



Standard Operating Procedure for Data Upload to



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1. Purpose

The purpose of this Standard Operating Procedure (SOP) is to establish a standardized process for uploading data to RespiMart¹. RespiMart, updated from FluMart, serves as a unified platform for sharing aggregated and case-based data from various applications and data sources. The platform facilitates reporting and analysis, as well as the exchange, harmonization, consolidation, and storage of surveillance data for respiratory viruses with epidemic and pandemic potential such as influenza, respiratory syncytial virus (RSV), and SARS-CoV-2.

2. Scope

The current SOP applies to all registered users or collaborators involved in the data upload process to RespiMart, including Data Managers, IT Support, and Supervisors. It covers the preparation, uploading, verification, and documentation of data. This SOP aims to ensure that all data are uploaded consistently, accurately, and securely. It does not cover data analysis or interpretation.

3. Responsibilities

Data Managers/Users/Collaborators:

- Ensure data accuracy and completeness before uploading.
- Prepare data in the correct format (e.g., CSV, Excel) using the confirmed reporting template.
- Validate data to remove any sensitive or personally identifiable information.
- Document the upload process, including date, time, and any issues encountered.
- Follow the SOP guidelines for data preparation and upload.
- Communicate any issues or discrepancies to Data Managers or IT Support.

IT Support:

- Provide technical assistance during the data upload process.
- Troubleshoot any technical issues that arise during the upload.
- Ensure the RespiMart platform is functioning correctly and securely.

¹ <https://www.who.int/tools/RespiMart>

Supervisors:

- Review and approve data before it is uploaded to RespiMart.
- Ensure that the data meets all necessary quality and compliance standards.
- Oversee the overall data upload process to ensure it is performed consistently and accurately.
- Ensure that any data shared with external users is properly vetted and approved.

4. Pre-requisite and Data Preparation

- Familiarize yourself with the data dictionary and explanation for the reporting data fields.

Identify key data and mandatory data:

- Key Data: Prevents duplicate entries and is used for editing/updating when needed. It may consist of a combination of multiple data fields or single fields. Key data may or may not be mandatory for reporting.
- Mandatory Data: The primary objective of data reporting is to facilitate analysis and outcomes. Mandatory data may consist of multiple fields or a single field of reporting. Uploading cannot be completed without mandatory data.
- Review data type, range, and valid values for uploading.
- Finalize the dataset for uploading it in the agreed reporting template. The dataset can be in .xlsx, .csv files, or API links.

5. Reporting Template and Origin Name

- The uploading template is a data file with a tabular presentation of data values agreed upon for reporting/uploading in the specific dataset within RespiMart. This template file can be in various formats, such as .xlsx, .csv, JSON, or APIs, and any other format supported in RespiMart.
- Single or multiple cases (rows), or line lists, can be entered in a template and uploaded as a single batch.
- The uploading template file may contain reporting data either in a single sheet or across multiple sheets according to the need for reporting information.

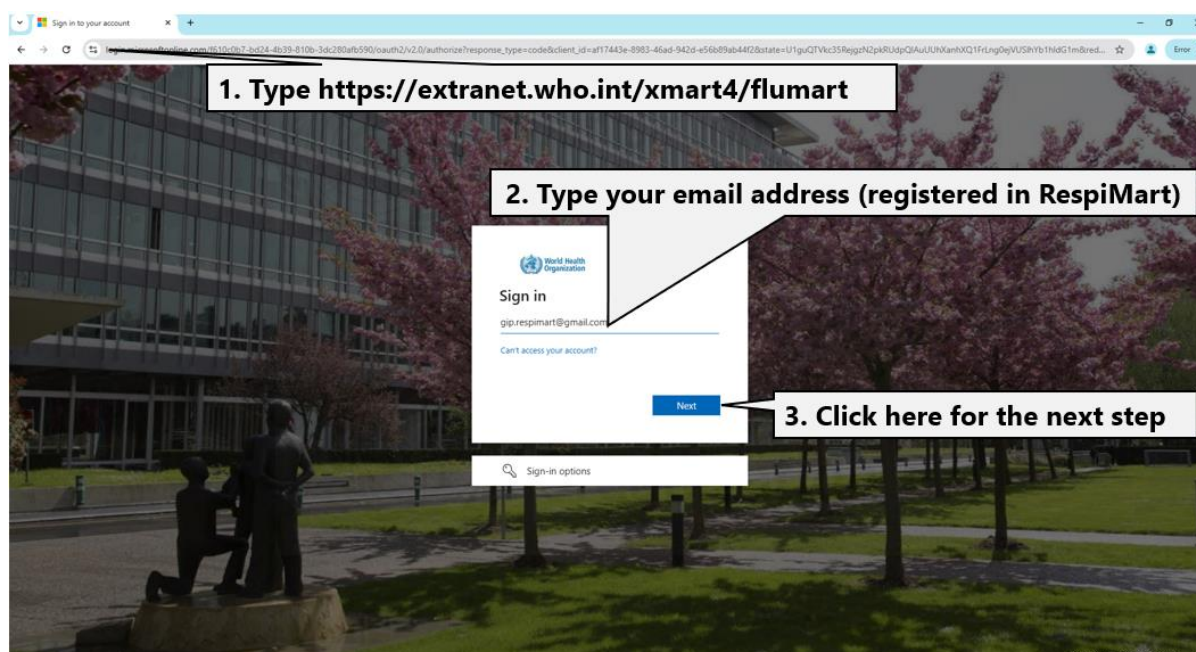
- A country or collaborating institute can be assigned multiple origin names to report data in different datasets with independent uploading template files according to data uploading preferences.
- The data reporting template can be customized according to the reporting preferences of the country by contacting respimart@who.int.

6. Accessing RespiMart and Configuration

- Register email accounts: To gain access to RespiMart, please share your email accounts with respimart@who.int. Note that the password you use for RespiMart will be the same as your email account password. For security reasons, never share your password with anyone.
- Azure authentication: Activate email accounts in the WHO authentication system. If not already done, an invitation will be sent to the registered email accounts.
- Configuration setup: Configuration setup will be done according to the final agreed dataset (.csv, .xlsx, or API links) by the RespiMart team. If any further modification is needed in the agreed final data template, pre-inform the RespiMart team for any modifications or updates.

7. RespiMart Preview

Log in to RespiMart using your registered credentials.



Type your email address

This page may or may not be displayed, if displayed type your email address again

Sign in with Google

Sign in
to continue to microsoftonline.com

gip.respiMart@gmail.com

Forgot email?

Create account

Next

English (United States)

1. Type your email address (registered in RespiMart)

2. Click here for the next step

Type your password

Sign in with Google

Welcome
gip.respiMart@gmail.com

Enter password

Show password

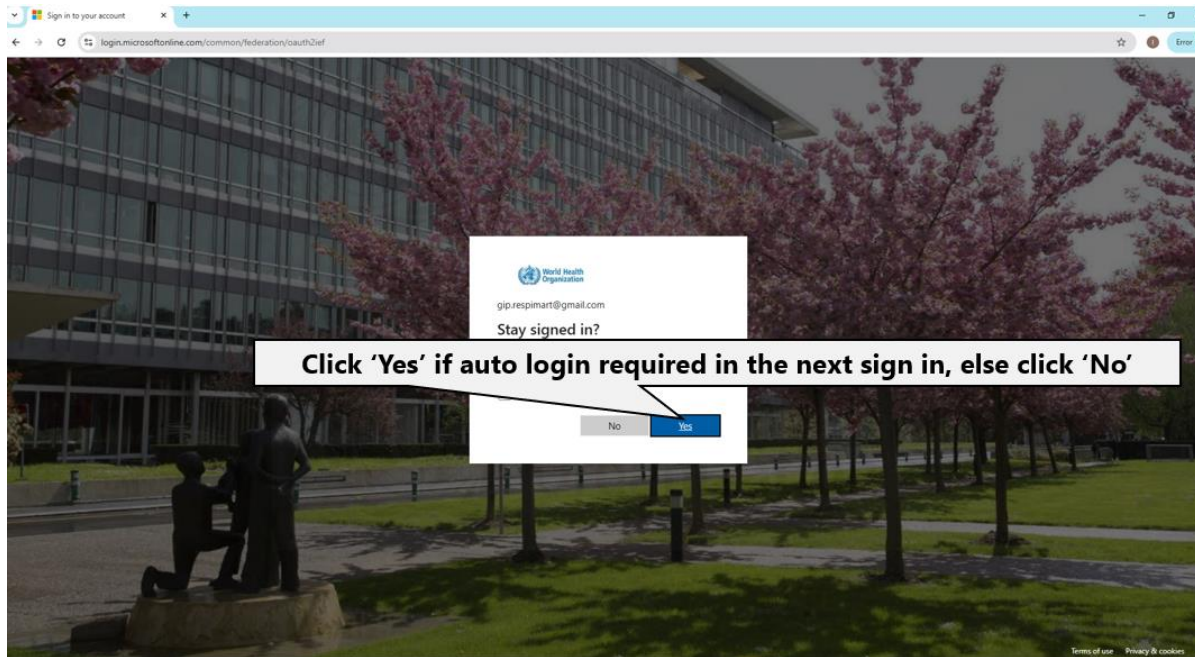
Forgot password?

Next

English (United States)

1. Type password (your email password)

2. Click here for the next step



Navigate through the RespiMart home page and functionality.

The image shows the RespiMart home page with several annotations highlighting its features:

- Displays datasets**: Points to the 'Data' tab in the top navigation bar.
- User's name**: Points to the 'RespiMart Demo User' profile in the top right corner.
- Xmart support document**: Points to the 'Xmart support document' link in the top right corner.
- Provides notification**: Points to the 'Notif' icon in the top navigation bar.
- Log out button**: Points to the 'Log out' button in the top right corner.
- Toggle display mode**: Points to the 'Toggle display mode' button in the top right corner.
- Loads data**: Points to the 'Load Data' button in the main content area.
- Useful links**: Points to the 'Useful links' section on the left side of the page.
- RespiMart summary**: Points to the summary statistics on the left side of the page, which include:
 - 278 origins
 - 161 pipelines
 - 154 tables
 - 87 custom views
 - 216 active users
 - 4 custom forms
 - 4 connected apps
 - 32 public API objects
- Uploading history of different origins**: Points to the 'Last 5 batches' section on the right side of the page.
- The origin names assigned to a country for reporting data in the different datasets. Such origin names may vary according to the reporting need and preferences of the country**: Points to the 'Origin' table on the right side of the page, which lists:

Origin
FluNet Country
FluID Country
RSV Country
PISA Country

Access the RespiMart data load page and functionality.

Click here to upload data

Displays recent active origins

Click here to display over all upload history

Date and time of upload

Upload status

Issues

Update status

Simple upload mode

Displays all origins

Drop or browse a dataset to upload

Reprocess as a new batch

Minor issues

Rollback batch

Downloads data

Issue highlighter in the uploading

A list of origin names according to the dataset names in RespiMart. These origin names are used for uploading data into the respective datasets from the collaborating countries or institutes as per the reporting agreement

8. Uploading Data

Data Upload with Drag or Browse Process:

1. Drag the datafile or click to select the uploading datafile in your device

2. Data.xlsx or .csv after selecting or dropping for uploading

3. Select the correct origin name where you want to upload the data (begins with dataset name)

4. Type any comments (optional)

5. Click preview to go the next step

Data Upload Using an Origin Name:

The screenshot shows the RespiMart Data Load interface. The top navigation bar includes Home, Data, Load, Model, and Notif. The main content area is divided into sections for Data Load and History. The Data Load section has tabs for Recent, All origins, and Simple Upload Page. The Simple Upload Page shows a list of origins: FluNet Country, FluID Country, RSV Country, and PISA Country. The Latest 50 Batches section displays a table of batches with columns for ID, Origin, Date, Status, and Age. The New Batches (1) section shows a file upload area with a 'Drag or browse' button and an 'Optional batch comment' field. The bottom right corner has 'PREVIEW' and 'COMMENT' buttons.

1. Click the correct origin name according to the dataset where you want to upload the data
2. Check the origin name and confirm it before processing
3. Drag or browse the datafile from your device for uploading it in the correct dataset
4. Type any comments (optional)
5. Click preview to go the next step

The screenshot shows the RespiMart Batch Preview interface for Batch #711579. The top navigation bar includes Home, Data, Load, Pipelines, Model, and Forms. The main content area shows the batch details and a list of processing steps. The steps are listed in a table with columns for step number, status, duration, and description.

Please wait a few seconds while the file is processed and uploaded according to the configuration setup.

RespiMart Batch Preview Window and Functionality:

- Review the uploading summary and preview window before clicking the commit button.

Data uploading summary table

Total cases in the file

One case is not loaded

No issues in any rows

One case remains unchanged

Four cases uploaded in the dataset

Four cases uploaded in the dataset

Two cases uploaded in the dataset

New cases are always displayed in dark green, while updated values are shown in green with strikethrough old values in the updated columns

ORIS_TYPE_CODE_FK	SOURCE_YEAR	SOURCE_WEEK	SPEC_PROCESSED_NB	SPEC_RECEIVED_NB	AHhNzoo9	AHh
SENTINEL	2025	1	11	11	2	0
SENTINEL	2025	2	38	38	5	1
SENTINEL	2025	3	30	30	4	0
SENTINEL	2025	4	42	42	8	1
SENTINEL	2025	5	6	6	0	0

Complete the Uploading Batch:

- Click the commit button if there is no major issue in the recent batch uploading.

Click here to complete the uploading process

Click here to cancel the uploading process

Hurry!! It Completes the uploading process if there is no any issues.

Investigate Issues if Any (Red Highlighted):

- If there is any red highlighted information in the upload summary table, click on the issues button for further investigation. You may ignore the yellow highlighted information if any.

The screenshot shows the 'Load' page in RespiMart. A table at the top shows the upload progress. Below it, a table lists columns selected for upload. A red box highlights the 'Issues' button. A callout points to the 'Cancel' button with the text '1. Click here to **cancel** the uploading process'. Another callout points to the 'Issues' button with the text '2. Click **'Issues'** to investigate the issues'. A third callout points to a triangle icon in the 'Issues' table with the text '3. Click the triangle sign to get details of the issue'. A fourth callout points to a red row in the 'Issues' table with the text '4. Repeat the same process to investigate further issues, if needed'. The 'Issues' table shows a row with 'Invalid resp rate' and a red triangle icon. A red box highlights the 'Invalid resp rate' column name in the data file, with the text 'A column name in the data file where the issue is Invalid data values which needs to be corrected'.

1. Click here to **cancel** the uploading process

2. Click **'Issues'** to investigate the issues

3. Click the triangle sign to get details of the issue

4. Repeat the same process to investigate further issues, if needed

A column name in the data file where the issue is Invalid data values which needs to be corrected

9. Email Notification Setup (One-Time Setup)

- Within RespiMart, users can set up batch notifications to monitor the outcome of the batch uploading and committing process for the assigned origin names.

The screenshot shows the 'Notif' page in RespiMart. A callout points to the 'Notif' button in the top navigation bar with the text 'Click **Notif**'. The page displays a 'Welcome' message and a 'RespiMart in figures' section with statistics: 279 origins, 162 pipelines, 154 tables, 88 custom views, 215 active users, 4 custom forms, 4 connected apps, and 33 public API objects. The 'Load Data' section shows a table of origins and their last 5 batches.

Click **Notif**

279 origins
162 pipelines
154 tables
88 custom views
215 active users
4 custom forms
4 connected apps
33 public API objects

Load Data

Origin

Last 5 batches

1. Click here

2. Click a drop-down button

3. Select "Errors"

4. Select the **origin name** for which you would like to receive notifications upon batch completion.

5. Click **Create**

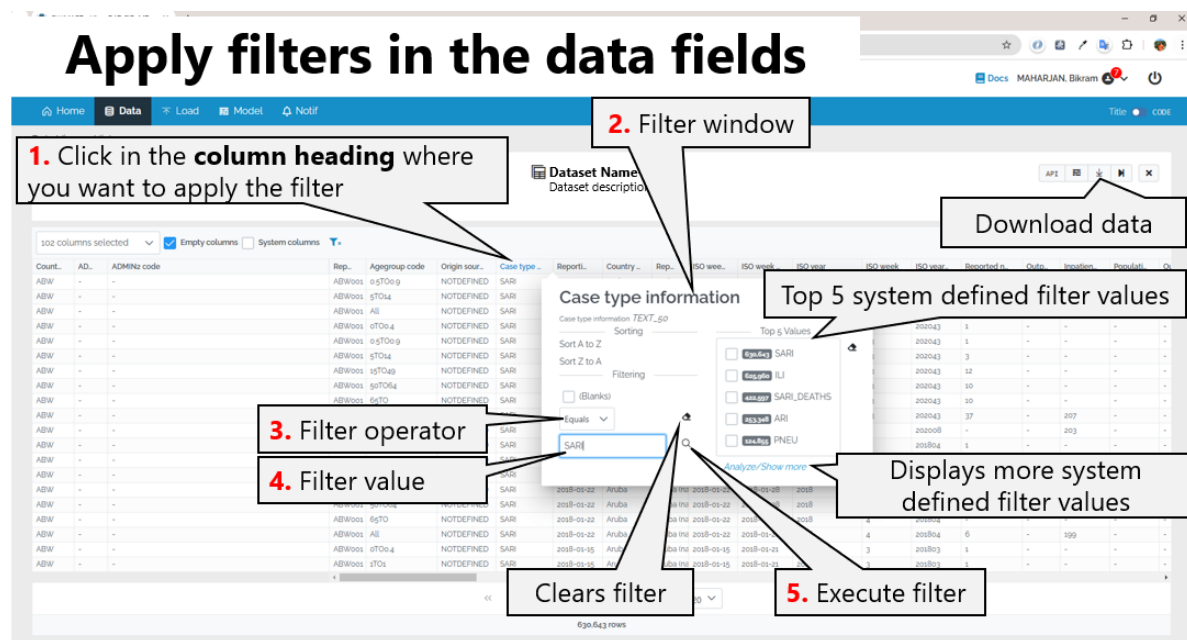
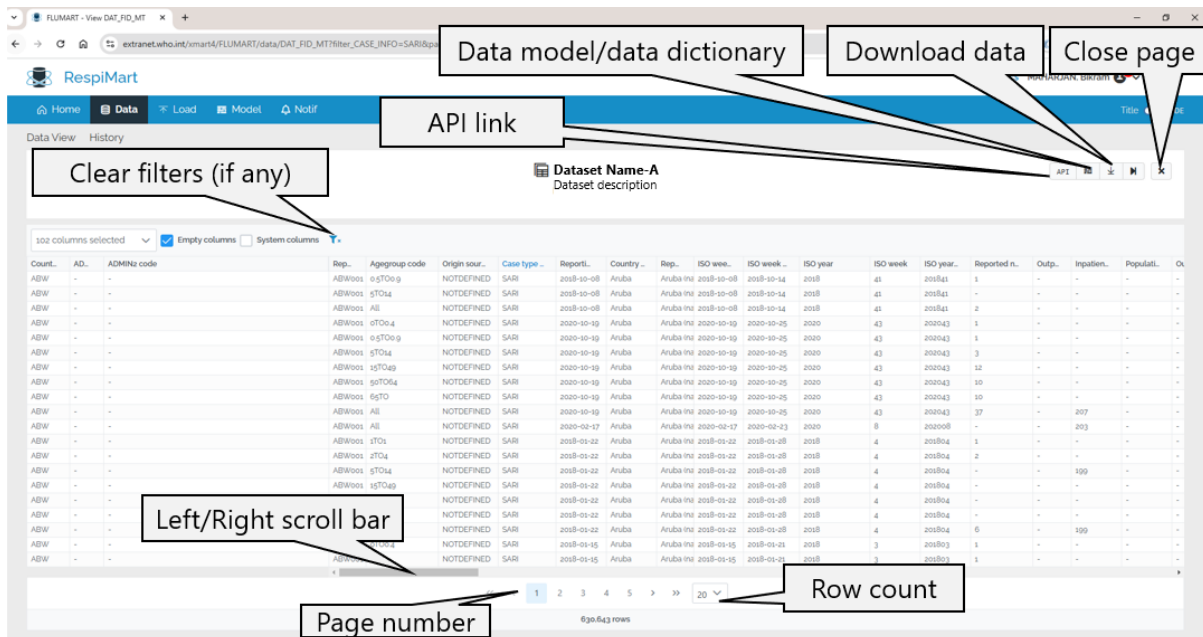
Email notification setup completed!!

10. Data Access (for Registered Users)

- Within RespiMart, registered users can access, filter, and download the data for further analysis and interpretation.

1. Click on "Data"

2. Click on "Data tables". Accessible datasets will be displayed here



11. Global Data Access and Output Links for Surveillance Data (for All Users)

All users worldwide can access the RespiMart data and reports (where applicable) using the following URLs. These data and reports are made publicly available with the permission of the data-sharing collaborators:

- [Influenza Surveillance Outputs](#)
- [Pandemic Influenza Severity Assessment](#)
- [Global Respiratory Syncytial Virus Surveillance](#)

12. Challenges

Uploading data in RespiMart can be challenging and lead to some errors due to several factors:

- Inconsistent data variable names (column) in the data reporting template.
- Invalid data or invalid data types of submission.
- All zero or blank in reporting cases or rows.
- Inconsistent sheet names in the data file (for the .xlsx format).
- Forget to click on the "Commit" button to complete the upload.
- Using an unregistered email address to sign-in to RespiMart.
- Not reporting within the defined time frame.

13. Compliance

Before registering and using data from RespiMart, users must adhere to the following:

- Adherence to WHO data policy and guidelines².
- Compliance with relevant local and national regulations governing data handling and sharing.
- Implementation of data security measures to protect data from unauthorized access and breaches.
- Regular audits and inspections to ensure compliance.
- Training and awareness programs for personnel involved in the data upload process.
- Incident reporting protocols for compliance-related issues.

14. Training

To help new and existing users to familiarize themselves with the functionality of RespiMart, GIP team will develop and provide trainings to cover SOP overview, data preparation, uploading, verification, documentation, and compliance. Different formats of training are envisioned (workshops, webinars, PowerPoint...) aiming to ensure that all personnel understand the SOP and their roles, and a continuous improvement based on updates, new functionality, and feedback.

² <https://www.who.int/about/policies/publishing/data-policy>