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Date: 1 September 2025

RESPOND Electronic Submission Tool (REST) User guide



Valid for enrolment and follow-up in RESPOND and EuroSIDA

Version 7.0



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Introduction

RESPOND Electronic Submission Tool (REST) is a website tool which enables cohorts/centers to upload patient data electronically.

REST is developed to assess, survey and submit data. When you upload data via REST, several quality assessments of the data are performed by the software, and a report of identified issues are generated. The data will not be submitted before you decide to do so in a final step. This means that REST may also serve as a tool for you to check for and correct potential errors before submitting data. However, please be aware that once data has been submitted, REST will be locked for any further data submission or correction. Please read the enclosed REST User Guide for further information.

If you or a member of your team need REST access, please contact the RESPOND Secretariat and a login will be supplied.

REST is divided into 5 processes:

- | | | |
|----|----------------------|--|
| 1) | Prepare data | Use provided template |
| 2) | Upload file | |
| 3) | Template error check | The uploaded file must adhere to the template in order to continue through the process. |
| 4) | QA check | A quality analysis check is executed on the uploaded data to verify the quality of the data. These checks are divided into critical and non-critical errors. |
| 5) | Submit final data | The data can be submitted once the data has been verified. |

*Please note many screenshots in this guide mention RESPOND and EuroSIDA dataset, but the screenshots also apply for the current dataset.

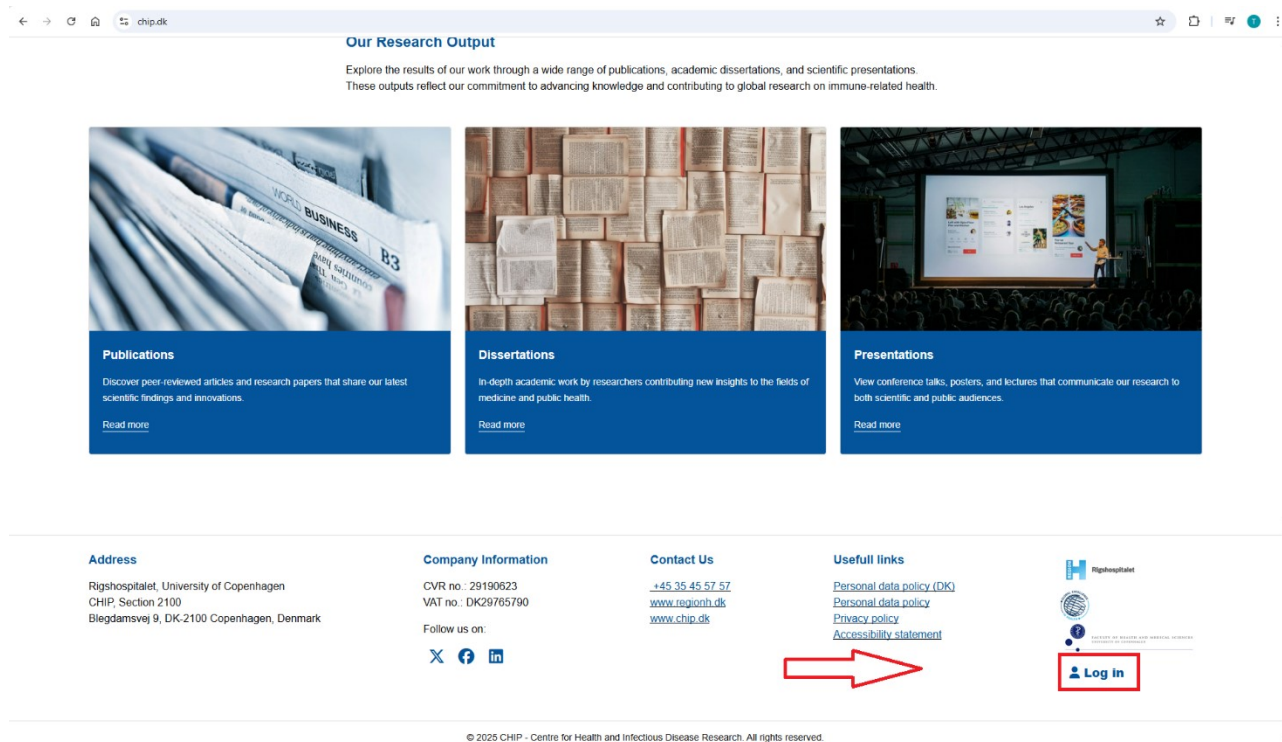
Prepare data

In order to upload data, the file must adhere to a template. You can download a MS Access template file in REST.

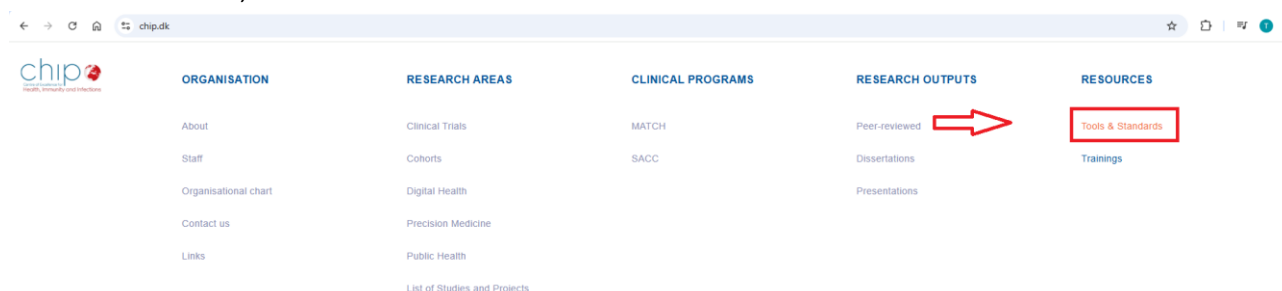
To download template:

1. Go to the website: <https://chip.dk/>

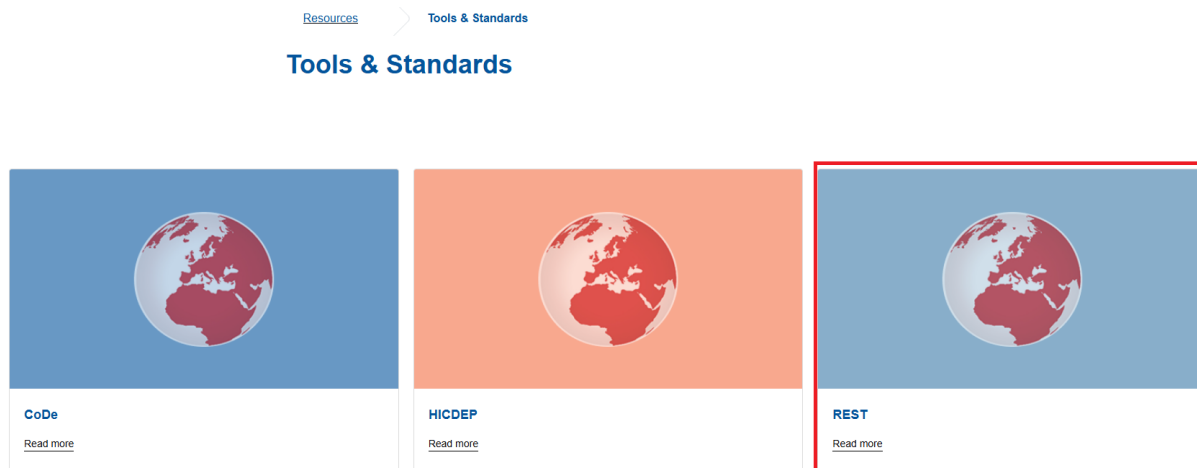
- Click **Login** at the bottom right of the page and log on.



- Click **Resources** tab, then **Tools & Standards** tab



- The click on **REST**



- Click the template you want to download. This guide is based on “REST RESPOND” and therefore the relevant MDB file is “REST RESPOND Enrolment (final 2025-08-11).mdb”.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Choose Project Running as superuser, change CenterID and Dataset under settings in dotnetnuke (only for superuser)

☐ REST - EUROSIDA DS53
☐ REST - RESPOND DS08

[Choose Project](#)

(Download Templates)
[REST - EUROSIDA DS53 \(11-08-2025\).mdb](#)
[REST - RESPOND DS08 \(11-08-2025\).mdb](#)

Upload

To upload file:

- Log on the website: <https://chip.dk/> and start REST (step 1-4 in the ‘Prepare data’ section of this guide)
- Select **Project**. The center and dataset is automatically set based on the user logged on.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Choose Project Running as superuser, change CenterID and Dataset under settings in dotnetnuke (only for superuser)

☐ REST - EUROSIDA DS53
☐ REST - RESPOND DS08

[Choose Project](#)

(Download Templates)
[REST - EUROSIDA DS53 \(11-08-2025\).mdb](#)
[REST - RESPOND DS08 \(11-08-2025\).mdb](#)

- Click **Choose file** and then select the file.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Chosen Project: REST - RESPOND DS08 (182) Current center: 9999897. Current dataset: 1

Upload databasefile Previous Errors

Select file to upload: [Vælg fil](#) Der er ikke valgt nogen fil [Upload file](#)

- When the file is selected, click **Upload file**.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Chosen Project: REST - RESPOND DS08 (182) Current center: 9999897. Current dataset: 1

Upload databasefile Previous Errors

Select file to upload: [Vælg fil](#) REST upload.mdb [Upload file](#)

A progress icon shows the upload is progressing.

The screenshot shows the 'RESPOND Electronic Submission Tool (REST)' interface. At the top, there are navigation links: 'Resources', 'Tools & Standards', and 'REST'. Below the title, there is a 'Reset Form' link. The main area displays 'Chosen Project: REST - RESPOND DS08 (182)' and 'Current center: 9999897. Current dataset: 1'. Under the 'Upload databasefile' section, it shows 'Select file to upload: Vælg fil | REST upload.mdb' with an 'Upload file' button. A progress bar indicates the file is 'Uploading'.

If you wish to start over and upload a new file, please click **Reset Form**.

The screenshot shows the 'RESPOND Electronic Submission Tool (REST)' interface. A red arrow points to the 'Reset Form' link at the top left. The main area displays 'Chosen Project: REST - RESPOND DS08 (182)' and 'Current center: 9999897. Current dataset: 1'. Under the 'Choose Project' section, there are two radio buttons: 'REST - EUROSIDA DS53' and 'REST - RESPOND DS08'. A 'Choose Project' button is at the bottom left. On the right, there are links for 'Download Templates', 'REST - EUROSIDA DS53 (11-08-2025).mdb', and 'REST - RESPOND DS08 (11-08-2025).mdb'.

Template error check

When the file has been uploaded, the template check will commence. If template errors are found, a list of errors will be displayed. All template errors must be fixed before continuing.

You can click on the table name in the left column to see a list of errors contained within this particular table.

Example: A field is missing in tblBAS.

The screenshot shows the 'RESPOND Electronic Submission Tool (REST)' interface. At the top, there are navigation links: 'Resources', 'Tools & Standards', and 'REST'. Below the title, there is a 'Reset Form' link. The main area displays 'Chosen Project: REST - RESPOND DS08 (182)' and 'Current center: 9999897. Current dataset: 1'. Under the 'Upload databasefile' section, it shows 'Upload databasefile - REST upload.mdb'. Below this, there is a section titled 'Template errors found' with a link 'Export all errors to PDF'. A table is displayed with two columns: 'Tables' and 'Errorlist'. The table has one row with 'tblBAS' in the 'Tables' column and 'Missing field PREP_Y of type INTEGER - tblBAS' in the 'Errorlist' column. A red box highlights the 'tblBAS' entry in the 'Tables' column.

You can export the list of errors to a pdf document for later use by clicking “Export all errors to PDF”.

The screenshot shows the 'RESPOND Electronic Submission Tool (REST)' interface. At the top, there are navigation links: 'Resources', 'Tools & Standards', and 'REST'. Below the title, there is a 'Reset Form' link. The main area displays 'Chosen Project: REST - RESPOND DS08 (182)' and 'Current center: 9999897. Current dataset: 1'. Under the 'Upload databasefile' section, it shows 'Upload databasefile - tets0009 test file(old chip site).mdb'. Below this, there is a section titled 'Template errors found' with a link 'Export all errors to PDF'. A table is displayed with two columns: 'Tables' and 'Errorlist'. The table has one row with 'tblBAS' in the 'Tables' column. A red arrow points to the 'Export all errors to PDF' link.

An example of a segment of a pdf file containing template errors:

Table: tblBAS

- Missing field PREP_Y of type INTEGER - tblBAS

You can view errors for latest uploaded files (for current project, center and dataset) by clicking “Click here to see previous errors”.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Chosen Project: REST - RESPOND DS08 (182)		Current center: 9999897. Current dataset: 1	
Upload databasefile		Previous Errors	
Select file to upload: <input type="button" value="Vælg fil"/> Der er ikke valgt nogen fil		<input type="button" value="Upload file"/>	

QA check

When the template check has completed without any errors, the QA is executed by clicking Start QA Check.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Chosen Project: REST - RESPOND DS08 (182)		Current center: 9999897. Current dataset: 1	
Upload databasefile - REST upload.mdb		Previous Errors	
No template Errors found, Working on: REST upload.mdb		<input type="button" value="Start QA Check"/>	

You can see the progress of the checks. The amount of checks is variable, depending on both dataset and selected project.

[Resources](#) > [Tools & Standards](#) > [REST](#)

RESPOND Electronic Submission Tool (REST)

[Reset Form](#)

Chosen Project: REST - RESPOND DS08 (182)		Current center: 9999897. Current dataset: 1	
Upload databasefile - REST upload.mdb		Previous Errors	
No template Errors found, Working on: REST upload.mdb		<div>QA Checks passed: 51/204</div>	

If the uploaded file doesn't contain data, the following error will appear.

[Reset Form](#)

Chosen Project: REST - RESPOND DS08 (182) Current center: 9999897, Current dataset: 1

REST_-_RESPOND_DS08_(11-08-2025).mdb contains no data.

REST_-_RESPOND_DS08_(11-08-2025).mdb contains no data. Please submit a database containing patient data.

If the MDB file fails the QA check, a list of errors appears.

QA Errors		
Approve All Non Critical		
● Critical errors	● Non-critical errors	● Core data completion (%)
Error code	Error count	Error Approval
R_BAS012	1	<button>Approve</button>
R_BAS032	175	<button>Approve</button>
CW009	27	<button>Approve</button>
DW006	5	<button>Approve</button>
R_ART004	23	<button>Approve</button>
R_ART005	32	<button>Approve</button>
R_ART009	1	<button>Approve</button>
R_ART010	3	<button>Approve</button>
R_ART011	17	<button>Approve</button>
R_ART013	7	<button>Approve</button>
R_ART015	9	<button>Approve</button>
R_BAS023	12	<button>Approve</button>
R_BAS025	175	<button>Approve</button>
R_BAS028	6	<button>Approve</button>
R_BAS030	72	<button>Approve</button>
R_DIS006	4	<button>Approve</button>
R_LAB_RNA006	6	<button>Approve</button>
R_LAB010	4046	<button>Approve</button>
R_LabViro007	8	<button>Approve</button>
R_LabViro009	47	<button>Approve</button>

The errors are divided into 3 different types.

1. Core data completion errors if completion rate is below 80%. Completion rates under 80% may impact the level of reimbursement.
 - 1) Critical errors that must be corrected before you can continue.
 - 2) Non-critical errors that can be approved to continue.

To see a more detailed description of the current errors, click on the error code in the left column. In this case for the error code R_SUBS013, there are a total number of 6 rows. The detailed information of the error will be displayed in the bottom of the page.

<u>R_LabViro010</u>	4
<u>R_MED010</u>	108
→ <u>R_SUBS013</u>	6
<u>R_SUBS014</u>	3
<u>R_VIS004</u>	81

Error details regarding tablename 'tblVIS_SUBS':

Patients with unknown SMK in the last 5 years

Page size: [Change](#)

PATIENT	DROP_D	DEATH_D	SUBS_D
			7/10/2020 12:00:00 AM
			7/10/2020 12:00:00 AM
			2/13/2020 12:00:00 AM
			3/16/2020 12:00:00 AM
			7/14/2020 12:00:00 AM
			7/10/2020 12:00:00 AM

Non-critical errors can be approved. By clicking the **Approve** button and entering a reason for approval.

<u>R_ART013</u>	7	Approve
<u>R_ART015</u>	9	Approve
<u>R_BAS023</u>	12	Approve
<u>R_BAS025</u>	175	Approve
<u>R_BAS028</u>	6	Approve
<u>R_BAS030</u>	72	Approve
<u>R_DIS006</u>	4	Approve
<u>R_LAB_RNA006</u>	6	Approve

This is an example of a non-critical error which can be approved. The approve date will be shown for approved errors.

Approval Reason

Approve

You may return to REST and upload a corrected version of the file at a later time. Your data is not included into RESPOND or EuroSIDA until you have submitted final data, see below.

Submit final data

When the list of QA errors is either empty or does no longer contain any critical errors or unapproved non-critical errors, the data can be submitted. Do this by clicking the **Submit report** button.

R_LabViro007	8	25 Aug 2025 11:32:49
R_LabViro009	47	25 Aug 2025 11:32:50
R_LabViro010	4	25 Aug 2025 11:32:52
R_MED010	108	25 Aug 2025 11:32:53
R_SUBS013	6	25 Aug 2025 11:32:55
R_SUBS014	3	25 Aug 2025 11:32:57
R_VIS004	81	25 Aug 2025 11:32:58

No critical errors found!

Submit report

Are you sure that you want to submit data?

Cancel

Submit report

When data has been submitted, the following message will appear.

Resources

Tools & Standards

REST

RESPOND Electronic Submission Tool (REST)

Reset Form

Chosen Project: REST - RESPOND DS08 (182)

Current center: 9999897. Current dataset: 1

Already uploaded

Upload Completed

Please note that once this is done, no more data can be uploaded for the current center and project.

If, for some reason you need to correct your data after final submission, please contact the coordinating center.