o Note data item names are not case-sensitive
 - o All ANZARD data item names must be present (even if columns are blank)
 - o Data items will be accepted by the DCP in any order
- The second row downwards must be the ANZARD data
- No extra data items have been included for that treatment year.
- No commas (,) within the free text fields (e.g. data item MORB_ADM “hospital admission OHSS, 23/11”) in Excel “replace all” commas with semi-colons (;).
- No apostrophes (’).
- Dates are in the correct format (dd/mm/yyyy).
- File/s for upload to the ANZARD DCP are in .csv format.

Some of my data items are not on your list. Can I submit them?

No. Only data items that are contained in the ANZARD data dictionary must be submitted, additional items will be ignored by the system.

How many times can I upload data for validation checks?

As many times as you need to. The ANZARD Team only receives your data when you have submitted.

Can I update submitted data?

No. Make sure you are happy with your data before submitting it. If you do have any minor updates to your submitted data, please email these to the ANZARD Team.

Validation

What is an error?

An error occurs when the validation process identifies where the entry is incorrect or inconsistent with other treatment data. Data cannot be accepted by the DCP if it contains errors. For example when a mandatory item is incorrect or not filled in. The details of errors are explained in the validation reports.

What is a warning?

A warning occurs when there is a validation issue, please check all warnings carefully:

1. Warnings may occur when the entry is incorrect. Please update your csv file and re-upload the data.
2. Warnings may also occur when the entry is an outlier. If it is known that the warning is correct then the data may be force submitted by a data supervisor. For example an outlier may be where a female patient is 56 years, or a baby is born at 45 weeks gestation.

What is a mandatory data item?

In ANZARD 2.0 there were a number of mandatory data items such as NAM_FST2, NAM_SUR2, FDOB. In the Data Capture Portal we have made a number of additional data items mandatory to improved data validity. Mandatory data items are indicated in the updated [ANZARD 2.0 data dictionary](#).

We have a variable coded as numeric and the ANZARD DCP asks for coding as a numeric category, how do we change this?

In order to change the variable to the required format it may require you to format within your database to ensure the exported file is correct.

Another option is to correct the CSV file manually using the 'replace all' command (i.e. replacing 1 with y and 0 with n. Please use this command carefully so you don't replace all values in the sheet - when using replace all ensure that only the required columns / cells are selected.

Please refer to the [ANZARD 2.0 data dictionary](#) for allowable data formats

How do we see the errors in the data we have submitted?

Validation reports can be found in the Reports column. A Summary report will yield a validation report containing information of the Error/Warning and the cycle_id's that have the associated error. A detailed report contains a row for each cycle and each associated error.

Why haven't I received a validation report?

If the data has not processed by the DCP you will not receive a validation report. If the data cannot be processed the reason for this will be indicated in the Details column. For example if your data was missing a data item.

Further questions

If your question has not been answered in this document please contact the ANZARD Team

ANZARD Team contact details

If you need assistance with the ANZARD DCP please contact the ANZARD team at
anzard@unsw.edu.au /+61 (2) 9385 9463

We are here to help!

Phone:

ANZARD Data Manager (Oisin Fitzgerald - Primary contact): 02 9385 9463
Administrative Officer (Michele Partridge): 02 9385 9155
Biostatistician (Katie Harris): 02 9385 9462
ANZARD Research Officer (Repon Paul): 02 9385 9460
NPESU Director (Georgina Chambers): 02 9385 9154

ANZARD DCP link: <https://anzard.med.unsw.edu.au>.

Please see documentation associated with the ANZARD DCP [here](#):
<https://npesu.unsw.edu.au/project/anzard-data-capture-portal>