User guide for access to **DengueNet** using Global Atlas

http://www.who.int/denguenet

English          Français          Español

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ABOUT DENGUENET ON GLOBAL ATLAS

The WHO’s Communicable Disease Global Atlas is a single electronic platform where data can be submitted and retrieved for a number of communicable and noncommunicable diseases, human resources for health, as well as demographical and geographical factors. This platform provides a powerful tool for the management and analysis of large amounts of health data. By working together with the Global Atlas team, DengueNet provides dengue-specific queries and data entry fields combined with the existing data and resources of the Global Atlas system. As DengueNet is set up within Global Atlas, the query and entry systems must conform to the existing database software. Particularities related to the use of DengueNet within Global Atlas are addressed within this help document. Any further comments, questions or problems can be directed to denguenetcom@who.int.

Data available on DengueNet reflects data reported by countries to the WHO and entered directly onto DengueNet. Disease severity, virus sub-type information, timing and distribution of dengue are reported by each country as available.

LOGIN / LOGOFF
• Login to DengueNet is done via the Global Health Atlas platform: http://www.who.int/globalatlas or directly through DengueNet
• Select Login from the main menu at the top of the Global Health Atlas homepage
• Enter your Username and Password
• DengueNet registered users will have access to data entry forms for submitting data for their area
• To logoff, close your current browser window

1. Click on login
2. Enter username and password

NAVIGATING DENGUENET

Main Menu
• The Main menu bar is located at the top of all DengueNet website pages. Clicking on menu buttons allows quick navigation to:
  A. About: return to DengueNet welcome page
  B. Data query: search DengueNet data, produce charts and graphs
  C. Data entry: enter and update country data
  D. Interactive maps: generate maps displaying DengueNet data
  E. Maps and resources: link to the Infectious Diseases Global Atlas web site in a new window
  F. Reports: under development
DATA QUERY

Navigation through the Data Query Interface

- While conducting a Data Query, use **Go Back to Report** and **Go Back to Charting** or **Go Back to Mapping** buttons, or the main menu bar to navigate within DengueNet. Using browser controls may result in loss of the ongoing query. If an expired page warning is obtained after using main browser buttons, the **Refresh** button from the main browser will reload the Data Query page.

1. Browser Refresh button
2. Data Query navigation buttons

Conducting the Data Query

**Tips for queries:**

- To view large amounts of data, exporting to Excel allows for easier data manipulation and clearer viewing.
- To avoid confusion, carefully clear your selections before starting a new query - or use the reset button at the bottom of the query page to clear topic selections.
- Using the Pivot table feature on the Results page allows viewing data in ways which may be useful to the user.
- n/a in Results indicates data which is not available in DengueNet.
- Maps are best generated from a query for a single year.
- Maps are easiest to manipulate when generated by Interactive Maps.
- Data entered by admin level can be searched by admin level only.
1. **Choose from the available categories, topics, and/or sub-topics in order to search the available items**
   - On the *Data query* page, select a *Topic* from the drop-down menu
   - Select a *Sub-topic* for the selected *Topic*, if available
   - Select one or more *Items* of interest and click on the *Add »* button. The item will appear in the *Selected Items* box. Items of interest can be added individually, or by selecting several items of interest at once using the Ctrl or Shift keys
   - Any item that has been selected can be removed by selecting the item and then clicking on the « *Remove* button. The Ctrl or Shift keys can be used to remove multiple items at the same time
   - Links and Member/Institution information can be queried using the menu located directly above the "geographical area" header. Once selected you will be redirected to the appropriate page automatically without making any further selections.

2. **Choose geographical area**
   - Select the country from which data is sought. This can be done by:
     - A. Clicking on *World* and selecting the country from the list of countries displayed
     - B. Clicking on *Continents*, then selecting the particular continent in which the country is located, and finally selecting the country from the list of countries for that particular continent
     - C. Clicking on *WHO regions*, then selecting the particular region desired, and finally selecting the country from the list of countries for the particular region
   - Once the country is selected, click on the *Add »* button, and the country will appear in the *Selected* box. More than one country can be selected for data query. If countries to be selected are in the same list, the Ctrl or Shift keys can be used to add all the countries simultaneously
   - Any countries that have been selected can be removed by selecting the country and then clicking on the « *Remove* button. The Ctrl or Shift keys can be used to remove multiple countries at the same time.
   - If no data is available for the particular country or countries in question, then the following statement will appear: 'Sorry, no data is available based on the parameters selected.'

3. **Choose Administrative Level**
   - In the *Administrative levels* drop-down menu, choose the level for which data will be viewed. Available administrative levels are automatically activated. At this time, data may be available for country or admin level 1.
Data entered by admin level 1 and data entered by country must be searched separately.

4. **Choose Time Period**
   - Based on previous selections, the available **Time period(s)** are automatically activated
   - Select a year, and if applicable a month
   - Alternatively, check the box next to **Latest available data**
   - Once all the parameters for the data have been selected, click on **Submit Request**
   - Topic and sub-topic selections can be cleared by clicking on **Reset**. A new data selection can then be made

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1. Select topic
2. Select Sub-topic (if available)
3. Select item(s), click Add. Selected items will appear in box
4. Select country(ies), click Add. Selected countries appear in box
5. Select to view data by Country or Admin level
6. Select time period
7. Click on Submit Request
5. **Query result**

- Resulting data is displayed. As a default, the format of the results is with the location by row, and the variables in columns. Only available data will be displayed.

- Results can be viewed in two other formats: *Variables by row and time periods by column* and *Geographical areas by row and variables by column*. To view the results in one of the other formats, click on the table type in the box above the report.

- **Viewing Results in a Map**
  - To view the data in a map, click on the **Mapping** button in the box above the report. On the **Mapping** page, choose the **Aggregation** from the drop-down menu. Then click on **Generate Map**. The map will be displayed in a new window.
  - Maps can also be created using the **Interactive Maps** button on the main menu - maps created in the Interactive maps area can be manipulated more easily.

- **Viewing Results in a Bar Chart**
  - In the report page, click on **Charting** in the box above the report. On the charting page, click on **Generate Chart**. A new window will open to display the comparative chart.
  - Charts can be modified to show a limited time period or a single admin area by selecting "Specify properties" below the chart and then changing the parameters in the popup menu that appears.

- **Exporting Results to Excel**
  - Exporting data to Excel can allow manipulation of data outside Global Atlas.
  - On the report page, click on **Export to Excel** in the box above the report. Either save the Excel file to disk or open it directly. Excel results will open in a new Excel window.
DATA ENTRY

Navigation through the Data Entry Interface

- While conducting the Data Entry, a series of navigation buttons appears at the top of the page right under the main menu. Click on the **Data entry forms** and **Change parameters** buttons to navigate back to change either the topic or parameters.
- Main browser back buttons will not work within the data entry interface. You must use the navigation buttons, or alternatively press the **Refresh** button in your Internet browser if the 'Page expired' message is seen.
- For security reasons, if there has been no data entry in 20 minutes the system will automatically logout the user. A warning message will appear 5 minutes before a timed logoff.

Performing Data Entry

1. Available data entry forms
   - Select the topic for which you wish to fill in or update a data entry form
     - **Annual cases and deaths by country (1955 - )**: Total dengue cases (DF+DHF+DSS), DF cases, DHF+DSS cases and deaths, reported at the country level
     - **Monthly cases and deaths by Admin level 1/Country (1998 - )**: Total dengue cases (DF+DHF+DSS), DF cases, DHF+DSS cases and deaths, reported at the admin 1 or country level
     - **Annual cases and deaths by age group and sex (2006 - )**: Total dengue cases (DF+DHF+DSS), DF cases, DHF+DSS cases and deaths, reported by admin level 1 or country, by age group and sex. Totals by age group can be reported if data by sex is not available
2. Choose Geographical area
   • Your country will automatically be selected based on your login information

3. Choose an administrative level
   • If necessary, select the level for which data will be entered: Administrative levels (sub-national) or Country (national)

4. Choose Time Period
   • Define the time period for which data is to be entered. Data can be entered for several years or months at one time
   • Select a year, and if applicable a month
   • Click on Submit

5. Entering data into the data entry form

Return to Topic list
1. Your country will be selected
2. Select whether your data is for the country or an admin level 1
3. Select the time period for your data
4. Submit your selection

5. Entering data into the data entry form
• Annual/monthly data by country
  o Verify information at the top of the form
  o Enter data in appropriate columns. If entering DF and DHF+DSS data, please also enter total cases. Our system does not calculate totals automatically to allow for more flexibility in data entry. Deaths are a separate quantity, but should not be greater than the total number of cases.
  o Please enter null values (0). Leave fields blank only when no data is available
  o A message will appear at the top of the data entry form: Data submitted successfully

To change Topic or parameters

1. Verify information
2. Enter data (complete all fields)
3. Click on Submit data

• Monthly data by Admin 1 or country
  o First, select the admin level. Areas are grouped alphabetically and can be chosen by first selecting the first letter of the area name, then selecting the area from the provided list
  o Enter data. If entering DF and DHF+DSS data, please also enter total cases. Our system does not calculate totals automatically to allow for more flexibility in data entry. Deaths are a separate quantity, but should not be greater than the total number of cases
  o Dengue activity monitoring is currently in development - a selection from the drop-down menu does not need to be made
  o Please enter null values (0). Leave fields blank only when no data is available
  o After all data has been entered, click on Submit data
  o A message will appear at the top of the data entry form: Data submitted successfully
Annual data by age group and sex
- First select data to be entered: DF+DHF+DSS cases (total), DF cases, DHF+DSS cases or Deaths
- Verify form information
- If entering data by admin level 1, then select area first by first letter, then from the list which appears
- Enter data for each age group, either filling in all three fields, or only the total as available. Our system does not calculate totals automatically to allow for more flexibility in data entry. More fields appear to the right, use your browser scroll button to reveal added columns for older age groups
- Please enter null values (0). Leave fields blank only when no data is available
- Complete data entry for all four case data categories: DF+DHF+DSS cases (total cases), DF cases, DHF+DSS cases, deaths.
• Serotypes of cumulative virus isolates from January 1 by Admin level 1 or country
  o If required, select the admin level. Areas are grouped alphabetically and can be chosen by first selecting the first letter of the area name, then selecting the area from the provided list
  o Enter the number of cases for which each serotype was isolated and the total number of specimens processed
  o Please enter null values (0). Leave fields blank only when no data is available
  o Click on Submit data

<table>
<thead>
<tr>
<th>Cumulative virus isolates from January 1 by Admin level 1/Country (2006 -)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Center Name: Centre Name Not Found</td>
</tr>
<tr>
<td>Country: Cambodia</td>
</tr>
<tr>
<td>Province/State/District: Banteng/Mean Chry</td>
</tr>
<tr>
<td>Administrative Level: By Administrative Level 1</td>
</tr>
<tr>
<td>From: 2005 To: 2005</td>
</tr>
</tbody>
</table>

Please use the menu below to navigate to different Administrative 1 areas of the country

<table>
<thead>
<tr>
<th>Number of Dengue virus serotypes isolated</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year</td>
</tr>
<tr>
<td>------</td>
</tr>
<tr>
<td>2005</td>
</tr>
</tbody>
</table>

Submit data

Verify information
1. Select area (if applicable)
2. Enter serotype data
3. Click Submit data

• Country Report
  o After selecting the desired year, a blank field appears
  o Here a short free-text epidemiological analysis of data can be entered for users to have a greater understanding of the numerical data. Reports can be updated or added at any time. This allows flexible data input at any time significant for the dengue situation in the country. Users may choose to include the following headings:
    - Description;
    - Analysis;
    - Interpretation;
    - Comparison with previous seasons;
    - Regions affected;
    - Circulating serotypes;
    - Public Health Actions;
    - Acknowledgments;
    - References; Internet site
Verify information

1. Enter epidemiological report
2. Submit data

- Imported virus isolate data (in development)
  - On the first screen, select to *Insert* data for a single timepoint: here October 2005
  - On the next screen, first verify the information
  - Enter the number of laboratory confirmed dengue cases from a single location either by serotype, or as "Not serotyped". Select the country of origin of the imported dengue, with the area if known
  - For a new location, select Add New which will bring up fields for serotype information from a new location
  - When all serotypes and locations have been entered, select Submit data
Verify information
1. Enter number of cases, country of origin and area within the country (if known)
2. Click Add New to add imported cases from another location
3. Click submit data when done

- DengueNet member institutional information
  - On the first screen, select Submit to choose your country
  - Select Update to modify Center name, DengueNet focal point contact information or to add a note regarding the centre
  - Complete or modify desired fields
  - Select Submit data

Select Update

- Links
  - Select Insert to enter a new link, Update next to a link to modify it or Delete to remove a link.
  - Enter Title, Description, URL and select a link type from the list provided
  - Select Submit data

Select Insert, Update or Delete

- To confirm entered data, case data can be printed out as the result of a Data Query as described previously
INTERACTIVE MAPS

Using DengueNet interactive maps

- The interactive maps page loads with a world map on the right side. Above the map there is a **Zoom in** button. To zoom in on a particular region of the world, click and drag a rectangle over the region to be enlarged. To zoom out, click on the **Zoom out** button and click on the map. The map can be moved around in the map space by clicking on the **Pan** button then dragging the map around the map space. The **Whole Map** button returns the map to a global view.

<table>
<thead>
<tr>
<th>Whole map</th>
<th>Zoom in</th>
<th>Zoom out</th>
<th>Pan</th>
</tr>
</thead>
</table>

Tools for map manipulation

**Making a map**

1. **Choose a topic**
   - From the **Choose a topic** drop-down menu, select the topic for which you wish to map data

2. **Choose a sub-topic**
   - A **sub-topic** selection may be required, for example when selecting "Annual cases and deaths by age group and sex"

3. **Choose an item**
   - Select a single item for which you wish to create a data map

4. **Choose an administrative level**
   - In the **Administrative levels** drop-down menu, select the level for which you wish obtain data: **Administrative levels** (sub-national) or **Country** (national). Only available levels are active

5. **Choose a sub-group**
   - Certain topics require selection of a **sub-group**
6. Choose a time period
   - Select the year, and for some topics, the month for the data to be mapped
   - Click on Add layer to map to generate the map

   ![Map generation interface]

   For a new, or country-specific map
   1. Make your selections
   2. Click Next
   3. Complete your selections
   4. Click Add layer to map

Geographical layers
   - Geographical layers can be added to the map showing dengue case data
   - Geographical layers include: Demography & Socio-Economic indicators (population density), Infrastructure (cities, villages, lakes, etc...), and Regions
   - Data will be shown as available

1. Adding a geographical layer
   - Click on Geographic layers under the main menu bar
   - Select from the available categories and sub-categories
   - Select the particular item from the final drop-down menu
   - Once the final selection has been made, the layer will be added to the map

The Legend
   - Click on View legend under the main menu, to view the legend for the map
   - The legend shows all the layers applied to the map and the data values attributed to the colors
1. **Showing/Hiding layers**
   - You have the option of showing/hiding a layer, thus allowing you to view only one or few of the layers at a time. Simply click on the box next to **Show/hide layer** in the legend to show or hide a layer.

2. **Removing layers**
   - To remove a layer from the map, confirm that the **Show/Hide** box is checked, and that the layer is showing
   - Click on the layer in the legend so that it is **Active**
   - Then click on **Remove layer**

3. **Labelling layers**
   - Country or continent labels can be added to the map, as well as labels indicating data values, by clicking on the **Label layer** button in the legend window. A popup window opens
   - Under the **Field** option, select **Name** to label the feature of the layer (country, town, or other feature), **Continent** to label continents, or **Value** to show data value labels
   - In the **Font** drop-down menu, select the font for the labels
   - Enter the **Size** of the font desired for the labels
   - Choose the **Style** of the font from the drop-down menu
   - Choose the **Colour** by selecting a coloured square
   - To apply your labels, click on the **Label features** button.
• To remove the labels from the map, click on the **Remove labels** button.
• You can apply country, continent, and value labels on the same map.

Adding data to the map
- To add more layers to a map (Dengue topics or geographical layers), click on **Add data**, found at the top of the page under the main menu
- Proceed as described in the **Making a map** section above

Printing the map
- Click on **Print view** on the right hand side of the map to preview the map
- Print the map by using the print option from the file menu

New map selection
- Click on **New map** under the main menu to create a new map and delete all existing maps. **New map** also allows you to create a map limited to a single country.

MAPS & RESOURCES
Clicking on **maps and resources** in the main menu of DengueNet will take you the Global Atlas of infectious diseases website where you can view data maps with data for other infectious diseases.

REPORTS (in development)

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