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RESPOND Electronic Submission Tool (REST)
User guide

Valid for enrolment and follow-up in RESPOND,
49th dataset collection in EuroSIDA, CARE and MISTRAL

Version 5.0

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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 enrolment and EuroSIDA dataset 45, but the screenshots also apply for the current dataset.
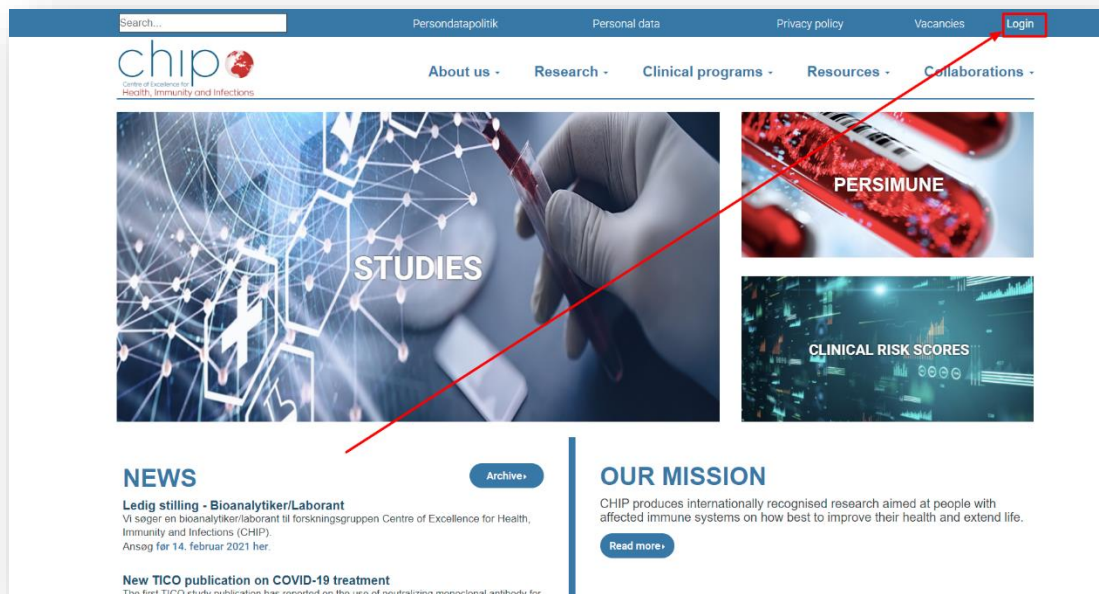
Prepare data

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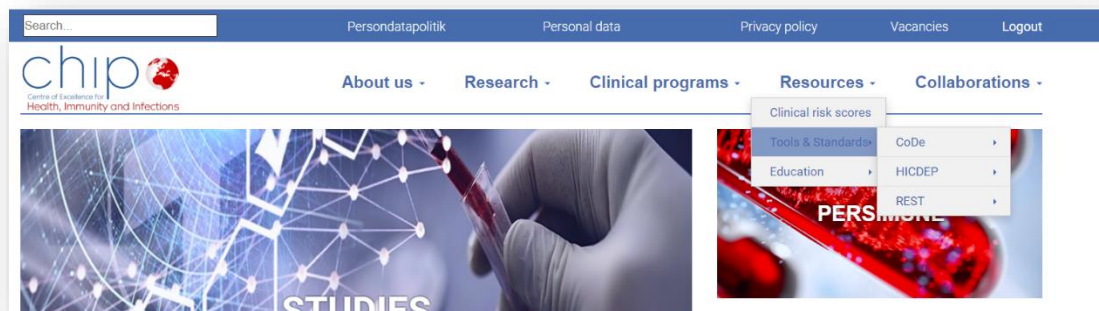
To download template:

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

2. Click **Login** at the top right of the page and log on.

3. Click **Resources** tab, then **Tools & Standards** tab, then REST.

4. Click the template you want to download. This guide is based on "REST RESPOND Enrollment" and therefore the relevant MDB file is "REST RESPOND Enrolment (final 2017-09-15).mdb".

Upload

To upload file:

1. Log on the website: https://chip.dk/ and start REST (step 1-3 in the 'Prepare data' section of this guide)

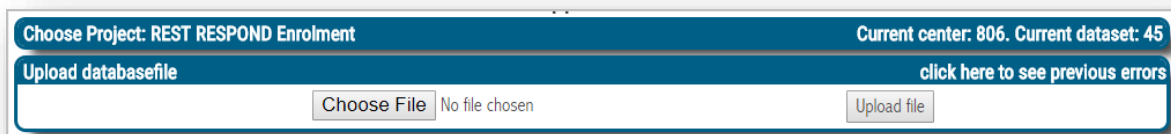2. Select **Project**. The center and dataset is automatically set based on the user logged on.

3. Click **Choose file** and then select the file.
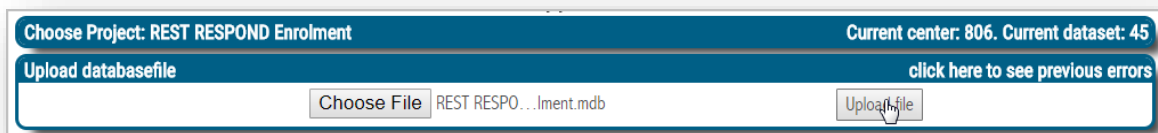
4. When the file is selected, click **Upload file**.

A progress icon shows the upload progress.

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 and several fields have the wrong field type.
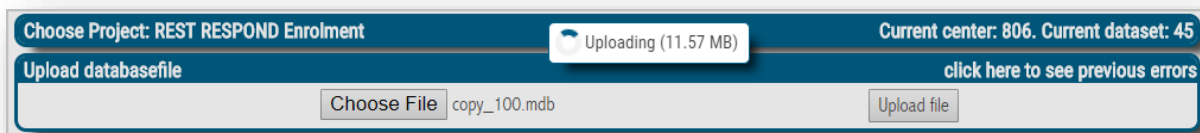
Choose Project: REST RESPOND Enrolment   Current center: 801. Current dataset: 45

Upload databasefile - TEST.mdb   click here to see previous errors

Vælg fil   Der er ikke valgt nogen fil   Upload new file

Template errors found   Export all errors to PDF

Tables	Errorlist
tblART	Table tblBAS - Missing field HIV_POS_D of type DATETIME
tblBAS	Table tblBAS - Wrong field type in field ETHNIC. Expected INTEGER
tblC	Table tblBAS - Wrong field type in field MODE. Expected INTEGER
tblDIS	Table tblBAS - Wrong field type in field HEIGH. Expected INTEGER
tblLAB	Table tblBAS - Wrong field type in field GENDER. Expected INTEGER
tblLAB_BP	Table tblBAS - Wrong field type in field PATIENT. Expected INTEGER
tblLAB_CD4	
tblLAB_RES	
tblLAB_RNA	
tblLAB_VIRO	
tblLTFU	
tblMED	
tblSAMPLES	
tblVIS	
tblVIS_SUBS	

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

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

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

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QA check

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

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

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

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If the MDB file contains patient data, has passed the template check, but fails the QA check, a list of errors appears.

Choose Project: REST RESPOND Enrolment			Current center: 801. Current dataset: 45

Upload databasefile - TEST.mdb   click here to see previous errors

Vælg fil   Der er ikke valgt nogen fil   Upload new file

No template errors found, Working on: TEST.mdb

QA Errors

🟠 Core data completion (%)   🔴 Critical errors   🟡 Non-critical errors

Error code	Error count		
R_DIS002	359	5.8%	
R_MED002	279	72.8%	
LC001	207501		
R_ART001	5060		
R_BAS005	9		
R_LABRES001	69		
RC001	15492		
LW001	1		
CEPC001	1591		
MC001	991		
R_LAB003	109		
R_CEP002	1621		
R_DIS001	381		
LRW003	69		
LRW005	69		
LRC001	61		
R_LAB_BP006	5242		
LFC001	345		
DC001	377		
AW015	12		
AC001	4929		
R_LAB_BP011	1		
CC001	21400		
R_LAB_BP016	5443		
R_LABCD4002	21822		
BW021	9		Approve
LRW001b	1		Approve
CW009	20979		Approve
C_COHERE002	75		Approve

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.
2) Critical errors that must be corrected before you can continue.
3) Non-critical errors that can be approved to continue.

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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_MED002, there are a total number of 1026 rows. Of these rows, there are 279 errors which gives a data completion of 72,8%.

QA Errors			Selected error code: R_MED002

Core data completion (%) ● **Critical errors** ● **Non-critical errors**
Error details: Missing MED_ED while MED_RS is present

Error code	Error count		PATIENT	MED_ID	MED_SD	MED_ED	DS	CENTER_NR	DataSource
R_DIS002	359	5.8%		C10AA	3/9/2012 12:00:00 AM				
R_MED002	279	72.8%		C-HYP	3/9/2012 12:00:00 AM				
LC001	207501			C10AB	6/1/2004 12:00:00 AM				
R_ART001	5060			C10AA	11/22/2008 12:00:00 AM				
R_BAS005	9			A10B	4/1/2013 12:00:00 AM				
R_LABRES001	69			C09	2/1/2013 12:00:00 AM				
RC001	15492			C10AA	5/2/2007 12:00:00 AM				
LW001	1			C10AA	3/3/2008 12:00:00 AM				
CEPC001	1591			C-HYP	11/15/2008 12:00:00 AM				
MC001	991			C09	5/8/2002 12:00:00 AM				
R_LAB003	109								
R_CEP002	1621								

1 2 3 4 5 6 7 8 9 10 ... Last page >>

An example of error code RC001

QA Errors			Selected error code: RC001

Core data completion (%) ● **Critical errors** ● **Non-critical errors**
Error details: Patient has no record in BAS

Error code	Error count		PATIENT	RNA_D	RNA_V	RNA_L	DS	CENTER_NR	DataSource
R_DIS002	359	5.8%		4/4/2001 12:00:00 AM	-1	50			
R_MED002	279	72.8%		7/24/2001 12:00:00 AM	-1	50			
LC001	207501			10/31/2001 12:00:00 AM	-1	50			
R_ART001	5060			2/27/2002 12:00:00 AM	-1	50			
R_BAS005	9			5/29/2002 12:00:00 AM	-1	50			
R_LABRES001	69			9/25/2002 12:00:00 AM	372	50			
RC001	15492			12/3/2002 12:00:00 AM	9670	50			
LW001	1			2/4/2003 12:00:00 AM	55	50			
CEPC001	1591			4/24/2003 12:00:00 AM	-1	50			
MC001	991			8/13/2003 12:00:00 AM	-1	50			
R_LAB003	109								
R_CEP002	1621								

1 2 3 4 5 6 7 8 9 10 ... Last page >>

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

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.

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

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Please note that once this is done, no more data can be uploaded for the current center. If you log on to REST again, the following message will show.

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