

# REFERENCE GUIDE FOR ARIZONASURV USERS



## Contents

<b>QUICK STARTING GUIDE FOR ARIZONASURV USERS</b> .....	1
<b>1. Logging into the system</b> .....	2
<b>2. User Management (Settings Tab)</b> .....	3
<b>3. Entering Trapping Sites Manually (Sites Tab)</b> .....	6
<b>4. Entering Trapping Sites through Data Import (Tools Tab)</b> .....	7
<b>5. Entering Testing Information (Arthropod Tab)</b> .....	8
<b>6. Submitting Pools to ASPHL for testing</b> .....	15
<b>VectorSurv Online Map</b> .....	18
<b>Documentation</b> .....	18
<b>Training videos</b> .....	19



Last modified: 8/19/2024

## 1. Logging into the system

Go to the **ArizonaSurv** production site: <https://az.vectorsurv.org> to enter your real data. For training purposes only (data is cleared weekly) you can use the **testing environment**: <https://sandbox.vectorsurv.org>.

The VectorSurv home page is <https://vectorsurv.org> where you can access some online documentation (<https://vectorsurv.org/docs/site/>), as well as the map (<https://maps.vectorsurv.org/arbo>).

Enter your Username and Password (It is the same for both production and testing sites)

VECTOR SURV Vectorborne Disease Surveillance Gateway

Login: irenerubertd  
Password: .....  
Log in...

>>

Copyright © 2005 - 2020 California Vectorborne Disease Surveillance System  
Process Time (sec): 0.2132

### Forgot your username or password?

No problem! Go to the Login Help and click on forgot username or password. You will need to provide the email address of your account.

>>

Describe the problem you experience when trying to log in.  
I forgot my username.  
I forgot my password.  
I do not have an account.

System

## 2. User Management (Settings Tab)

Under the Settings tab, click on My Agency and then on User Management.

Copyright © 2005 - 2019 Arizona Vectorborne Disease Surveillance System  
Process Time (sec): 0.4193

Under **Active Users**, if you are an agency's manager, you can see the list of users within your agency and you can edit/activate/deactivate them.

Under Edit, you can change their user information and their level of access (Manager/User/View only/Diagnostic).

Active Users

Those users that currently have access to ADHS are in the table below. Users that at one time had access are available by clicking on "Inactive Users" further down this page.

Username	First Name	Last Name	Login Type	Primary Agency?	Actions
heathervenkat	Heather	Venkat	Agency Manager	Y	edit, deactivate
ireneruberto	Irene	Ruberto	Agency Manager	Y	edit, deactivate
katefitzpatrick	Kate	Fitzpatrick	Agency Manager	Y	edit, deactivate
michealfink	Micheal	Fink	Agency Manager	Y	edit, deactivate

1 / 1 25

Search Clear

You can also add new users under **Add New User**:

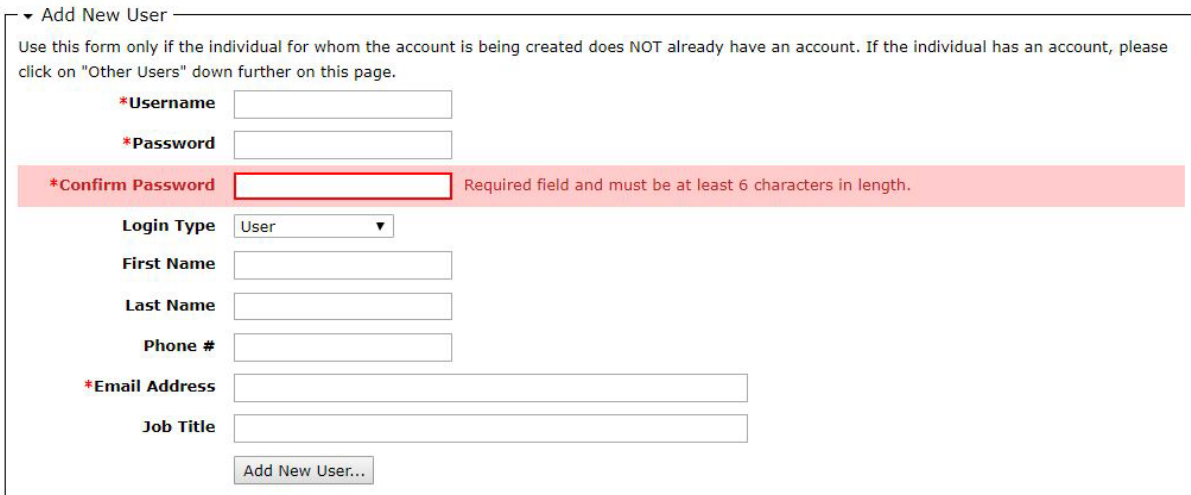


The screenshot shows a sidebar menu titled "User Management". A large red arrow points to the "Add New User" option. Below it are "Active Users", "Inactive Users", and "Non-Agency Users". At the bottom of the sidebar is a button labeled "Go To My Agency Menu".

For adding a new user you will need:

- Username (usually first and last name)
- Password (you can pick one, send it to the new user and have him reset it (going into Login Help))
- Email address

### User Management



The screenshot shows the "Add New User" form. It includes a dropdown menu for "Add New User" and a note: "Use this form only if the individual for whom the account is being created does NOT already have an account. If the individual has an account, please click on 'Other Users' down further on this page." The form fields are: \*Username, \*Password, \*Confirm Password (with a red border and a note "Required field and must be at least 6 characters in length."), Login Type (dropdown menu set to "User"), First Name, Last Name, Phone #, \*Email Address, and Job Title. An "Add New User..." button is at the bottom.

Under **Inactive Users** you can see any inactive user in your agency (for Agency Managers only).

User Management

- Add New User \_\_\_\_\_
- Active Users \_\_\_\_\_
- Inactive Users \_\_\_\_\_
- Non-Agency Users \_\_\_\_\_

Go To My Agency Menu



Under **Non-Agency Users** you can see users from other agencies.

User Management

- Add New User \_\_\_\_\_
- Active Users \_\_\_\_\_
- Inactive Users \_\_\_\_\_
- Non-Agency Users \_\_\_\_\_

Go To My Agency Menu

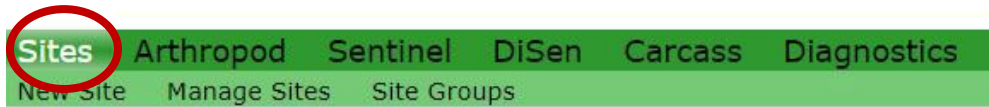
Their name, agency and email address is listed and under Actions, you can grant that user view-only access to your data if you need.

▼ Non-Agency Users

Username	First Name	Last Name	Agency	Email Address	Actions
Aacquaviva	Anthony	Acquaviva	MONM - Monmouth County Mosquito Control	anthony.acquaviva@co.monmouth.nj.us	grant
AAngelus	Autumn	Angelus	SALE - Salem County Mosquito Control	autumn.angelus@salemcountynj.gov	grant
aarce	Anthony	Arce	SANB - San Bernardino County MVC	Anthony.arce@dph.sbcounty.gov	grant

### 3. Entering Trapping Sites Manually (Sites Tab)

There are two options for entering data in the system, manual entry for each trap (covered below) or entry of multiple traps at the same time through Data Import (see ). For manual entry click on the **Sites tab** and to enter a new site, click on **New Site**



#### Sites



- [New Site](#)
- [Manage Sites](#)
- [Site Groups](#)

The **Site Addition** page will open, then follow these [online instructions](https://vectorsurv.org/docs/site/) (<https://vectorsurv.org/docs/site/>) on how to fill enter a site.

Site Addition Help ?

\*Site Code ADHS

Site Name

\*Coordinates **DD** **DMS** **DM** **Map**

Latitude   
If the Latitude is in the southern hemisphere, the value must be prefixed by the minus '-' sign.

Longitude   
If the Longitude is in the western hemisphere, the value must be prefixed by the minus '-' sign.

Coordinate Precision

Elevation (m)

Address

City

Region **Country**   
**State**   
**County**

Postal Code

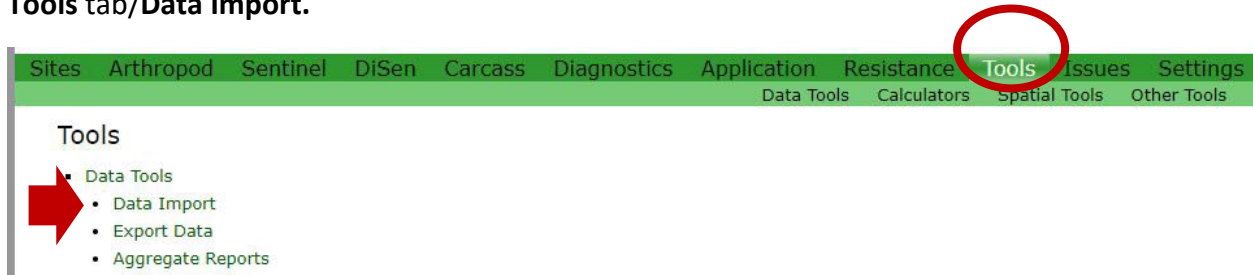
Surroundings   
Commercial/Industrial/Transportation  
Forest  
Marsh/Swamp  
Park/Cemetery/Golf Course

Population Classification

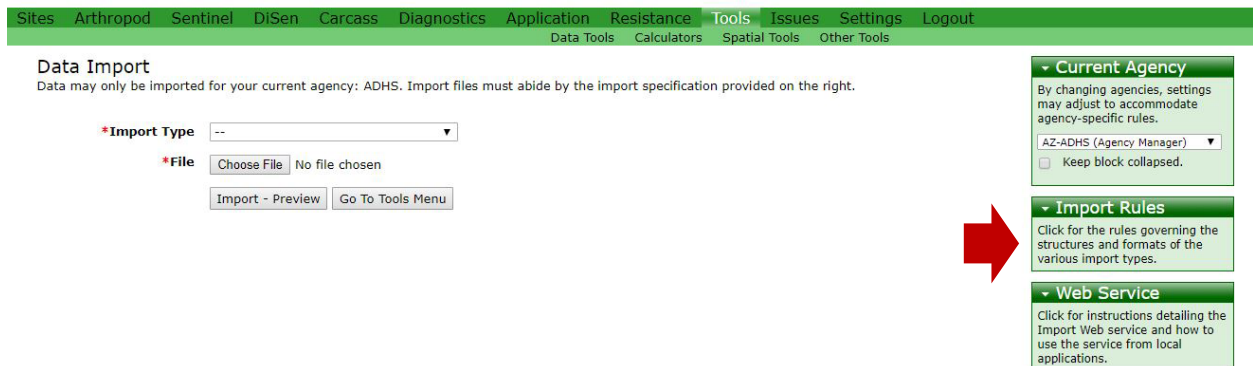
Comments

## 4. Entering Trapping Sites through Data Import (Tools Tab)

To enter multiple sites at the same time you will need to format the data in the appropriate way required by the system. To find out more about the format allowed for upload go into the **Tools** tab/**Data Import**.



Then click in the green box 'Import Rules' which will download an Excel spreadsheet called **ImportDataSpecification.xlsx**. The tab **SAMPLE** Surveillance Sites contains the list of fields needed to upload trapping site data. The tab **Specifications** has the list of variables and their descriptions.

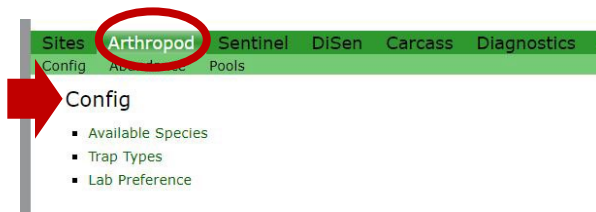


Once your data is formatted in the correct way, you can upload it by choosing the Import Type (Surveillance Sites, for example) and then choosing the file to upload. Please note that the system will not give you any warning if you try to upload duplicate sites through file upload (whereas manual entry of sites does give you a warning when the site code has already been taken).

## 5. Entering Testing Information (Arthropod Tab)

### a. Configuration

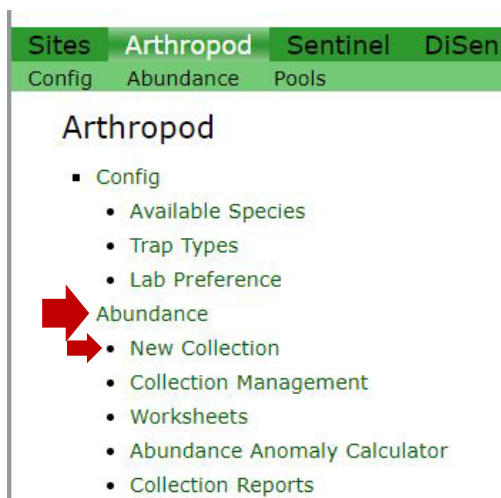
Under the **Arthropod tab/Configuration** the type of species trapped, the trap type used by your agency can be selected so that they will appear as drop down choices when you enter the collection and testing data (see brief description in <https://vectorsurv.org/docs/arthropod/trap-types/>). If none of the species or traps are selected, they will all appear as drop down choices. If your agency only uses certain trap types and/or finds only certain species, it is convenient to select those types in the configuration settings so that your drop down options are not too many when entering collection and testing data.



Under Lab Preferences you can select ADHS lab (state lab) if that is the lab you use for mosquito testing, or you should be able to select if the testing will be conducted in-house.

### b. Abundance

This tab is to enter and manage collections and link to tools relating to arthropod abundance. Under New Collection you can enter trapping results.





Select and enter information for trap type, lure type, collection date, number of traps, number of trap nights, site, etc. and enter the count and gender of the mosquitoes collected by species. If the collection you are entering will be sent for testing, then enter pool information. When done click on 'Add Collection'.

New Collection Help ?

\*Trap Type: CO2

\*Lure Type: Unspecified  
None  
Water  
CO2

\*Collection Date: 2020-02-01 Trap started the evening of 2020-01-31.

\*# of Traps: 1

\*# of Nights/Trap: 1

\*Trap(s) at Site: [Dropdown]

**DD** **DMS** **DM** **Map**

**Latitude** [Input]  
If the Latitude is in the southern hemisphere, the value must be prefixed by the minus '-' sign.

**Longitude** [Input]  
If the Longitude is in the western hemisphere, the value must be prefixed by the minus '-' sign.

Coordinate Precision: Exact

Identified By: Irene

Trap(s) ran with no problems?

Comments: [Text Area]

Count of Species If a species is not available in the dropdown, it can be added on the Available Species configuration.

Species	M	F - Mixed	F - Unfed	F - Bloodfed	F - Gravid	Σ F	Unknown Sex	Eggs	Larvae	Pupae
1	0	0	0	0	0	0	0	0	0	0

▼ Pools

New Pools	Pool #	Other Sites	Species	Sex/Condition	# in Pool	Comments
1					50	...

**Add Collection**

Once a collection has been entered, a summary is displayed in green boxes on the right-hand side indicating the last collection and the used and open pool numbers.

The Collection (and any new Pools) has been successfully saved. The Collection ID is: 1.

New Collection

Help ?

\*Trap Type: CO2

\*Lure Type: Unspecified, None, Water, CO2

\*Collection Date: 2020-02-01

\*# of Traps: 1

\*# of Nights/Trap: 1

\*Trap(s) at Site:

DD DMS DM Map

Latitude:

Longitude:

Coordinate Precision: Exact

Identified By: Irene

Trap(s) ran with no problems?

Comments:

Count of Species

Species	M	F - Mixed	F - Unfed	F - Bloodfed	F - Gravid	Σ F	Unknown Sex	Eggs	Larvae	Pupae
1	0	0	0	0	0	0	0	0	0	0

**Current Agency**  
 By changing agencies, settings may adjust to accommodate agency-specific rules.  
 AZ-ADHS (Agency Manager)

**Last Collection #1**  
 Collection #: 1  
 Trap Type: CO2  
 Trap at Site: 000001  
 Collection Date: 2020-02-01  
 # of Trap Nights: 1  
 Identified By: Irene  
 Trap Problems?: No  
 Add Date: 2020-02-12 07:40

**Last Collection #2**  
 Collection #: 1  
 Trap Type: CO2  
 Trap at Site: 000001  
 Collection Date: 2019-12-13  
 # of Trap Nights: 1  
 Identified By:  
 Trap Problems?: No  
 Add Date: 2019-12-16 12:55

**Used 2020 Pool #s**  
 The following ranges are not available for use for Surveillance Year: [2020].  
 • 1

**Open 2020 Pool #s**  
 The following ranges are available for use for Surveillance Year: [2020].  
 • 2 - 99999

Collection Management tab you can see a summary of the trapping data by week. Select the week in the first drop down menu and year in the second, then click on 'Change Disease Week/Year' to view that data. You edit the record clicking on **edit**, under the column Actions. The link option allow you to **link** a pool to that collection. You can also search for numbers or text within the data using the **Search** box at the bottom of the table.

Collection Management

1 5 (2020-01-26 - 2020-02-01) 2020 Change Disease Week/Year 2

ID	Site	Date	Trap	# of Nights	Problems?	# of Males	# of Females	Actions
1	000001	2020-02-01	CO2	1	No	2	3	edit, link

1 / 1 25

CO2 Search Clear

Go To Arthropod Menu

On the right-hand side green boxes summarize the number of traps for that week by type, species and pool.

**Current Agency**

By changing agencies, settings may adjust to accommodate agency-specific rules.

AZ-ADHS (Agency Manager) ▼

Keep block collapsed.

**By Trap Type**

The summary provided is for Week 5, 2020.

- CO2: 1

**By Species**

The summary provided is for Week 5, 2020.

- Aedes aegypti: 2
- Culex tarsalis: 3

**By Collection**

The summary provided is for Week 5, 2020.

- Aedes aegypti: 1
- Culex tarsalis: 1

Under Arthropod/ Abundance, the **Worksheet** tab automatically generate sheets to fill in arthropod counts for selected trap type/s, site/s and species. You can create your desired sheet under **New Worksheet**.

Collection Worksheets

▼ **New Worksheet**

**Identified By**

**# of Traps** 1

**Trap Types** ASPIRATOR  
BACKPACK  
BBT

**Traps at Sites**

Available		Selected
000000 - Arizona Department of Health Services (ADHS) 000002 - Site 2 000003 - Site 3 000005 - Site 5	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	000001 - Site 1

**Format of Sites** Site Code and Name ▼

**Species**

Available		Selected
Acar Acariformes Aedes abserratus Aedes aegypti Aedes albopictus Aedes atlanticus Aedes atropalpus Aedes aurifer Aedes bicristatus Aedes campestris	<input type="button" value="&gt;&gt;"/> <input type="button" value="&lt;&lt;"/>	Aedes

Under **Worksheet Management** you can view, edit, delete or print the worksheet.

### Collection Worksheets

→ New Worksheet

Worksheet Management

ID	# of Sites	# of Species	Format of Sites	Creation Date	BGSENT	CDCAGO	CDCAGO-PRES	CO2	GRVD	OTHER	OVI	Actions
1	2	1	Site Code and Name	2020-02-12								edit, delete, print

1 / 1 25

Search Clear

The **Abundance Anomaly Calculator** estimates the percent change in arthropod abundance for a target year compared to the previous 5-year average abundance for the same time period. Select the desired conditions and click on Calculate at the bottom. A green table will appear containing the calculation under the column % change, this can be downloaded and the data can also be displayed with a graph. The calculation will be blank if not enough data is present in the system (read more about the calculator here: <https://vectorsurv.org/docs/tools/calculators/anomaly/>).

The **Collection Reports** tab allows you to create a summary for your entire agency by week or date range, for selected trap type (read more about this tab here: <https://vectorsurv.org/docs/arthropod/collection-reports/>). Two types of reports are available:

- Arthropod Collection Report (ACR): a summary of all arthropod species collected at each selected agency in each selected trap type during the specified time period.
- Arthropod Occurrence Report (AOR): summarizes major vector species and genera based on the total number of females collected per trap-night in Urban, Suburban, and Rural settings.

The generated file will appear in a green box at the top.

Sites Arthropod Sentinel DiSen Carcass Diagnostics Application Re

Config Abundance Pools

The report(s) is provided below.

[files.zip](#)

### Collection Reports

\*Agency All Available Agencies

- AZ
- AZ - ADHS - Arizona Department of Health Services (ADHS)
- AZ - AKCI - Ak-Chin Indian Community
- AZ - APAC - Apache County Public Health Services District
- AZ - ARBO - Arbo Scientific
- AZ - CCIS - Cochise County
- AZ - COCN - Coconino County Public Health Services District
- AZ - COPA - Cocopah Indian Tribe

Disease Week 7 (2020-02-09 - 2020-02-15) 2020

\*Date Range From 2020-02-09 To 2020-02-15

\*Trap Type

- ASPIRATOR - Hand or other manual aspirator
- BACKPACK - Backpack aspirator
- BBT - Bird baited trap

### c. Pools

Pool submissions are records of groups of mosquitoes sent to be tested for arboviruses. Under New Pools, enter the information for the number of mosquitoes in the pool, the species, date, trap and site information, then click Add Pools.

Sites Arthropod Sentinel

Config Abundance Pools

### Pools

- New Pools
- Pool Management
- Testing
  - New Submission
  - Submission Management
  - New Test Results
  - Test Result Management
  - Infection Rate Calculator

The Pools have been successfully saved.

New Pools Help ?

For row actions (copy, insert, delete), left-click on the row index with the mouse cursor.  
 If a species is not available in the dropdown, it can be added on the Available Species configuration.

Pool #	Site Code	Other Sites	Trap Type	Lure(s)*	Collection Date	Species	Sex/Condition	# in Pool	Comments
1				Unspecified				50	...

\* Press cmd/ctrl to select multiple lures.  
 Enable calendar for dates

Under **Pool Management** you can see a summary by month. To change month or year, select the month/year then click Change Month/Year. The info can be edited and deleted.

Pool Management

February 2020 Change Month/Year

Pool	Collection	Site	Trap	Collection Date	Species	Sex	# in Pool	Positive?	Actions
1	1	000001	CO2	2020-02-01	Aedes aegypti	Females - Mixed	1		<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">edit, delete</span>
2		000001	CO2	2020-02-10	Aedes	Females - Mixed	30		edit, delete
3		000002	GRVD	2020-02-12	Aedes	Females - Mixed	20		edit, delete

1 / 25

Under **Testing** you can create and manage new pool test results.

Sites Arthropod Sentinel  
 Config Abundance Pools

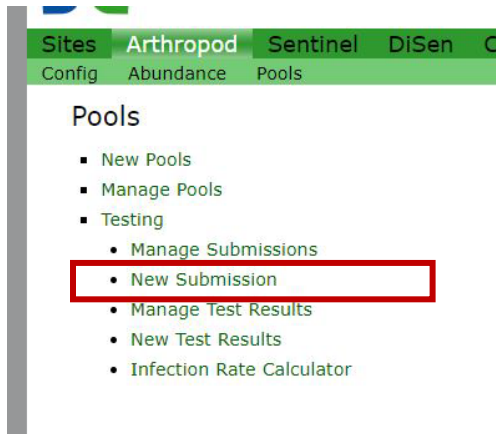
Pools

- New Pools
- Pool Management
- Testing
  - New Submission
  - Submission Management
  - New Test Results
  - Test Result Management
  - Infection Rate Calculator

- If you are using *ASPHL* for testing, then submit your pool using the **New Submission** tab. You can manage those submissions under **Submission Management**.
- If you are testing *in-house*, then use the **New Test Results** tab. You can manage those test results under **Test Result Management**.

## 6. Submitting Pools to ASPHL for testing

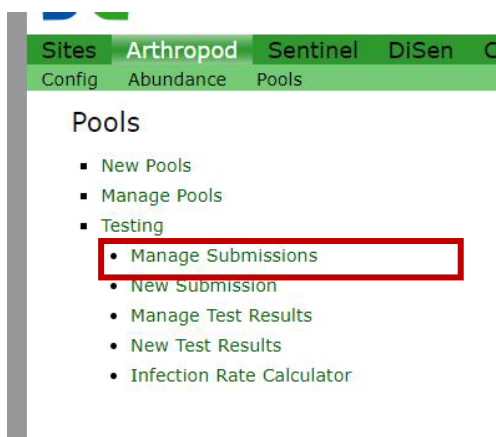
If you are using *ASPHL* for testing, then submit your pool using the **New Submission** tab.



Select the type of testing requested:

- CDZ= Chikungunya, Dengue, Zika
- WS: West Nile, SLE

Under **Submission Management** you can edit the pools you are submitting for ASPHL testing by clicking on **edit**.



You can also **print pool information** and **labels** to be included with your shipment to ASPHL by clicking on **print** and **labels**, respectively.

## Manage Pool Submissions

Label?	Lab	Submission #	# of Pools	Add Date	Expected Arrival	Receipt Date	Actions
<input type="checkbox"/>	ADHS	1	1	2020-03-11		2020-03-11	edit, print, labels

/

When ASPHL receives a submission an automated email is sent to them, so they are aware of the incoming pools. When ASPHL testing is completed and entered in ArizonaSurv, you will receive an email and the data will be updated in the system under Arthropod/Pools/Testing/Manage Test Results.

If you use in-house testing, under **New Test Results** you can enter the pool test result, then click on Add Test Results. Read more about this tab here: <https://vectorsurv.org/docs/arthropod/test-results/>. Note that a pool that has already been tested at the local agency is still be available for the submission process to the State Lab for confirmatory testing (without being counted twice).

Sites	Arthropod	Sentinel	DiSen	Carcass	Diagnostics	Application	Resistance	Tools	Issues	Settings	Logout
Config	Abundance	Pools									

The test results have been successfully added.

### New Results

Please submit both POSITIVE and NEGATIVE pool test results. If providing RAMP or RT-PCR test results, please include the unit values. Pools must be defined before providing test results below.

For row actions (copy, insert, delete), left-click on the row index with the mouse cursor.

Year	Pool #	Test Date	Method	Target	Value	Status	Comments
1 2020	1	2020-02-12	PCR	WNV		Negative	...
2 2020			--	--		--	...

Enable calendar for dates

Under **Test Result Management** you can view a summary by month of your test results and of your ASPHL submissions (if any). Read more about this tab here: <https://vectorsurv.org/docs/arthropod/results-manage/>.



Test Result Management

February 2020 Change Month/Year

By Pool #

Include?	Pool #	Site	Collection Date	Trap Type	Species	Sex / Condition	# in Pool	Positive?	Actions
<input type="checkbox"/>	1	000001	2020-02-01	CO2	Aedes aegypti	Females - Mixed	1		view
<input type="checkbox"/>	2	000001	2020-02-10	CO2	Aedes	Females - Mixed	30		view
<input type="checkbox"/>	3	000002	2020-02-12	GRVD	Aedes	Females - Mixed	20		view

Include? Pool # Site Collection Date Trap Type Species Sex / Condition # in Pool Positive? Actions

1 / 25

Search Clear

View Test Results

By Submission #

Submission #	# of Pools	# of Positive Pools	Add Date	Receipt Date	Actions
No pool submissions found.					

Submission # # of Pools # of Positive Pools Add Date Receipt Date Actions

1 / 25

Search Clear

Under **Infection Rate Calculator** you can estimate the arbovirus infection rate based on testing pools of mosquitoes. This calculator is based on the [CDC/DVBID MLE/MIR Microsoft Excel add-in](#).

Sites Arthropod Sentinel  
 Config Abundance Pools

Pools

- New Pools
- Pool Management
- Testing
  - New Submission
  - Submission Management
  - New Test Results
  - Test Result Management
  - Infection Rate Calculator

At the county level or below, weekly tracking of mosquito infection rate (IR) can provide important predictive indicators of transmission activity levels associated with elevated human risk. IR is calculated as:

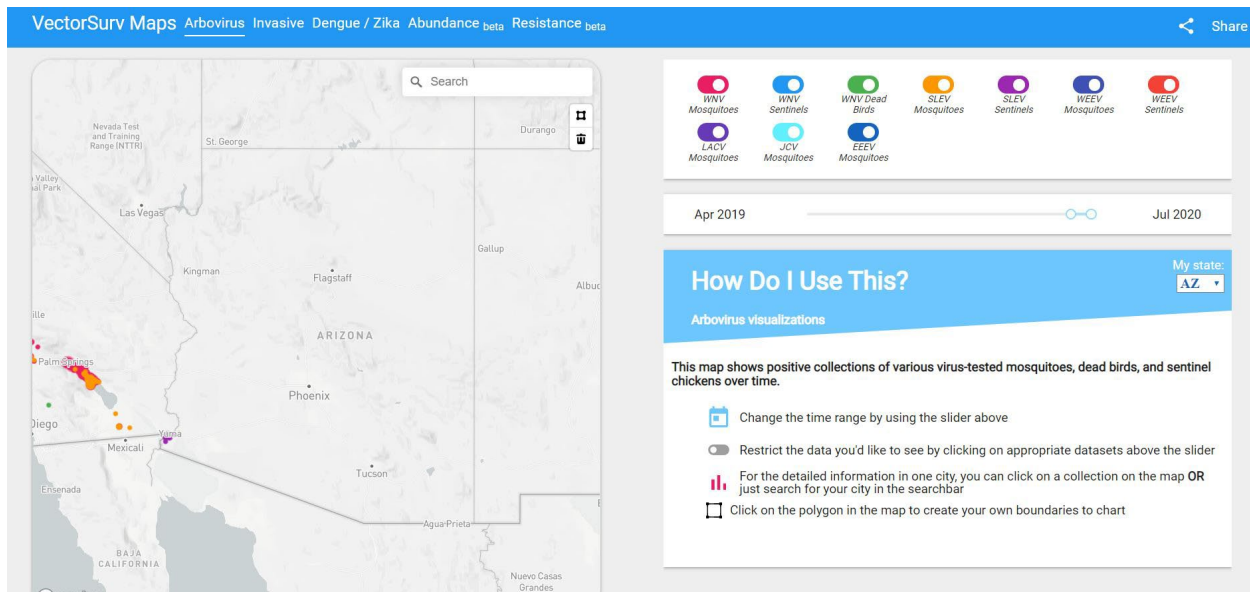
$$([\text{number of positive pools} / \text{total specimens tested}] \times 1000)$$

with the data representing a single species or species group collected over a time period and geographic area relevant to the goals of the surveillance program. Read more about this tab

here: <https://vectorsurv.org/docs/tools/calculators/infection-rate/> and on the CDC website here: <https://www.cdc.gov/westnile/resourcepages/mosqSurvSoft.html>.

## VectorSurv Online Map

The VectorSurv online map can be accessed from the VectorSurv home page <https://vectorsurv.org> or directly at <https://maps.vectorsurv.org/arbo>. This map is automatically updated every day with the data entered into VectorSurv, including ArizonaSurv.

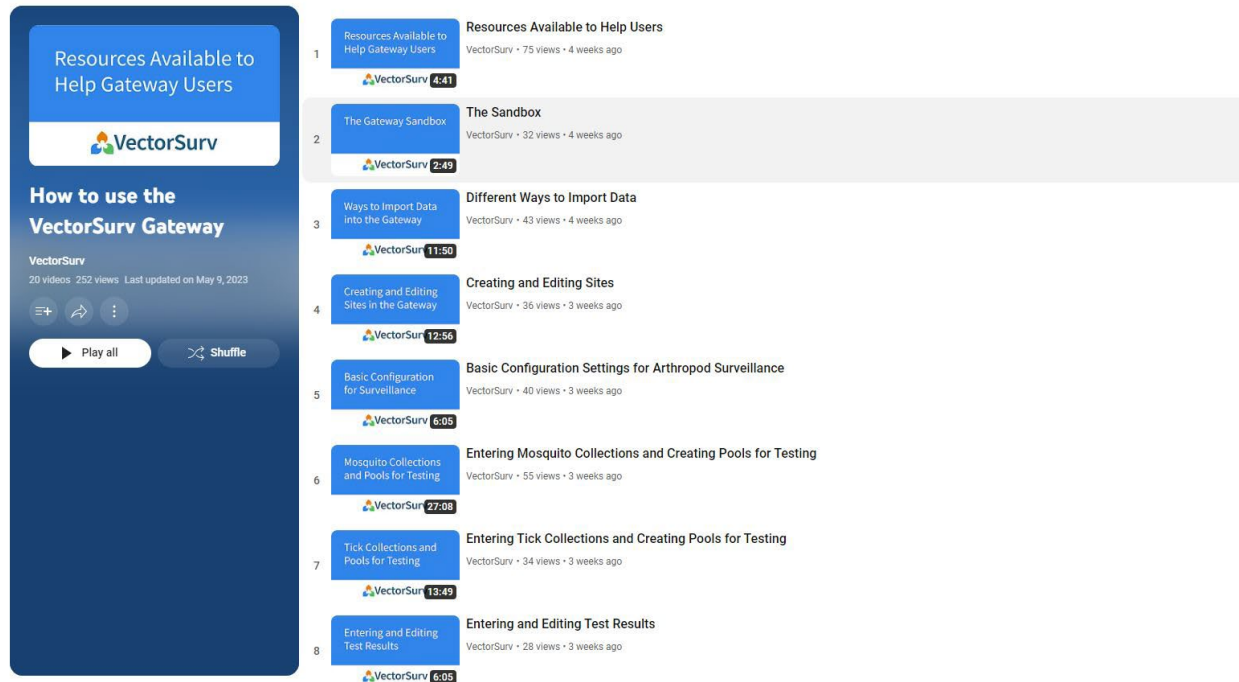


## Documentation

Documentation on how to use the system is available here: <https://vectorsurv.org/docs/>

## Training videos

<https://www.youtube.com/playlist?list=PLbSUoxtSzuqTAKqdFzBaUfmmO6izf-kDU> (a recent collection of short training videos)



<https://www.youtube.com/watch?v=CnjDToSYC7E> (CalSurv Gateway Training 1:47)

[https://www.youtube.com/watch?v=dgBs0\\_bgl\\_g](https://www.youtube.com/watch?v=dgBs0_bgl_g) (NJ Webinar 59 min)

### **VectorSurv Gateway: Basic Configuration, Data Entry, and Mapping**

<https://www.youtube.com/watch?v=LySv9DiE340>

Target audience: All interested CalSurv Gateway users, especially those involved with surveillance programs

Material to be covered:

- \* User preferences and configuration options
- \* Data management for surveillance programs
- \* Surveillance sites, Arthropod collections, Arthropod pools, Sentinel chickens, Bottle bioassays
- \* Overview of online maps

### **VectorSurv Gateway: Data Analysis, Geospatial Tools, and Import/Export**

<https://www.youtube.com/watch?v=eBRm-An894g>

Target audience: Data analysts (e.g., lab supervisors, vector ecologists)

Material to be covered:

- \* Online calculators for decision-making
- \* Geospatial capabilities (geocoding and spatial features)
- \* Data management (defining site groups, arthropod worksheets and reports)
- \* Bulk data import/export

### **Using the Visual Gateway for Custom Data Visualization**

<https://www.youtube.com/watch?v=-Xb23ODrOmY>

Target audience: Data analysts (e.g., lab supervisors, vector ecologists, control supervisors)

Material to be covered:

- \* Licensing, costs, and how it works
- \* How to connect to the server
- \* The Tableau interface & user-generated dashboards
- \* Integrating external data
- \* Can I use other BI software?

### **CalSurv Gateway: Documenting Control Operations**

<https://www.youtube.com/watch?v=8ekBQG6iPmY>

Target audience: Control operations personnel

Material to be covered:

- \* Initial Configuration
- \* Defining Sources
- \* Recording Pesticide Applications
- \* Pesticide Use Reporting