

How to Access the New REDCap Portal

To access the new portal, you must first obtain your unique reporting URL.

1. Visit: <https://dataportal.slh.wisc.edu/surveillance-reporting>
2. Enter your **Lab ID*** in the designated field.
3. Your unique URL will appear.

*Your **Lab ID** is the same username you use to log in to the Survey Alchemer reporting portal. It consists of a series of uppercase letters followed by numbers (e.g. LRN999).

Please note: Your URL will remain the same and can be saved or bookmarked for future use.

For assistance, please contact WCLN@slh.wisc.edu

Introduction to the New REDCap Portal

Your unique URL will direct you to your **Survey Queue**, which serves as your home base for reporting data. The queue displays a list of recent weeks available for data submission.

Survey Queue Overview

- The first time you visit the portal, you will be prompted to **create a password** for your institution. This password will be used for all future logins to enter data or update your laboratory's default settings.
- Once a password is created, the next survey will allow you to configure your **laboratory's default settings**.
- New reporting weeks will appear on the queue after the week concludes (e.g., the week ending 07/04/26 will appear on 07/05/26)
- Weeks older than **12 weeks** will be removed from the queue
 - To report older data, please contact WSLH for assistance
- Once data has been entered for a week, it will be marked as **Complete**
 - You may review or update submissions using the **"Edit Response"** option

Welcome to the WSLH Clinical Testing Data Web-Portal!

Please select the **Week-ending Saturday** that you would like to submit data for:

- A week is defined as Sunday to Saturday
- Each Saturday, a new survey will become available to enter testing data for that past week.
- Data collection surveys will be open for 3 months.
- If you wish to submit testing data older than 3 months, please email WCLN@slh.wisc.edu

Status	Survey Title
✔ Completed	Lab Default Settings – Laboratory Default Settings Edit response
Begin survey	Data Reporting for Week Ending – 07/11/26 - Week 2627
Begin survey	Data Reporting for Week Ending – 07/04/26 - Week 2626

Creating an Account Password

- The first time you visit the portal, you will be prompted to create a password for your institution. This password will be used for all future logins to enter data or update your laboratory's default settings.
 - Please note that this password will be visible to REDCap administrators, so do not reuse any personal or sensitive passwords.
 - Passwords may include letters, numbers, and/or symbols, but they are not case-sensitive.
 - After logging in, your session will remain active for 15 minutes.
- If you forget your password, please contact **WCLN@slh.wisc.edu** for assistance.

Entering or Updating Lab Default Settings

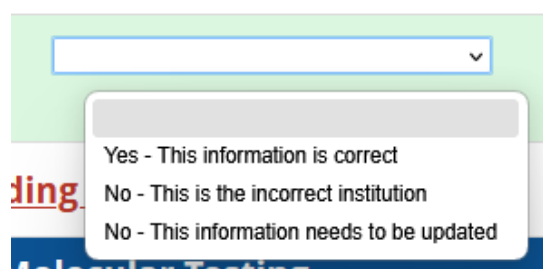
- Access the **Lab Default Settings** survey at the top of your queue. This can be used to update your laboratory information including:
 - Pathogens your laboratory tests for
 - Whether your tests report typing results (e.g., Influenza A, Norovirus GI/GII)
 - Which assay(s) your laboratory uses for testing
- Pre-populated default settings have been provided by WSLH
 - Please review for accuracy and update as needed
- This survey will always remain available and can be edited at any time

Status	Survey Title
✓ Completed	Lab Default Settings – Laboratory Default Settings

[Edit response](#)

Entering Data

1. Locate the appropriate **week-ending Saturday** and click **“Begin Survey.”**
2. Enter your institution's password.
3. Confirm your institution information:
 - If you select “No-This information needs to be updated”, please provide updated laboratory information when prompted

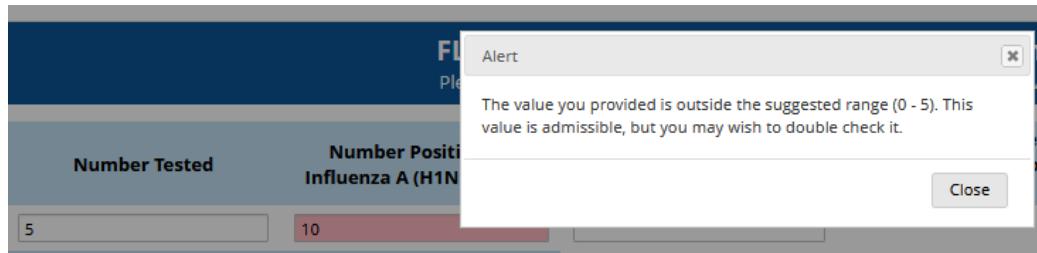


4. Enter your clinical testing data:

- Data entry fields will only appear for pathogens selected in your default settings
 - See below for an example of when a pathogen is NOT selected as indicated by the red arrow.
 - To enable additional pathogens, update your **Lab Default Settings**

FLU / SARS-CoV-2 / RSV PCR/Molecular Testing					
Please report the number of specimens tested and the number positive.					
	Number Tested	Number Positive for Influenza A (H1N1)pdm09	Number Positive for Influenza A (H3)	Number Positive for Influenza A (Test Does not Subtype)	Number Positive for Influenza B
Influenza					

- Data is divided up into the following sections:
 - Flu/SARS-CoV-2/RSV PCR/Molecular Testing
 - Respiratory Pathogen PCR/Molecular Testing
 - Group A strep PCR and Antigen Testing
 - Gastrointestinal Pathogen PCR/Molecular Testing
- The following validation checks are in place to ensure data accuracy
 - You will be alerted if the number of **positive specimens exceeds the number of specimens tested**



- If you are reporting typing results, you will also be alerted if **total number of positives exceeds the number of specimens tested**

***** The total number of influenza positives is greater than the number tested! *****

Please double check your data for accuracy!

5. Select the **appropriate testing method(s)** for respiratory and gastrointestinal testing
 - To update default assay selections, return to the Lab Default Settings survey
6. Enter the **name and email address** of the individual submitting the data
7. Click **"Submit"** to complete your entry
8. Submitted responses can be reviewed and updated through the **Survey Queue** by selecting **"Edit Response."**