

USER'S MANUAL

for SENTINEL SITE / SENTINEL HEALTH FACILITY USER

under 'INSACOG WGS Surveillance' module of IHIP

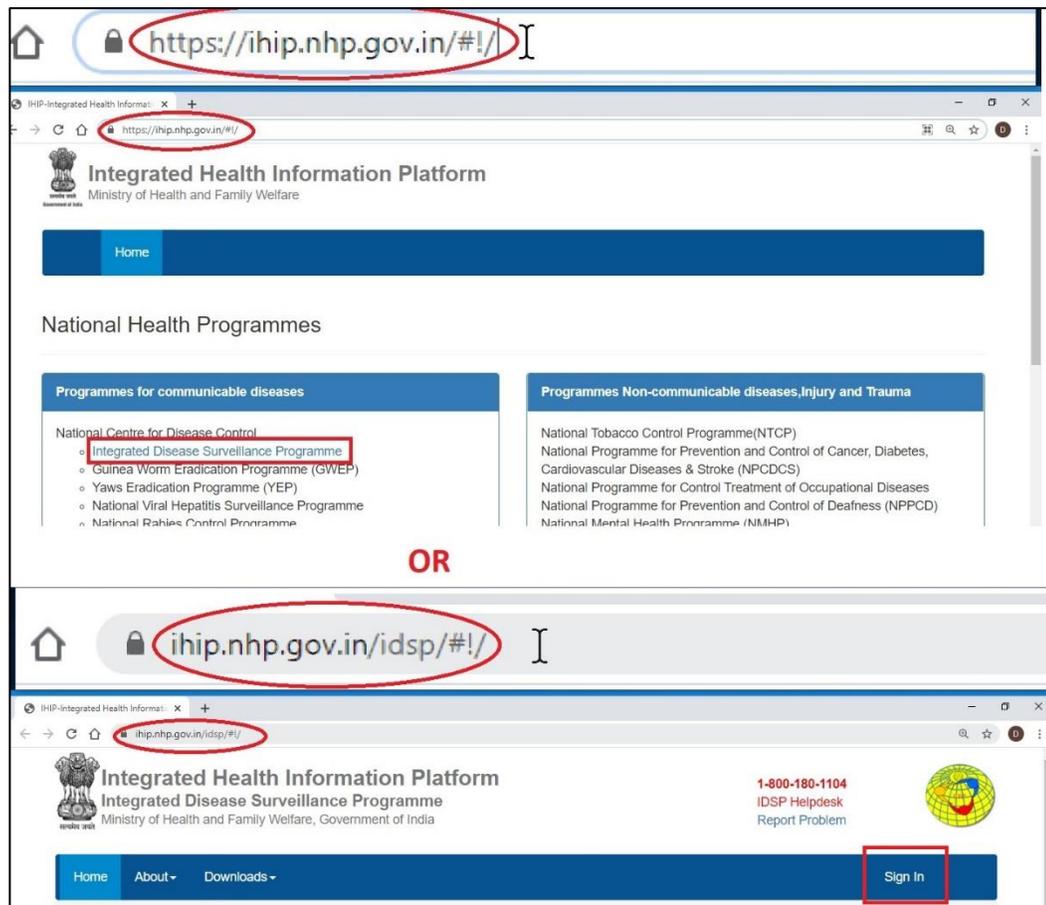
(Software Version 13.10.2 Last Updated On: 24/07/2021)

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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.

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The image displays two states of a web application interface. The top state shows a sign-in form with the following elements: a navigation bar with 'Home' and 'About' (with a dropdown arrow) on the left and 'Sign In' on the right; a 'Sign In' link below the navigation bar; a 'Username' field containing 'sentuser1'; a 'Password' field with masked characters and a visibility toggle icon; a CAPTCHA image showing the number '1926' and a 'Refresh' button; an 'Enter CAPTCHA' field containing '1926'; and a 'Sign In' button. Below the 'Sign In' button are links for 'Reset Password' and 'Or Call 1-800-180-1104'. A blue arrow points from the 'Sign In' button to the bottom state. The bottom state shows the same sign-in form, but with a 'NOTICE' modal box overlaid. The modal has a blue header and contains the following text: 'You are accessing the Government of India, Ministry of Health and Family Welfare information platform. Unauthorized access and use of content in any form is strictly prohibited and considered as a punishable offence. All activities on this information system will be documented.' At the bottom of the modal are 'Accept' and 'Decline' buttons. The 'Sign In' button and other form elements are visible behind the modal.

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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: 29ss188
Please update your profile to continue

First Name* Geeta Middle Name Last Name Singh

Date Of Birth Age* 40 Months Days

Gender:* Male Female Transgender

ID Type* Aadhaar Aadhaar Number* 786756453490 Designation* Data Entry Operator

MobileNo# 9189786789 Landline # Email* bihs@gmail.com Role: SHC

Please update with accurate mobile number and email id.

Update Logout

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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

The screenshot shows the IHIP website interface. At the top, there is a header with 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, and the text 'THE INDIAN SARS-COV-2 GENOMIC CONSORTIA'. On the right, there is a contact number '1-800-180-1104', 'IDSP Helpdesk', and 'Report Problem' with a globe icon. Below the header is a navigation bar with 'Home', 'About', 'Special Surveillance', and 'sentuser1'. Under 'Special Surveillance', there are sub-menus for 'INSACOG WGS Surveillance' and 'Sample Referral Line List'. The main content area features four news cards: 'Joint monitoring mission – IDSP', 'Disease reprioritization workshop IDSP', 'Influenza strengthening workshop', and 'Surveillance standards IDSP'. Each card includes a photo, a title, a brief description, and a 'Read more' link.

- 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.

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SI.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	Name of sa referring healt
1	Update	0708000520056	29-630-5596-5000075-13072021-SS-2	R S BHATIA	67	Male	9810722302	Delhi	NORTH	10/03/2021	09/07/2021	Sentinel HF
2	Update	2963000568058	29-630-5596-5000075-13072021-SS-1	JAYAMMA	56	Female	8884512838	Karnataka	CHIKBALLAPUR	30/04/2021	06/07/2021	Sentinel HF
3	Update	8884512838	29-630-5596-5000075-08072021-SS-1	JAYAMMA	56	Female	8884512838	Karnataka	CHIKBALLAPUR	30/04/2021	01/07/2021	Sentinel HF

- 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.

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Search SRFID

Search Type: SRF ID (selected)
 SRF ID: 2953000245492
 Get Details

Search Results

	Name	Age	Gender	Date Sample Tested	Address	State	District
1	AKASH K JANTI	16 Years	M	30/12/2020 09:26:51	LONI TQ INDI	KARNATAKA	VIJAYAPURA

Add New Patient Record (Click to Add)

Enter data accurately and completely

Sample Type: Sentinel Outbreak

Unique ID: 29-630-5596-5000075-22072021-SS-1

1. Patient Details

1.1. SRF ID: 2953000245492
 1.2. ICMR ID: 160709206
 1.3. Clinical ID: 172544414
 1.4. Contact Number: 9900284613

1.5. Patient Name: AKASH K JANTI
 1.6. Age: 16 Years 0 Months 0 Days
 1.8. Gender: Male Female Transgender

1.9. Address: LONI TQ INDI

1.10. State: Karnataka (29)
 1.11. District: Vijayapura (530)
 1.12. Taluka: ---Select---
 1.12. Villages/Wards: ---Select---

2. Laboratory Details

2.1. Date of collection of sample(RT-PCR)*
 2.2. RT-PCR reporting date*
 2.3. Lowest CT Value on RT-PCR*
 2.4. Date sample sent to IGSL*

- 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'.

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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.

Add New Patient Record (Click to Add)

Enter data accurately and completely

Sample Type * Sentinel Outbreak Unique ID:29-630-5596-5000075-22072021-SS-1

1. Patient Details

1.1.SRF ID: 2953000245492 | 1.2.ICMR ID: 160709206 | 1.3.Clinical ID: 172544414 | 1.4.Contact Number: 9900284613

1.5.Patient Name*: AKASH K JANTI | 1.6.Age*: 16 Years 0 Months 0 Days | 1.8.Gender: Male Female Transgender

1.9.Address: LONI TQ INDI

1.10.State*: Karnataka (29) | 1.11.District*: Vijayapura (530) | 1.12.Taluka: ---Select--- | 1.13.Villages/Wards: ---Select---

2. Laboratory Details

2.1.Date of collection of sample(RT-PCR)*: 16/07/2021 | 2.2.RT-PCR reporting date*: 17/07/2021 | 2.3.Lowest CT Value on RT-PCR*: 21 | 2.4.Date sample sent to IGSL*: 21/07/2021

2.5.Name of Hub IGSL where sample was sent*: InSTEM/NCBS, Bengaluru | 2.6.Name of satellite IGSL where sample was sent: ---Select--- | 2.7.Reason for case/cluster selection: Others | 2.8.If Others: Severe COVID19

3. Vaccination History

3.1.Vaccine received: Yes | 3.2.Name of the vaccine,if yes: Covishield | 3.4.Date of 1st dose: 20/05/2021 | 3.5.2nd dose received: No

4. Travel History

4.1.International Travel History in last 14 days from the date of onset of symptoms: Yes | 4.2.Countries Visited/Transited: United Kingdom

5. IGSL Results

5.1.Date of receiving the sample at lab physically*: | 5.2.Date of reporting*: | 5.3.Mutation detected*: | 5.10.Remarks:

6. Clinical Details

6.1. Suspected reinfection case?: No | 6.2. Category: Hospitalized | 6.3. If hospitalized, clinical severity: Severe | 6.4. Admitted in ICU?: Yes

6.5. Ventilator required?: Yes | 6.6. Final Outcome: Discharge | 6.7.Date of outcome: 22/07/2021

Buttons: Save Case, Close, Reset

Confirmation Dialog: Are you sure you have entered the data correctly? If so, please choose SUBMIT. If not, please choose CANCEL and continue to edit data. [Cancel] [Submit]

Success Dialog: Record inserted successfully [OK]

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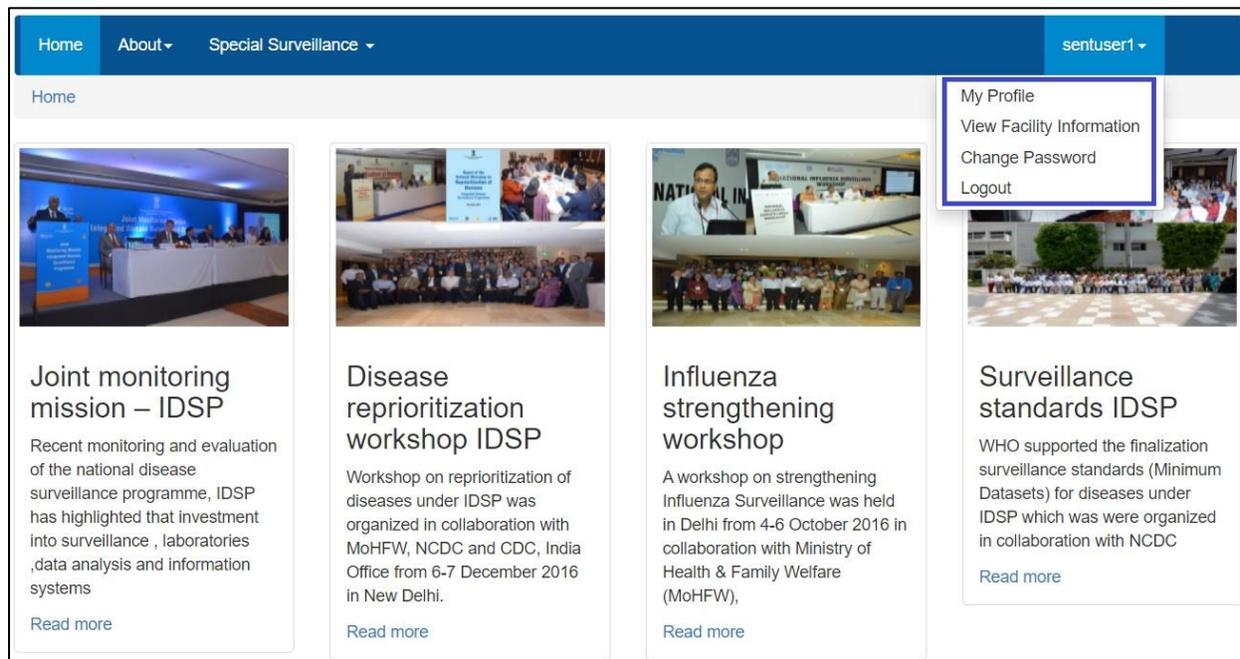
Please note: if you are not able to fetch the details of the patients using SRF ID or ICMR ID or Clinical ID or Mobile number and you are seeing 'No details found for the Please try again !!!', then you might try again after sometime or you can click on 'Continue to enter the details' and you will be 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

The screenshot shows a web application interface. At the top, there is a navigation bar with 'Home', 'About+', and 'Search SRFID'. A search modal is open, showing a search type dropdown set to 'SRF ID' and a search input field containing '2653000245490'. A 'Get Details' button is next to the input. Below the search input, a message states 'No details found for the SRF ID. Please try again !!!' with an 'OR' separator and a 'Continue to enter the details' button. A blue arrow points from the 'Continue to enter the details' button to the 'Add New Patient Record (Click to Add)' link on the main page. The main page has a sidebar with 'Special Surveillance / INSAG' and 'Add New Patient Record (Click to Add)'. The main content area is titled 'Patient Linelisting' and shows a table with 'Records : 1 to 3 of 3'. Below this, the 'Add New Patient Record' form is displayed. It has a header 'Enter data accurately and completely' and a 'Unique ID: 29-630-5596-5000075-26072021-SS-1'. The form is divided into two sections: '1. Patient Details' and '2. Laboratory Details'. Section 1 includes fields for SRF ID, ICMR ID, Clinical ID, Contact Number, Patient Name, Age (Years, Months, Days), Gender (Male, Female, Transgender), Address, State, District, Taluka, and Villages/Wards. Section 2 includes fields for Date of collection of sample (RT-PCR), RT-PCR reporting date, Lowest CT Value on RT-PCR, Date sample sent to IGSL, Name of Hub IGSL, Name of satellite IGSL, and Reason for case/cluster selection.

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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.

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Home About Special Surveillance sentuser1

Update Profile

User Details:

First Name* Geeta Middle Name Last Name Singh Date Of Birth 40 Months Days Age * Gender:* Male Female Transgender ID Type* Aadhaar Aadhaar Number* 786756453490 Email* chikkaballapurabalab@gi MobileNo# 9189786789 Landline # Designation* Data Entry Operator

Facility Mapping:

Username* sentuser1 Enabled State Karnataka District Chikballapur Sub District Chikballapur Village Facility Search Sentinel HF (Sentinel Health Center) Assign Role SHC

Update

My Profile
View Facility Information
Change Password
Logout

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

Home About Special Surveillance sentuser1

Facility Information

1.1 Facility Name:	Sentinel HF	1.8 Village:	Not Available
1.2 Facility Type:	Sentinel Health Center	1.9 Sub District:	Chikballapura (5596)
1.3 Facility NIN:	Not Available	1.10 District:	Chikballapur (630)
1.4 Personnel In Charge:	Dr.	1.11 State:	Karnataka (29)
1.5 Contact Number:	+91-9999999999	1.12 Reporting Date:	24/06/2021
1.6 Data Entry Personnel:	Geeta Singh	1.13 Reporting Time:	12:42 PM Indian Standard Time
1.7 Contact Number:	+91-9189786789		

My Profile
View Facility Information
Change Password
Logout

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

Home About Special Surveillance sentuser1

Change Password

Old Password*
New Password*
Retype New Password*

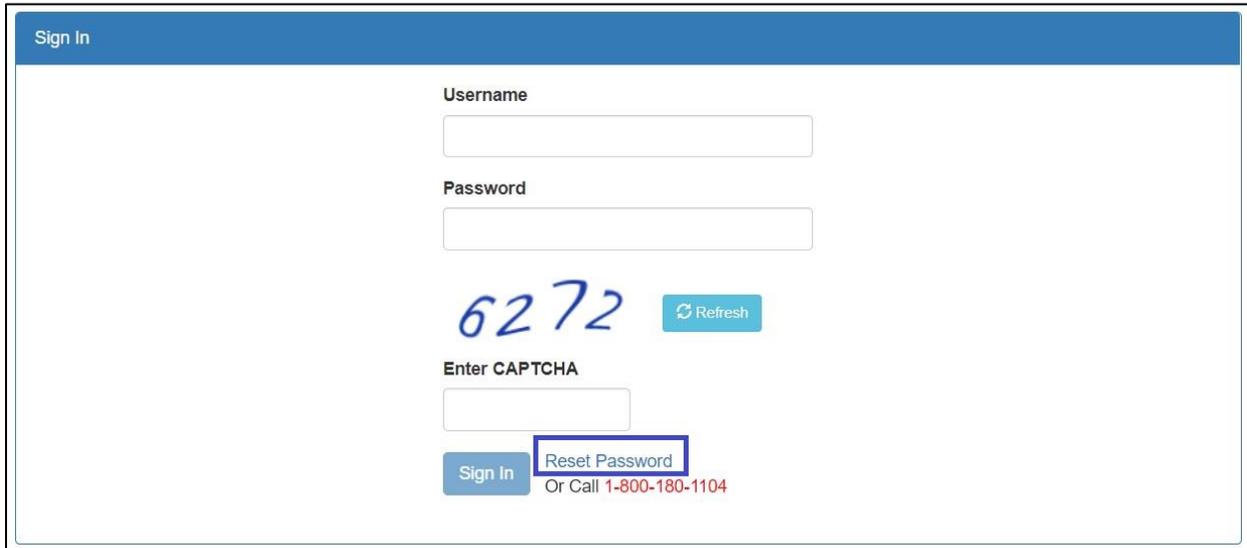
Save Reset

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'. Below these fields is a CAPTCHA image showing the number '6272' and a 'Refresh' button. Below the CAPTCHA is an 'Enter CAPTCHA' label and an 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, there is a red text link: 'Or Call 1-800-180-1104'.

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