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

USER'S MANUAL

for SENTINEL SITE / SENTINEL HEALTH FACILITY USER

under 'INSACOG WGS Surveillance' module of IHIP

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

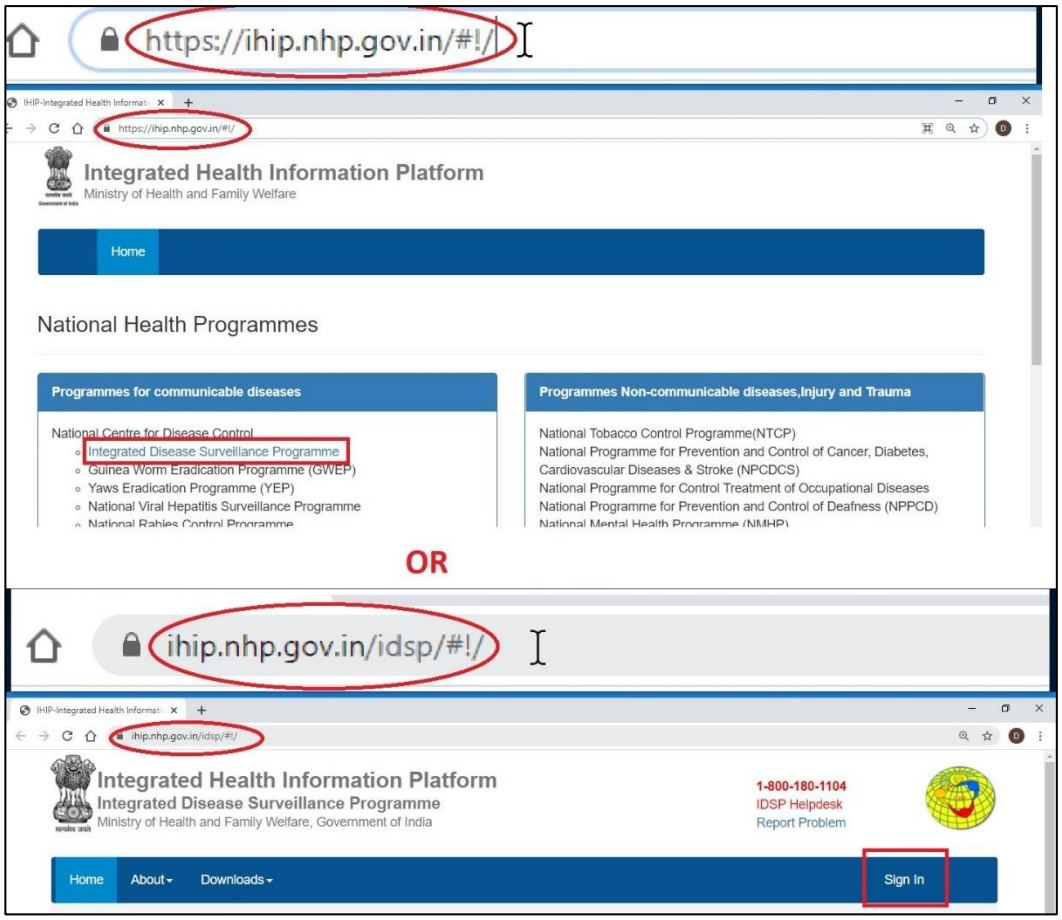
Contents / Learning Objectives of the user manual

1. **Log in IHIP web portal** 2
2. **Sample Referral Line List** 5
3. **User Profile Menu / User Menu** 10

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

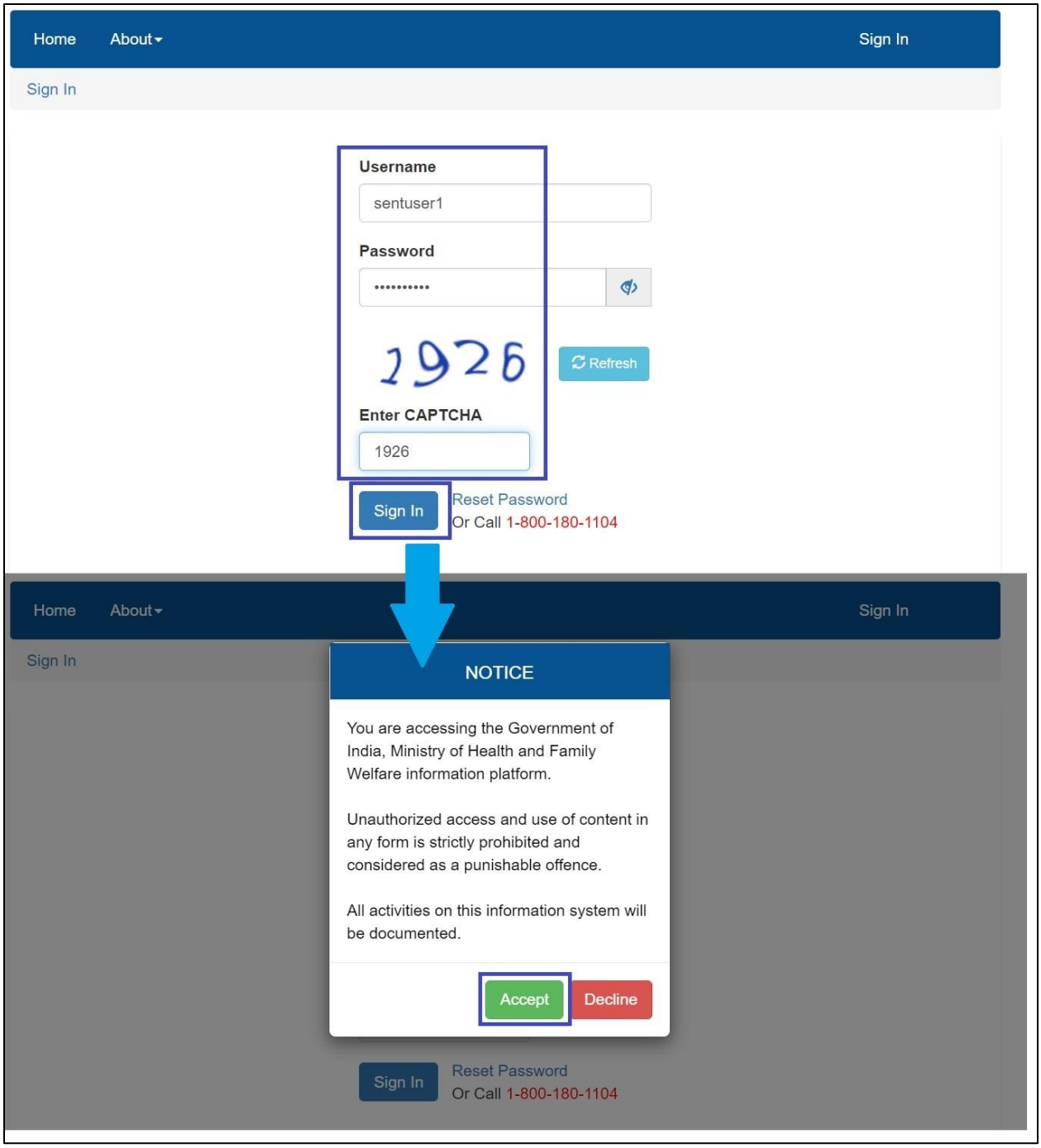
1. **Log in IHIP web portal** using Sentinel site user ID and password

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.



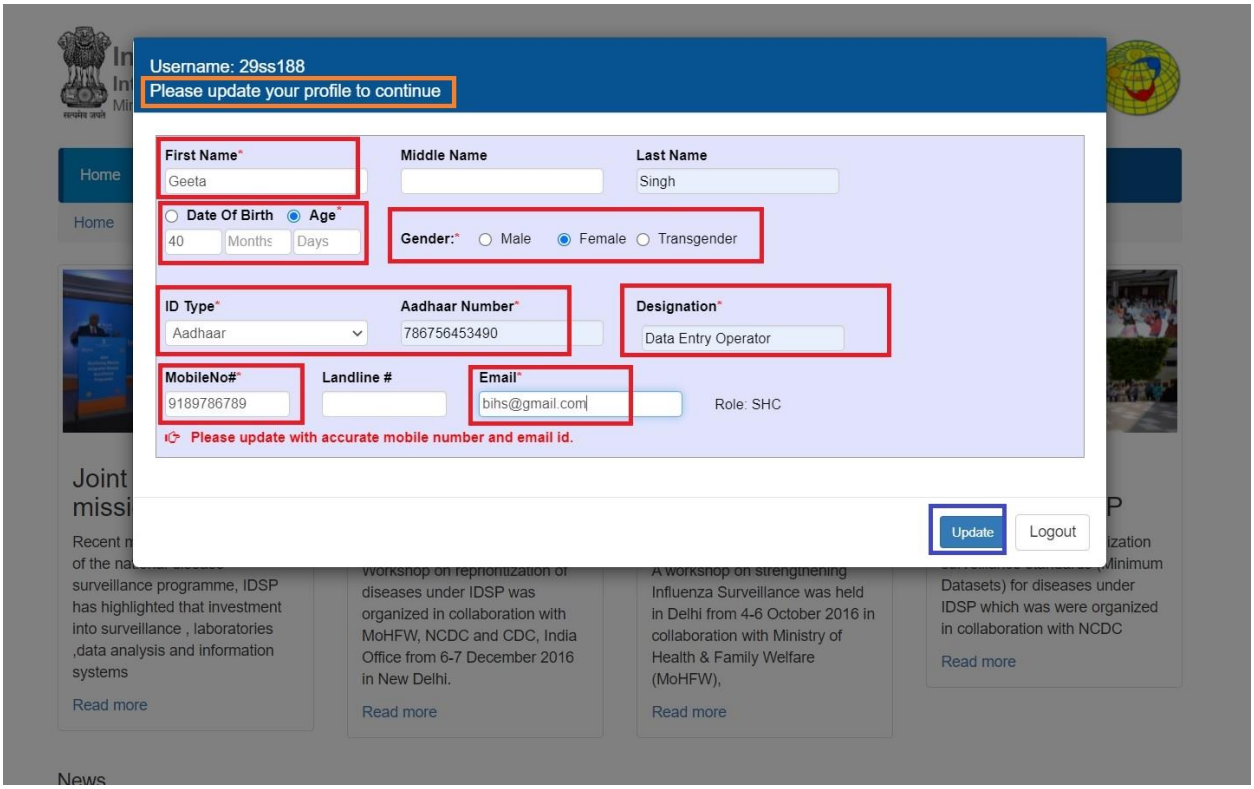
ii. Type the **Username**, **Password** given for the Sentinel Site user; then enter 4-digit **captcha** as shown and click on "**Sign In**" button. A pop-up screen of 'NOTICE' will appear; after reading and understanding the notice, click on 'Accept' button to move forward.

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.



Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

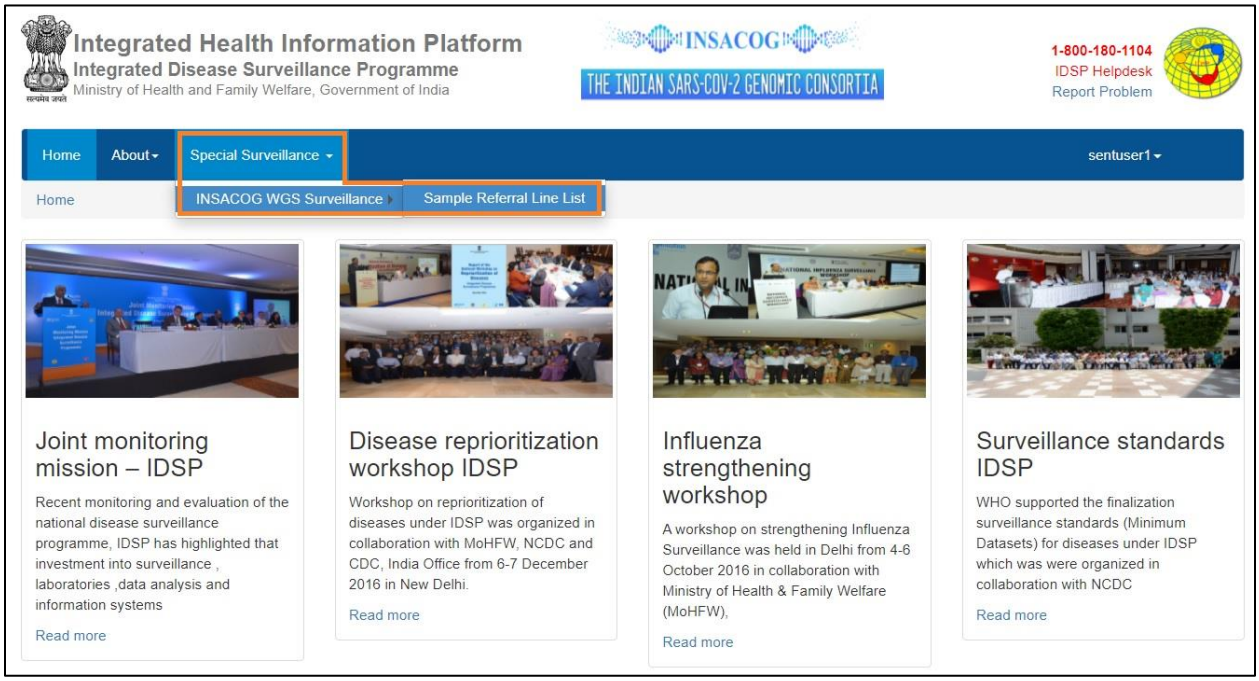
iii. When you log in for the first time, you will see a pop-up screen of 'Please Update your profile to continue'. Fill in all the details of the user who is going to do the data entry using the same user ID. Fill in all the details especially those marked with red asterisk (*), without which, 'Update' 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.



2. 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**'

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

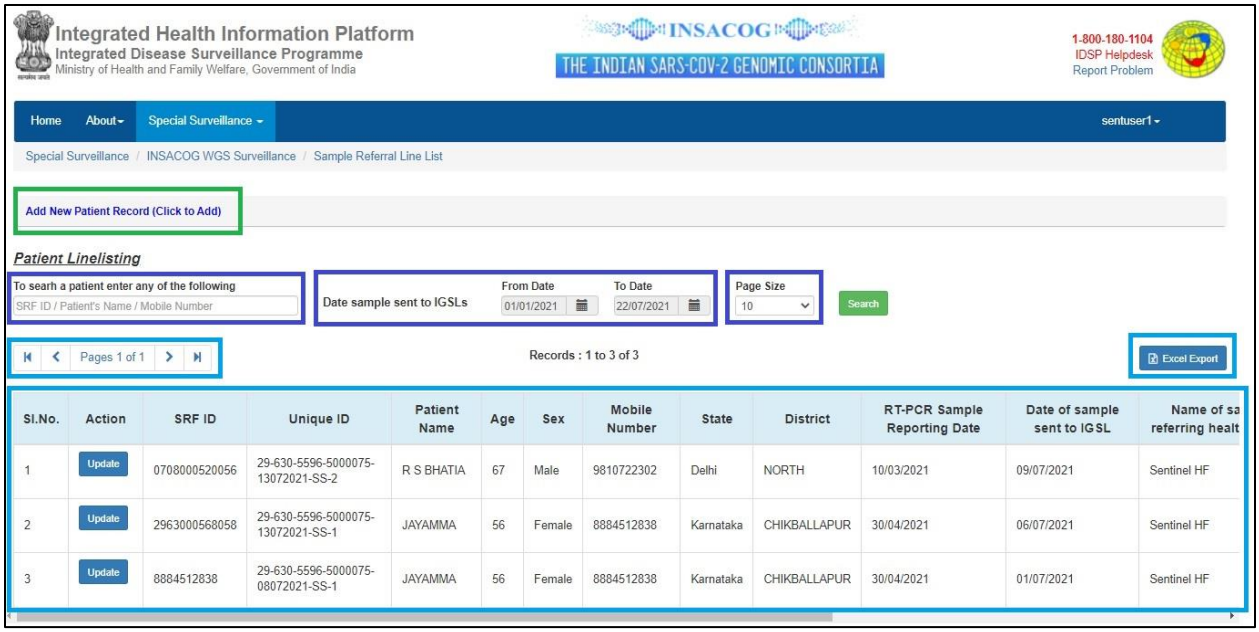


ii. '**Sample Referral Line List**' page will show a table of already added patients / sample details [Patient Linelisting] which can be updated by clicking on 'Update' button under 'Action' column; the user can filter / search a patient or a group of patients using 'Search Box' and 'From Date' and 'To 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 sentinel user to filter the patients' details based on the Date on which sample was sent to IGSL (INSACOG Genome Sequencing Lab); 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.

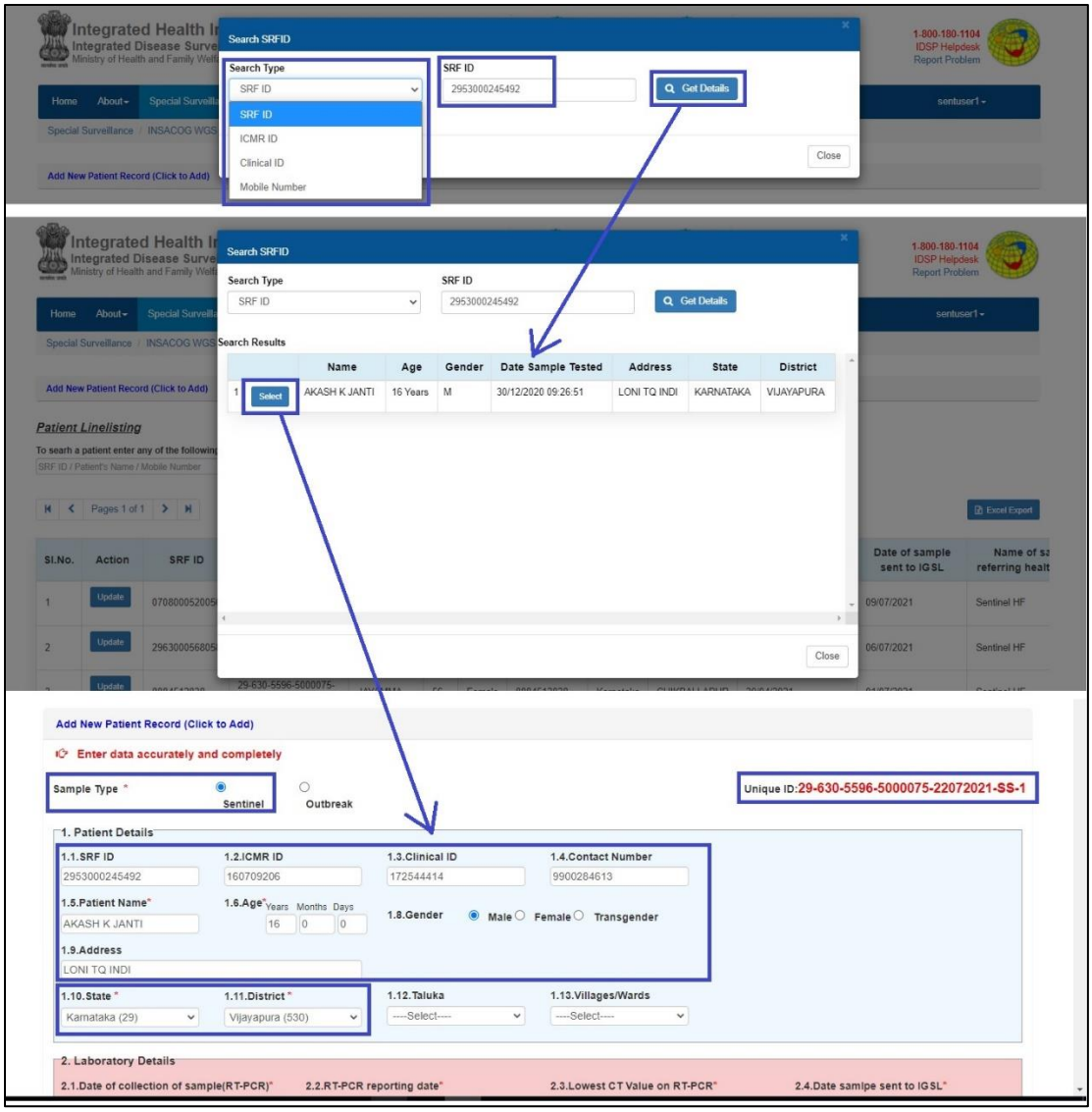
iii. 'Page Size' allow the user to see the details of how many patients that can be seen on the page as a line list; by default it will be '10'; sentinel user can change it to '25', '50' or '100'. Navigation panel will allow the user to move between the pages having the line list.

iv. 'Export Excel' button allows to download the details of the patients visible in the table in the form of Excel sheet

v. 'Add New Patient Record' will allow the user to add the details of the new patient whose sample is going to be sent to IGSL for genome sequencing. It will be discussed in the next point in detail.

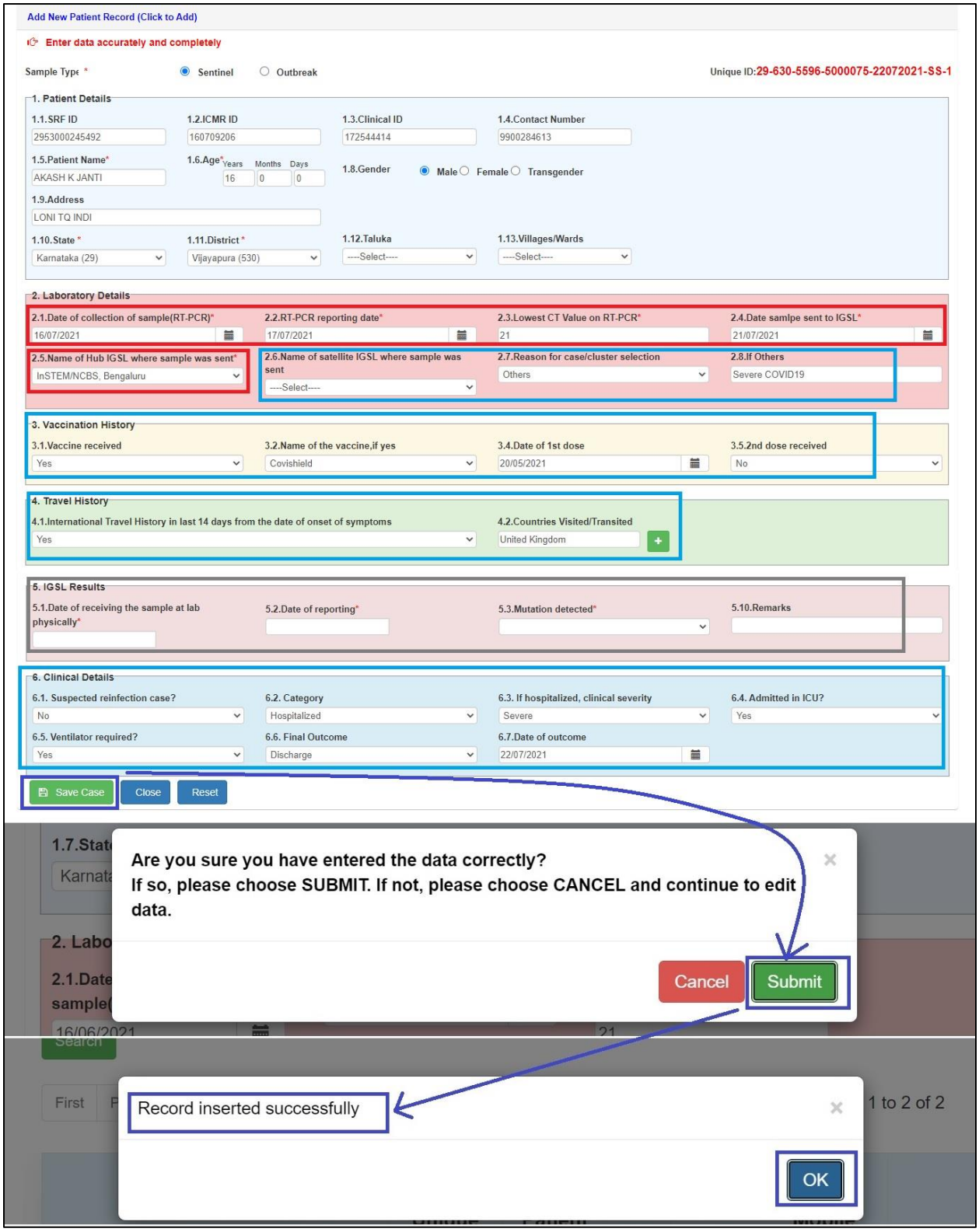


vi. When the user clicks on 'Add New Patient Record', a pop-up screen will appear. The user needs select 'Search Type' out of the available 4 options which are SRF ID, ICMR ID, Clinical ID or Mobile number and then type that Number in the next data field and click on 'Get Details'; Let's take an example of SRFID (of the patient whose sample is going to be tested for Whole Genome Sequencing) and then click on 'Get Details' button. This will automatically fetch 'Patient Details' from ICMR website and basic details of the patient would be displayed in the form of a Line List under 'Search Results' heading; User needs to click on 'Select' button in front of the patient's 'Name' and that would take the user to Sample Referral form with 'Patient Details' filling in automatically from the fetched data of ICMR website. 'Sentinel' would be selected by default under 'Sample Type'. If the patient belongs to a particular outbreak, then the user may change it to 'Outbreak' in which case the Unique ID will change ['SS-number' will be replaced by 'OB-number' at the end; user will also have to update 'Outbreak ID' in that case. For each patient/sample, a Unique ID is generated automatically.



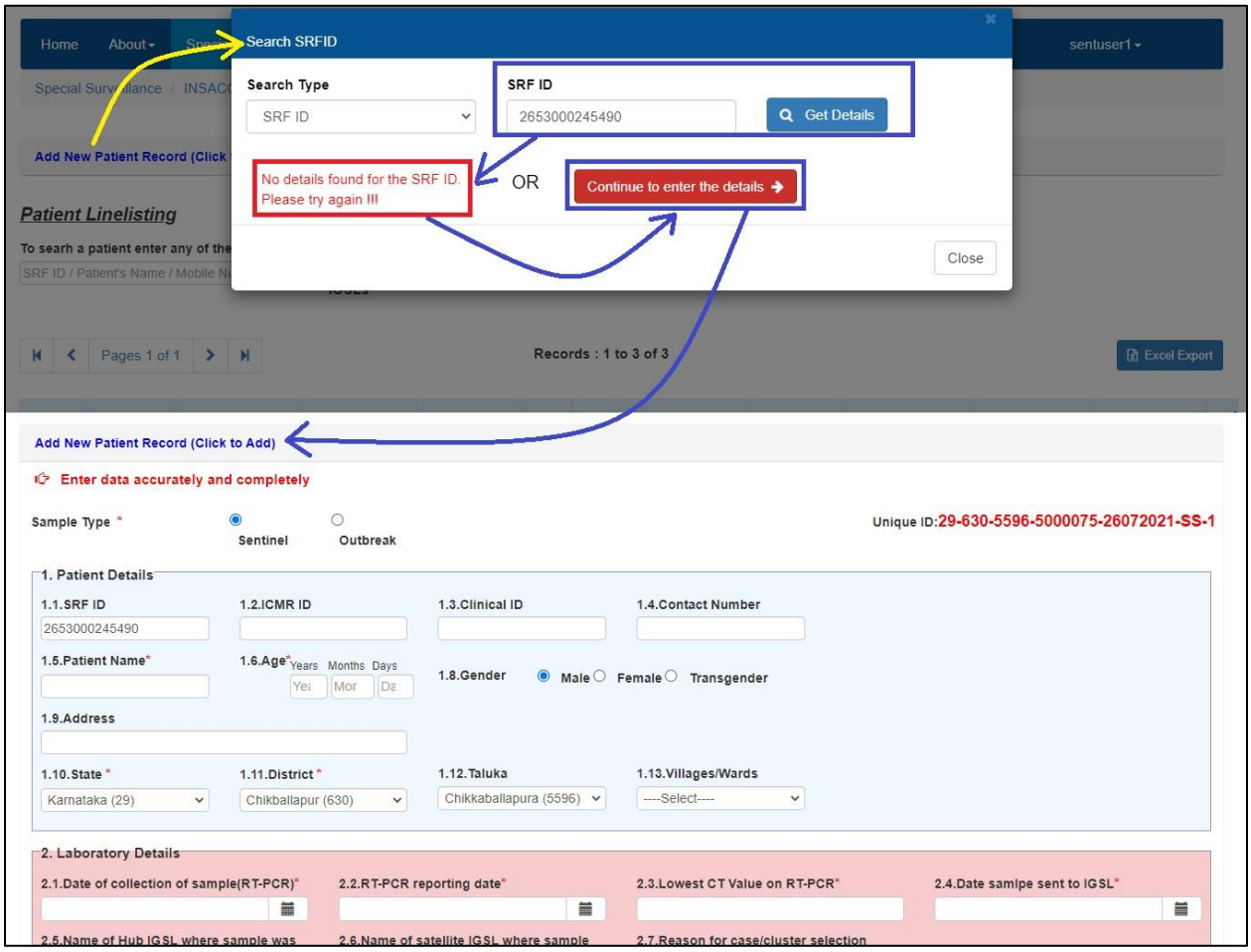
vii. Now the user will have to fill in Laboratory Details, Vaccine History, Travel History and Clinical Details. The data fields marked with red asterisk (*) are mandatory without which the form would not be saved. All the data fields that can be filled in by the sentinel user can also be filled in or be updated by the District Surveillance Officer (DSO) or State Surveillance Officer (SSO) of the district or state in which that sentinel site is located. Sentinel site user will have to select the name of the IGSL lab under 'Name of the Hub IGSL where sample was sent'; if the sample is being sent to Satellite IGSL then sentinel user need to select 'Satellite IGSL' as well under 'Name of Satellite IGSL where sample was sent'. Sentinel user or DSO or SSO cannot fill in the data in 'IGSL Results' box; the data field under this box can be updated by Hub IGSL user only (even for the samples sent to Satellite IGSL mapped to the Hub IGSL). After filling in all the mandatory data field and available data, the user should click on 'Save Case' button to save the details of the case and to add the patients details under 'Patient Linelisting' table. Then click on 'Submit' button to confirm saving the case details and then click on 'OK' button in the message of 'Record Inserted Successfully'.

Even after saving, the user can still edit the details of the patient by clicking on ‘Update’ button under ‘Action’ column of ‘Patient Linelisting’ table as discussed previously.



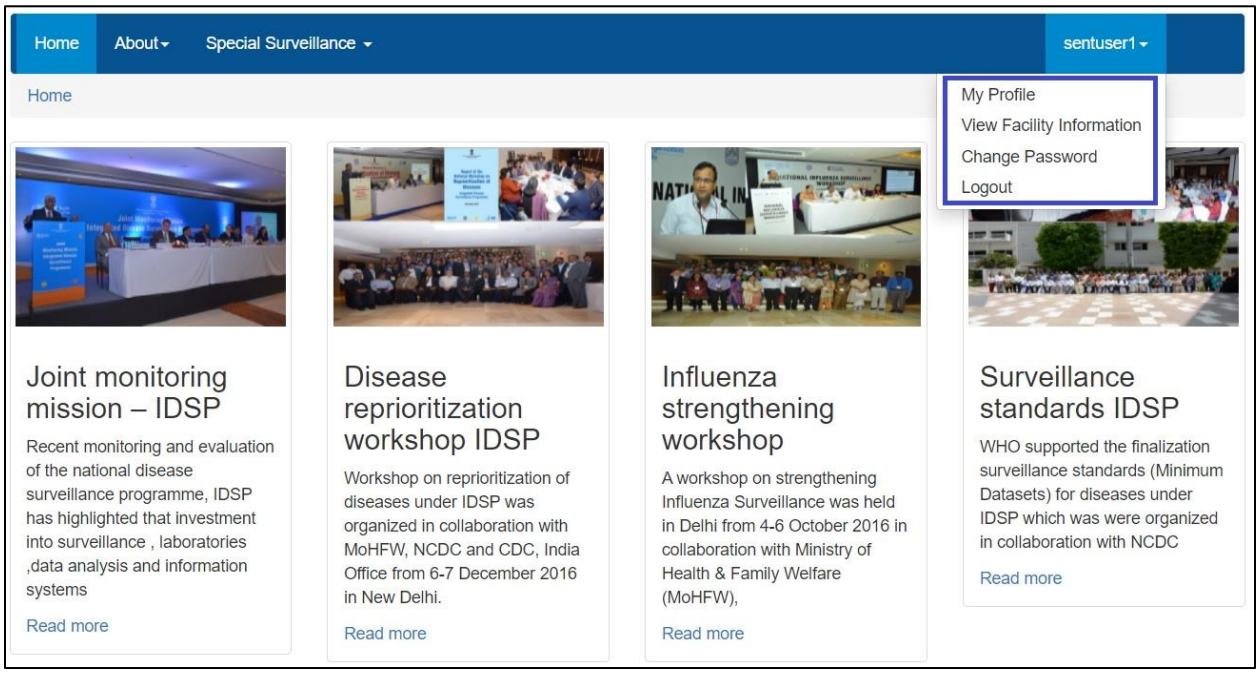
Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

Please note: if you are not able to fetch the details of the patients using SRF ID or ICMR ID or Clinical ID or Mobile number and you are seeing 'No details found for the …. Please try again !!!', then you might try again after sometime or your can click on 'Continue to enter the details' and you will be directed on 'Add New Patient Record' page, where you can fill in "Patient Details" (including SRF ID, ICMR ID, Clinical ID and Contact number, which ever is available with you), "Laboratory Details" etc and then you can submit the details as already described above

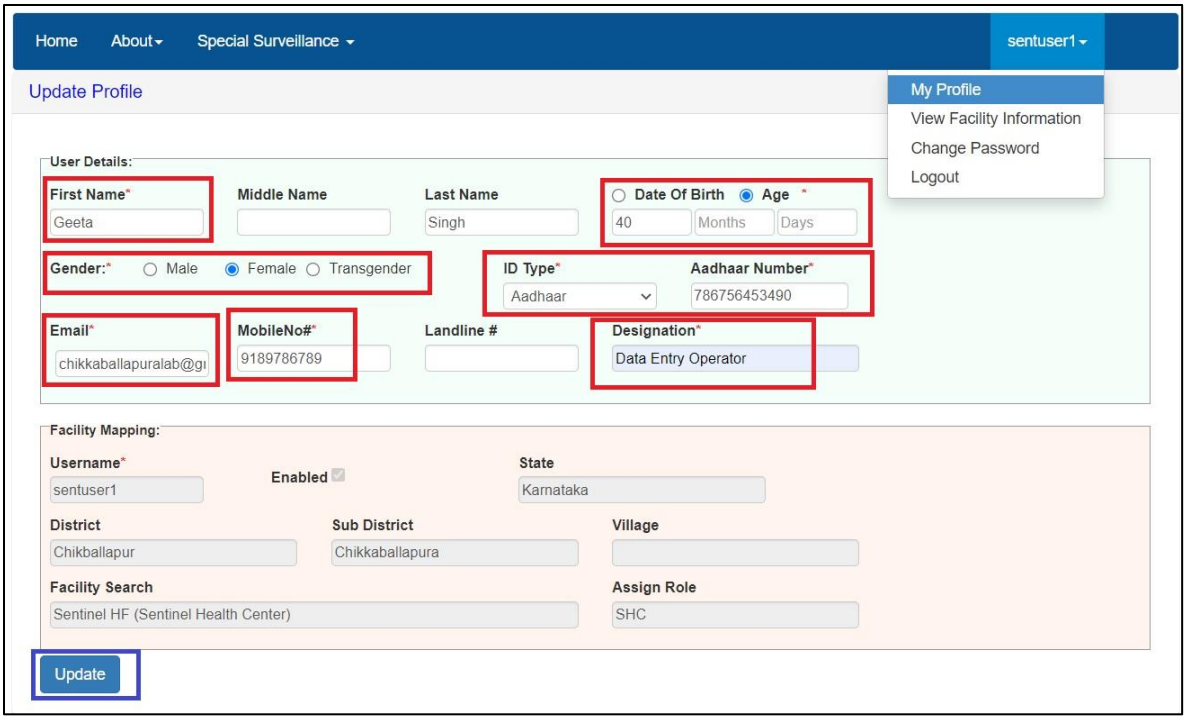


3. User Profile Menu / User Menu

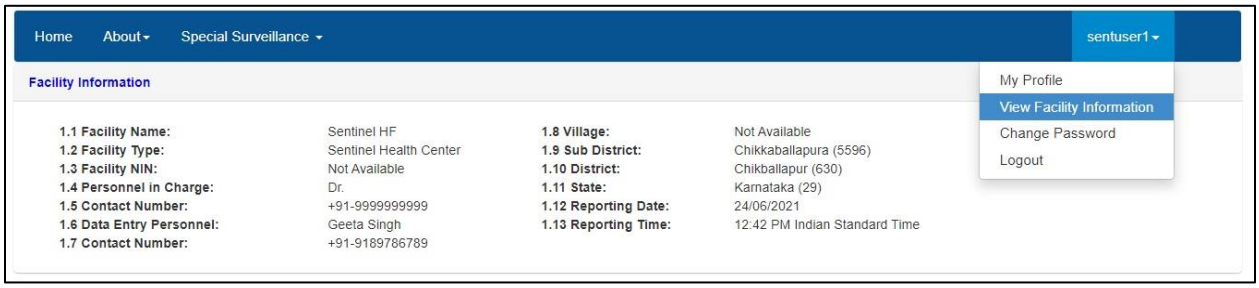
The user menu will be represented by the username of the user. This menu has various sub menus like My Profile, View Facility Information, Change Password and Logout.



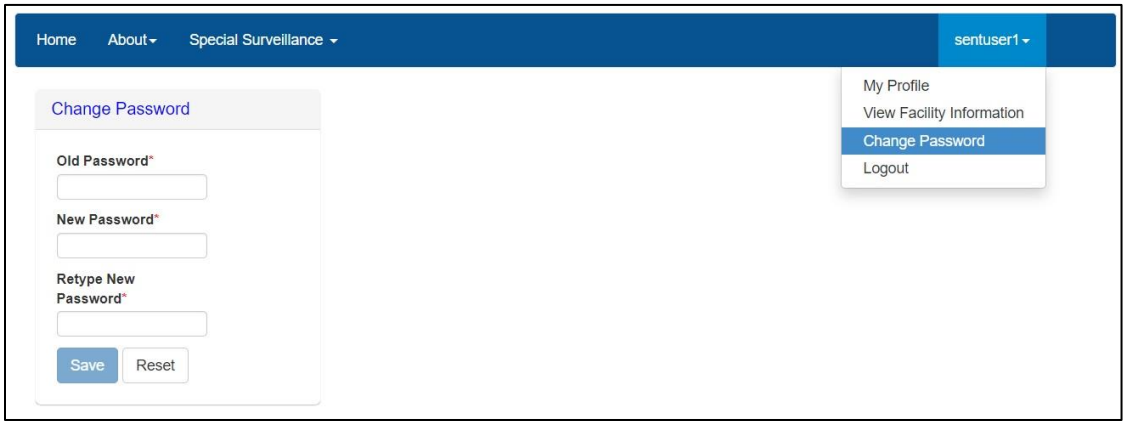
i. On **My Profile / Update Profile** page, the user can update his or her profile whenever required. The person who is going to enter the data on WGS -Sample Referral Form will fill in his or her details on this page. The user needs to fill in at least mandatory data fields (marked with red asterisk *) 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.



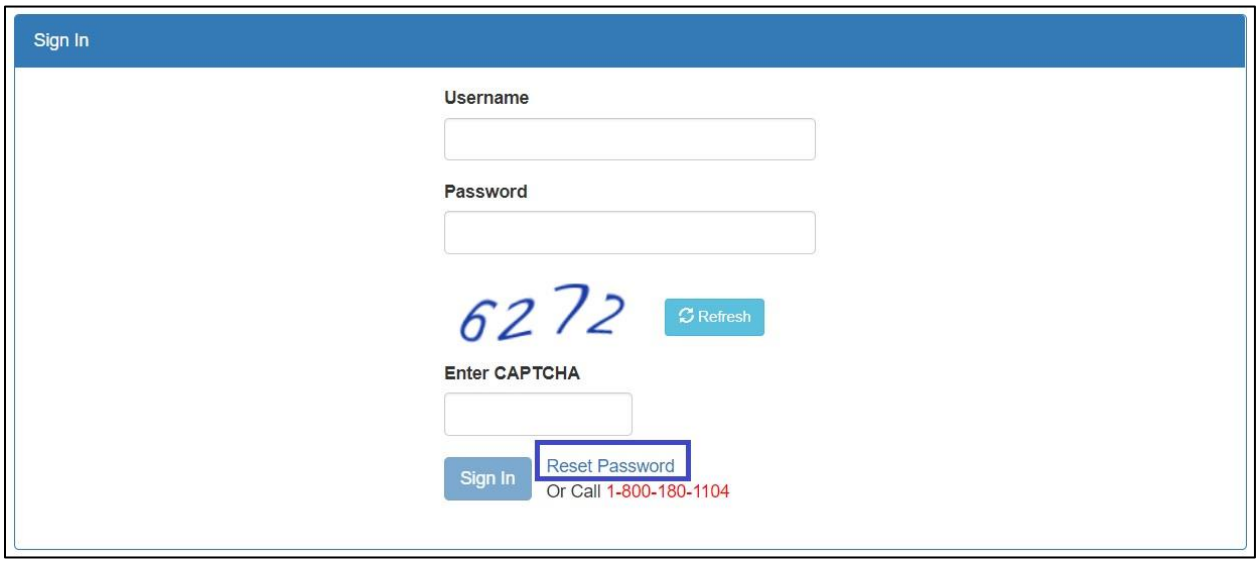
ii. **View Facility Information** will allow the user to see basic details of the Sentinel site, the account of which the user is handling.



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



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

Note: This document will be continuously updated. The version of the updated document will be shown on the front page.

- 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.