

USER'S MANUAL for

INSACOG GENOME SEQUENCING LAB (IGSL) USER

under 'INSACOG WGS Surveillance' module of IHIP

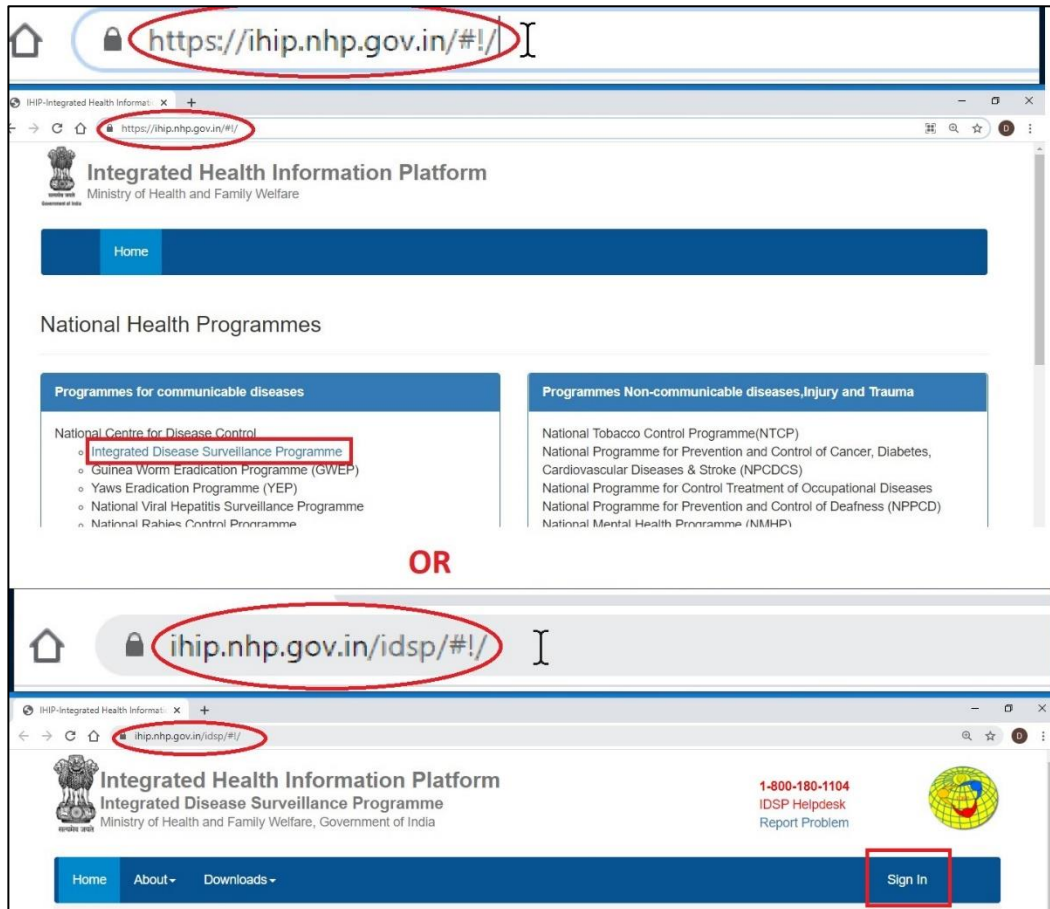
(Software Version 13.10.2 Last Updated On: 24/07/2021)

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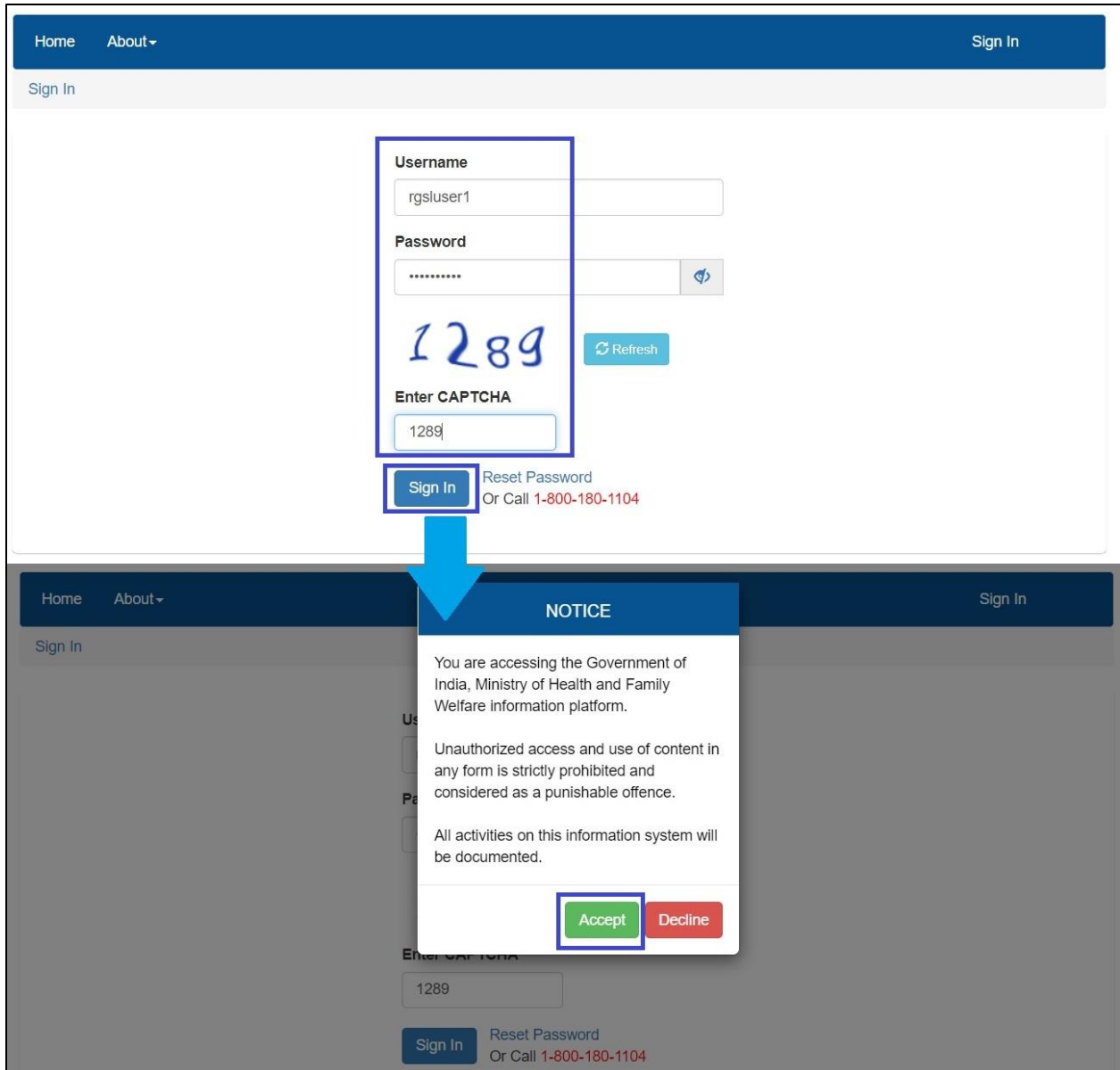
1. Log in IHIP web portal using IGSL user ID and password

- i. Open any browser and go to IHIP web portal (<https://ihip.nhp.gov.in/#!/>) and then click on “[Integrated Disease Surveillance Programme](#)” in the left box or simply type “ihip.nhp.gov.in/idsp/” URL in address bar of the browser and click enter. Then click on ‘Sign In’ button to enter Username and Password to open in the ‘Sign In’ page.



- ii. Type the **Username**, **Password** given for the IGSL (Regional Genome Sequencing Lab) user; then enter 4-digit **captcha** as shown and click on “**Sign In**” button. A pop-up screen of ‘NOTICE’ will appear; click on ‘Accept’ button, after reading and understanding the notice, to move forward.

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- iii. When you log in for the first time, you will see a pop-up screen of 'Please Update your profile to continue'. Fill in all the details of the user who is going to do the data entry using the same user ID. Fill in all the details especially those marked with red asterisk (*), without which, 'Update' button won't be activated and the user would not be able to log in the account and in that case the user would have to 'Logout'. Filling in the correct Mobile Number and email ID is necessary. Mobile number will help the user to get the OTP to 'Reset Password' in case the user forgets the password.

Username: 29rgsl07
Please update your profile to continue

First Name* Vivek	Middle Name	Last Name
<input type="radio"/> Date Of Birth <input checked="" type="radio"/> Age* 33 Months Days	Gender:* <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Transgender	
ID Type* Aadhaar	Aadhaar Number* 678945671234	Designation* RGSL Data Entry Operator
MobileNo# 8989898989	Landline #	Email* rgsl@gmail.com

Role: RGSL

[Please update with accurate mobile number and email id.](#)

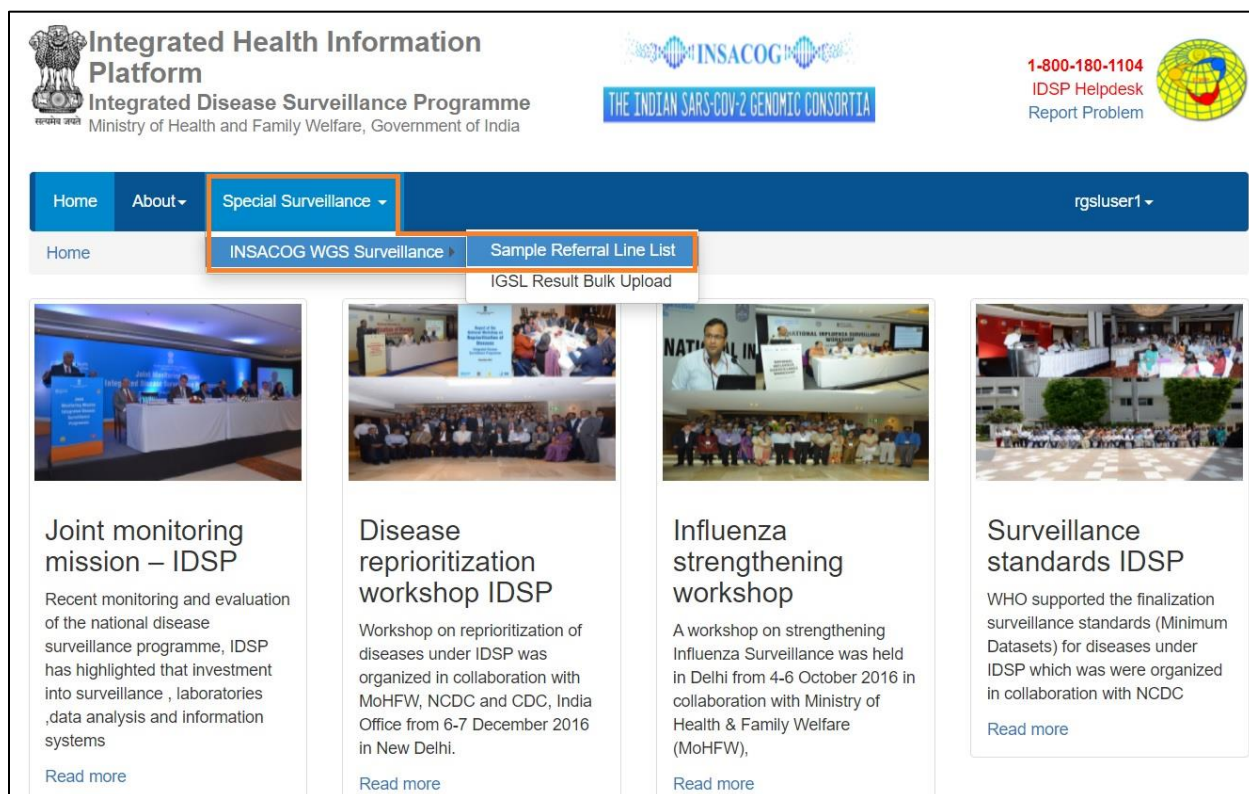
[Update](#) [Logout](#)

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2. Updating the results on Sample Referral Line List

- i. Click on **'Special Surveillance'** menu and then click on **'INSACOG WGS Surveillance'** and then click on **'Sample Referral Line List'** to see the 'Patient Linelisting' for which the sample has been sent for Whole Genome Sequencing for SARS-Cov-2

INSACOG = Indian SARS-CoV-2 Genomic Consortium; WGS = Whole Genome Sequencing



The screenshot shows the Integrated Health Information Platform (IHIP) website. The header includes the Government of India logo, the text 'Integrated Health Information Platform Integrated Disease Surveillance Programme Ministry of Health and Family Welfare, Government of India', the INSACOG logo 'THE INDIAN SARS-COV-2 GENOMIC CONSORTIA', and a contact number '1-800-180-1104 IDSP Helpdesk Report Problem' with a globe icon. The navigation menu is highlighted, showing 'Home', 'About', 'Special Surveillance', and 'rgsluser1'. Under 'Special Surveillance', 'INSACOG WGS Surveillance' and 'Sample Referral Line List' are visible, with 'Sample Referral Line List' being the active page. Below the menu, there are four news items with images and text:

- Joint monitoring mission – IDSP**: Recent monitoring and evaluation of the national disease surveillance programme, IDSP has highlighted that investment into surveillance, laboratories, data analysis and information systems. [Read more](#)
- Disease reprioritization workshop IDSP**: Workshop on reprioritization of diseases under IDSP was organized in collaboration with MoHFW, NCDC and CDC, India Office from 6-7 December 2016 in New Delhi. [Read more](#)
- Influenza strengthening workshop**: A workshop on strengthening Influenza Surveillance was held in Delhi from 4-6 October 2016 in collaboration with Ministry of Health & Family Welfare (MoHFW). [Read more](#)
- Surveillance standards IDSP**: WHO supported the finalization surveillance standards (Minimum Datasets) for diseases under IDSP which were organized in collaboration with NCDC. [Read more](#)

- ii. 'Patient Linelisting' table lists patients / sample details already added by Sentinel site user or DSO or SSO. The user can filter / search a patient or a group of patients using 'Search Box' and 'From Date' and 'To Date'.
 - a) 'Search box' allows to search for the patients using either SRF ID or Patient's Name or Mobile number of the patient.
 - b) 'From Date' and 'To Date' will allow IGSL user to filter the patients' details based on the Date on which sample was sent to IGSL; by default the last month date will be selected; the user can change the 'From Date' and 'To Date' to filter the patients' details as per the need.
- iii. 'Page Size' allow the user to see the details of how many patients that can be seen on the page; by default it will be '10'; IGSL user can change it to '25', '50' or '100'. Navigation panel will allow the user to move between the pages having the line list.
- iv. 'Export Excel' button allows to download the details of the patients visible in the table in the form of Excel sheet

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Integrated Health Information Platform
Integrated Disease Surveillance Programme
Ministry of Health and Family Welfare, Government of India

INSACOG
THE INDIAN SARS-COV-2 GENOMIC CONSORTIA

1-800-180-1104
IDSP Helpdesk
Report Problem

Home About Special Surveillance rgsuser1

Special Surveillance / INSACOG WGS Surveillance / Sample Referral Line List

Patient Linelisting

To search a patient enter any of the following
SRF ID / Patient's Name / Mobile Number

Date sample sent to IGSLs From Date To Date Page Size
01/01/2021 22/07/2021 10 Search

Pages 1 of 2 Records : 1 to 10 of 16 Excel Export

Sl.No.	Action	SRF ID	Unique ID	Patient Name	Age	Sex	Mobile Number	State	District	RT-PCR Sample Reporting Date	Date of sample sent to IGSL	↑ refe
1	Update	0607600341908	6-076-0000-3100154-26062021-SS-1	SUSHIL KUMAR SO SATPAL	42	Male	9053787122	Haryana	YAMUNANAGAR	13/06/2021	26/06/2021	RTP-Nagr
2	Update	0606800325003		BALWANT SINGH SO BISHAN	70	Male	9466737922	Haryana	KURUKSHETRA	28/06/2021	12/07/2021	RTP-Nagr
3	Update	0606800330372		SABA SINGH	48	Male	8059434104	Haryana	KURUKSHETRA	03/07/2021	12/07/2021	RTP-Nagr

- v. IGSL user need to click on 'Update' button under 'Action' column to update results of the Genome Sequencing test. IGSL user can update only those data fields under 'IGSL Results' box, IGSL user cannot update or change the data fields under 'Patients Details' and 'Laboratory Details' which is filled in by Sentinel site user or DSO or SSO. The data fields marked with red asterisk (*) are mandatory without which the form would not be updated. After filling in / updating all the mandatory data field and / or 'Remarks', the user should click on 'Update Case' button to update the results of Genome Sequencing test. Then click on 'Submit' button to confirm updating the results and then click on 'OK' button in the message of 'Record Updated Successfully'. Even after updating the results, the user can still edit the details of 'IGSL Results' again by clicking on 'Update' button under 'Action' column of 'Patient Linelisting' table as discussed previously.

Please note: Here when we say IGSL user, it means user of Hub IGSLs only; Satellite IGSLs won't have any user ID, Hub IGSLs mapped with the Satellite IGSLs will update the results on behalf of Satellite IGSLs if the sample is sent to Satellite IGSL instead of Hub IGSL.

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Modify Patient Record

Enter data accurately and completely

Sample Type Sentinel Outbreak Unique ID: 6-076-0000-3100154-26062021-SS-1

1. Patient Details

1.1.SRF ID: 0607600341908 1.2.ICMR ID: 349181742 1.3.Clinical ID: 1.4.Contact Number: 9053787122

1.5.Patient Name*: SUSHIL KUMAR SO SATPAL 1.6.Age*: 42 Years 0 Months 26 Days 1.8.Gender: Male Female Transgender

1.9.Address: RADOR GHESPUR CHUNGI

1.10.State*: Haryana (6) 1.11.District*: Yamunanagar (76) 1.12.Tahsil: Radaur (6474) 1.13.Villages/Wards: ---Select---

2. Laboratory Details

2.1.Date of collection of sample(RT-PCR)*: 12/06/2021 2.2.RT-PCR reporting date*: 13/06/2021 2.3.Lowest CT Value on RT-PCR*: 20 2.4.Date sample sent to IGSL*: 26/06/2021

2.5.Name of Hub IGSL where sample was sent*: ---Select--- 2.6.Name of satellite IGSL where sample was sent: ---Select--- 2.7.Reason for case/cluster selection: Random

5. IGSL Results

5.1.Date of receiving the sample at lab physically*: 01/07/2021 5.2.Date of reporting*: 03/07/2021 5.3.Mutation detected*: Yes 5.4.Variant detected*: VOC

5.5.Variant of concern(if any)*: Delta (B.1.617.2) 5.10.Remarks:

Patient Lining

To search a patient enter any of the following: SRF ID / Patient's Name / Mobile Number Date sample sent to IGSLs: From Date: 01/01/2021 To Date: 22/07/2021 Page Size: 10

Records: 1 to 10 of 16

S.No.	Action	SRF ID	Unique ID	Patient Name	Age	Sex	Mobile Number	State	District	RT-PCR Sample Reporting Date	Date of sample sent to IGSL	refe
1	<input type="button" value="Update"/>	0607600341908	6-076-0000-3100154-26062021-SS-1	SUSHIL KUMAR SO SATPAL	42	Male	9053787122	Haryana	YAMUNANAGAR	13/06/2021	26/06/2021	RTP Nagr
2	<input type="button" value="Update"/>	0606800325003		BALWANT SINGH SO BISHAN	70	Male	9466737922	Haryana	KURUKSHETRA	28/06/2021	12/07/2021	RTP Nagr
3	<input type="button" value="Update"/>	0606800330372		SABA SINGH	48	Male	8059434104	Haryana	KURUKSHETRA	03/07/2021	12/07/2021	RTP Nagr

2.1.Date of collection of sample(RT-PCR)*: 16/06/2021 2.2.RT-PCR reporting date*: 17/06/2021 2.3.Lowest CT Value on RT-PCR*:

2.4.Date sample sent to IGSL*: 18/06/2021 2.5.If Others: Severe COVID19 2.8.If Others: Severe COVID19

3. RGSL Results

3.1.Date of receiving the sample at lab physically*:

3.2. 3.4.Variant detected*:

Are you sure you have entered the data correctly? If so, please choose SUBMIT. If not, please choose CANCEL and continue to edit data.

Record updated successfully

1-800-180-1104 IDSP Helpdesk Report Problem

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3. IGSL Result Bulk Upload

In case, IGSL user wants to upload the results of so many samples in one-go then in that case, the user needs to fill in a 'CSV' template and then IGSL user needs upload that CSV file on 'IGSL Result Bulk Upload' page. The user can access this page from Special Surveillance → INSACOG WGS Surveillance → IGSL Result Bulk Upload.



On that page, the user needs to click on 'Download List of Pending Records' to download the template in 'CSV' format. After that, user needs to fill in relevant columns related to results of the samples pending for result update. Then, the user needs to save this file in 'CSV' format only after clicking on 'Save As'. Then, the user needs to go to 'IGSL Result Bulk Upload' page and click on 'Choose File' button and select this updated CSV file followed by clicking on 'Upload' button. After successful upload, it will show the message of 'File has been processed successfully'; the message would also show how many records processed and how many did not process; immediately, the user will be directed to download an 'Upload-Response' file which will show why some records were not processed [see screenshot on next page].

Important instructions while filling in the CSV template:

1. Fill in the dates in 'Date Sample Received' and 'Reporting Date' columns in **DD/MM/YYYY** format only
2. Under 'Sample Status' column, write 'Processed' or 'Rejected' or 'Sequencing Failed'
3. Under 'Mutation Detected' column, fill in 'Yes' or 'No'
4. Under 'Variant Detected' column, type 'VOC' or 'VOI' or 'Others'
5. Under 'VOC' or 'VOI' column, type any one of the VOCs or any one of the VOIs as shown in the table below

VOC		VOI		
Alpha (B.1.1.7)	Delta (B.1.617.2)	Kappa (B.1.617.1)	Theta (P.3)	Epsilon (B.1.427/429)
Beta (B.1.351)	Delta Plus (B.1.617.2.1/AY.1)	B.1.617.3	Iota (B.1.526)	Lambda (C.37)
Gamma (P.1)	Others	Eta (B.1.525)	Zeta (P.2)	Others

6. 'Others' and 'Remarks' columns are open data fields; type a variant name under 'Others' if you had selected 'Others' under 'Variant Detected'. Under 'Remarks', you can write any extra information you want to share with the other users of INSACOG WGS Surveillance module.

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Home About- Special Surveillance rgsluser1

Special Surveillance / INSACOG WGS Surveillance / IGSL Result Bulk Upload

IGSL Results Bulk Upload

Choose File To Upload :

Choose File No file chosen Upload Download List of Pending Records

AutoSave OFF List of Pending Records.csv - Excel JARIWALA, Devang

File Home Insert Draw Page Layout Formulas Data Review View Developer Add-ins Help

Clipboard Font Alignment Number Styles Cells Editing Ideas

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

Docid	SRF ID	ICMR ID	Clinical ID	Date Sample Received	Reporting Date	Sample Status	Mutation Detected	Variant Detected	VOC	VOI	Others	Remarks
6-076-0000-3100154-26062021-SS-1	6.08E+11	349181742	40840664	27/06/2021	1/7/2021	Processed	Yes	VOC	Delta (B.1.617.2)			
	6.07E+11	375529880	404477585									
	6.08E+11	371926432	404477585									
	6.08E+11	385991464	420014583									
	6.08E+11	387525048	421723582									
	6.08E+11	394319423	429238877									
	6.07E+11	384335229	418141723									
	2.34E+12	370129389	402535735									
	2.34E+12	365974221	398049882									
	2.34E+12	360077386	391616122									
	2.34E+12	365591863	397624858									
	2.34E+12	360731855	392321086									
	2.34E+12	365590355	397623282									
	2.34E+12	365591102	397624091									
	2.34E+12	360073764	391612422									

IGSL Results Bulk Upload

Choose File To Upload :

Choose File List of Pending Records.csv Upload Download List of Pending Records

Are you sure you want to upload IGSL Result Data ?

No Yes

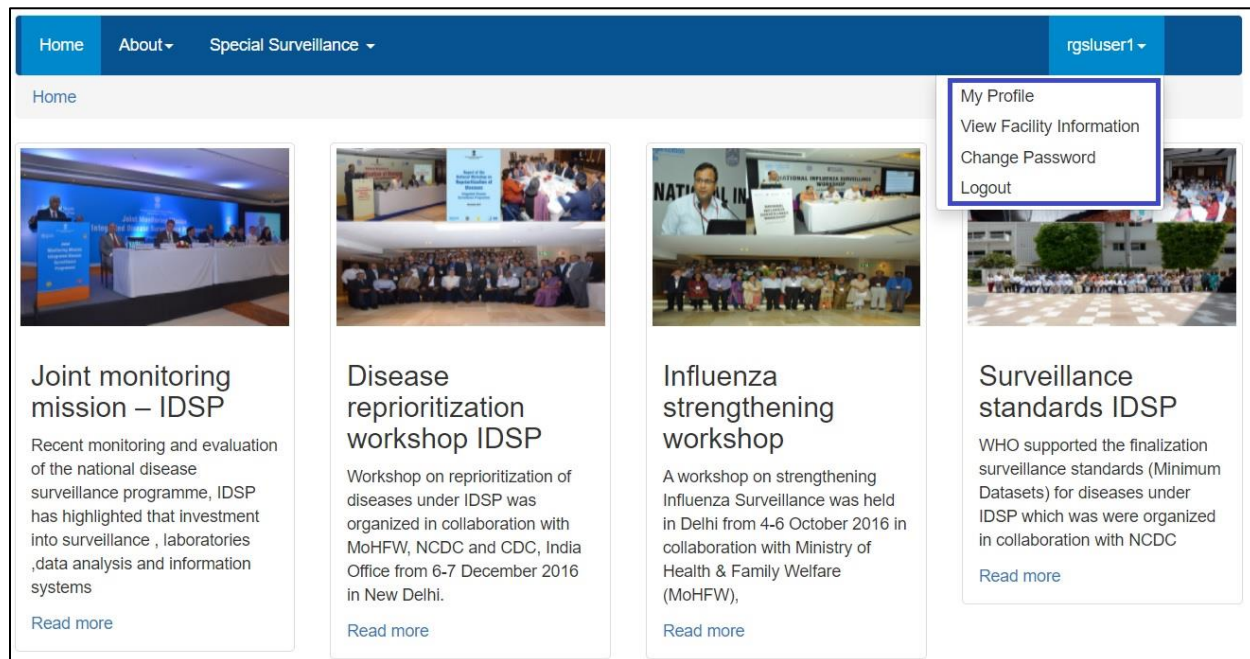
File has been processed successfully. Out of 15 records, 1 records processed and 14 not processed.Please check the downloaded CSV for more details.

OK

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4. User Profile Menu / User Menu

The user menu will be represented by the username of the user. This menu has various sub menus like My Profile, View Facility Information, Change Password and Logout.



The screenshot displays a web application interface. At the top, there is a navigation bar with 'Home', 'About', and 'Special Surveillance' menus, and a user profile section for 'rgsluser1'. Below the navigation bar, there is a 'Home' section with four news articles. A dropdown menu is open over the user profile, showing options: 'My Profile', 'View Facility Information', 'Change Password', and 'Logout'. The four news articles are:

- Joint monitoring mission – IDSP**: Recent monitoring and evaluation of the national disease surveillance programme, IDSP has highlighted that investment into surveillance, laboratories, data analysis and information systems. [Read more](#)
- Disease reprioritization workshop IDSP**: Workshop on reprioritization of diseases under IDSP was organized in collaboration with MoHFW, NCDC and CDC, India Office from 6-7 December 2016 in New Delhi. [Read more](#)
- Influenza strengthening workshop**: A workshop on strengthening Influenza Surveillance was held in Delhi from 4-6 October 2016 in collaboration with Ministry of Health & Family Welfare (MoHFW). [Read more](#)
- Surveillance standards IDSP**: WHO supported the finalization surveillance standards (Minimum Datasets) for diseases under IDSP which were organized in collaboration with NCDC. [Read more](#)

- i. On **My Profile / Update Profile** page, the user can update his or her profile whenever required. The person who is going to update the the data on WGS -Sample Referral Form will fill in his or her details on this page. The user needs to fill in at least mandatory data fields (marked with red asterisk *) and then click on 'Update' button to update the profile. To ensure that these details are filled in, a mandatory pop-up screen appears on first log in and user must have to fill in his or her details to move forward on WGS module of IHIP (this has already been discussed in section 1). If there is any change in User / User details in future, then the user can change the details again using 'My Profile' submenu to update his or her profile.

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Home About Special Surveillance rgsluser1

Update Profile

My Profile
View Facility Information
Change Password
Logout

User Details:

First Name* Vivek Middle Name Last Name Date Of Birth Age* 33 0 0

Gender* Male Female Transgender ID Type* Aadhaar Aadhaar Number* 678945671234

Email* rgsl@gmail.com MobileNo#* 8989898989 Landline # Designation* RGSL Data Entry Operator

Facility Mapping:

Username* rgsluser1 Enabled State Karnataka

District Chikballapur Sub District Chikkaballapura Village

Facility Search RGSL Lab (RGSL Laboratory) Assign Role RGSL

Update Your Profile Updated Successfully!

- ii. **View Facility Information** will allow the user to see basic details of the Regional Genome Sequencing Lab, the account of which the user is handling.

Home About Special Surveillance rgsluser1

Facility Information

My Profile
View Facility Information
Change Password
Logout

1.1 Facility Name:	RGSL Lab	1.8 Village:	Not Available
1.2 Facility Type:	RGSL Laboratory	1.9 Sub District:	Chikkaballapura (5596)
1.3 Facility NIN:	Not Available	1.10 District:	Chikballapur (630)
1.4 Personnel in Charge:	Not Available	1.11 State:	Karnataka (29)
1.5 Contact Number:	Not Available	1.12 Reporting Date:	24/06/2021
1.6 Data Entry Personnel:	Vivek	1.13 Reporting Time:	1:29 PM Indian Standard Time
1.7 Contact Number:	+91-8989898989		

- iii. With **'Change Password'**, user can change the password to log in this web portal.

Home About Special Surveillance rgsluser1

Change Password

Old Password*

New Password*

Retype New Password*

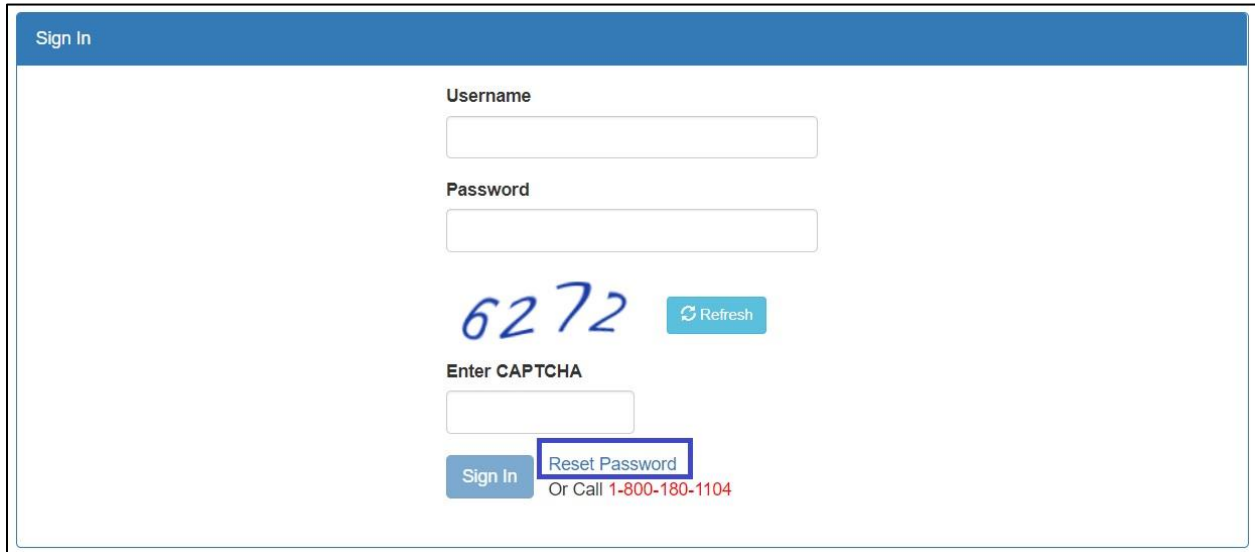
Save Reset

My Profile
View Facility Information
Change Password
Logout

- iv. By clicking **'Logout'**, user will come of the user account of his or her facility.

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- **Reset Password:** In case the user forgets the password then the user can click on “[Reset Password](#)” link on Sign In page, which will direct the user to enter his or her username. Once the user enters the correct Username, he or she will receive a One Time Password (OTP) on his or her registered mobile number [the mobile number updated on ‘My Profile’ or “Update Profile’ page]. On entering the OTP, the user will be directed to change the password.



The screenshot shows a 'Sign In' page with a blue header. Below the header, there are two input fields for 'Username' and 'Password'. A CAPTCHA image displays the number '6272' in blue, with a 'Refresh' button to its right. Below the CAPTCHA is an 'Enter CAPTCHA' label and an empty input field. At the bottom, there are two buttons: 'Sign In' and 'Reset Password'. The 'Reset Password' button is highlighted with a blue border. Below the 'Reset Password' button, the text 'Or Call 1-800-180-1104' is displayed in red.

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