

National Perinatal Epidemiology and Statistics Unit ANZARD Data Capture Portal (DCP) Quick Start Guide

Please note, this is a Quick Start Guide, a [full detailed user manual](#) is available directly from the ANZARD DCP.

Setting up your account

[Request an account](https://anzard.med.unsw.edu.au) from the login-in screen at <https://anzard.med.unsw.edu.au>.

Authorised users will be approved and assigned to a UNIT and SITE/s by the ANZARD Team. You will only be permitted to submit data for the Unit and Site/s that you are assigned.



Preparing your clinic's data

Create a CSV file:

Data must be submitted to the ANZARD DCP as a CSV (comma delimited) (*.csv) file.

Note, Excel files can be easily saved as csv files using the 'Save As' option.

The first row of the csv file must contain the data item headings, and each subsequent row will contain the information for a treatment cycle.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V
UNIT	SITE	PAT_ID	NAM_FS12	NAM_SUR2	FDOB	PDOB	DOIN_AGE	CL_TUBE	CL_ENDO	CL_OTH	CL_MALE	CL_UNEX	PREG_ZOW	CYCLE_ID	CYC_DATE	SURR	OV_STM	STM_1ST	IUL_DATE	CAN_DATE	OPU_DATE
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0001	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0001	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		n	n	n	n	y	n	C0002	9/03/2009	n	n	n			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		n	n	y	n	n	n	C0004	9/03/2009	n	y	n			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		n	n	y	n	n	n	C0005	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		n	n	y	n	n	n	C0006	9/03/2009	n	y	y		12-Mar-09	23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		n	n	y	n	n	n	C0007	9/03/2009	n	y	n			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		n	n	y	n	n	n	C0008	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0009	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0010	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0011	9/03/2009	n	y	n			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	y	C0012	9/03/2009	n	y	n			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0013	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0014	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0015	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0016	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0017	9/03/2009	n	y	y			23-Mar-09
999	999	p1234782	AL	WA	20/10/1965	18/08/1963		y	n	n	n	n	n	C0018	9/03/2009	n	n				23-Mar-09

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 ANZARD 2.0 data dictionary.
 - Note data item names are not case-sensitive
 - All ANZARD data item names must be present (even if columns are blank)
 - 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.

Uploading your data

Once you have prepared your data, you have the option of providing your data via:

Data Entry Forms - this is for users who prefer to enter their records into the [ANZARD DCP](#) one at a time:

Batch Uploads - this is for users who prefer to upload their records in batch mode using a CSV file.

- Log into the [ANZARD DCP](#):
- Go to Batch Uploads
- Go to Upload Batch File
- Your Unit will be preselected
- In ‘Primary Site’ select the Site you are uploading for. If you are submitting multiple Sites, select the Primary Site of the Unit.
- Select ‘Treatment data’ as ANZARD 2.0
- Select ‘Year of treatment’ from the dropdown menu - the year of treatment the cycles occurred
- Select ‘Choose File’ to locate the CSV file you intend to upload

Reviewing Data

Once the system has finished processing your file, the status will change:

- **Failed** - there was one or more problems with the file and it has not been accepted.
- **Needs Review** - your data has one or more warnings - you should review the warnings in the summary and detail reports.
- **Processed Successfully** - your data has been accepted and no problems were detected.

Submitting Data

- Once you have corrected all validations queries, your data will be processed successfully, and will be accepted with no problems detected
- You are able to upload the data for validation checks as many times as you need to. The ANZARD Team only receives data once it has been processed successfully. If you do have any small updates, please email these to the ANZARD Team (anzard@unsw.edu.au).
- A data provider and data supervisor may both submit data in the system. However, a Data Supervisor can only (force) submit data that has a 'warning'.

Australian & New Zealand Assisted Reproduction Database [Home](#) [User Manual](#) anzard@unsw.edu.au [Logout](#)

Batch Uploads

[Data Entry Forms](#) [Batch Uploads](#) [Submitted Cycle IDs](#)

[Upload Batch File](#) [Refresh Status](#)

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Treatment Data	Year of Treatment	Filename	Created By	Date Uploaded	Num records	Status	Details	Reports
ANZARD 2.0	2015	testdata311217_v9.csv	ANZARD data_provider	December 04, 2017 10:38	1	Processed Successfully	Your file has been processed successfully.	Summary Report
ANZARD 2.0	2015	testdata311217_v8.csv	ANZARD data_provider	December 04, 2017 10:38	1	Needs Review	The file you uploaded has one or more warnings. Please review the reports for details.	Summary Report Detail Report Force Submit

This file has no errors and has automatically been submitted following upload

This file flagged one or more warning messages and can be force submitted by a data provider supervisor.

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 via the [NPESU website](#)