



Stanton Territorial Hospital
P.O. Box 10, 550 Byrne Road
YELLOWKNIFE NT X1A 2N1

Document Name:
PHAC FluWatch Report

Distribution:
Microbiology Specimen Receiving Manual

Document Number:
MIC10600

Date Issued:

1. In the **Laboratory Services -> Microbiology** folder, locate the **NWT RVDSS** folder:
 - Open the **NWT_RVDSS** excel file and identify the Flu week number you are working on and note the inclusive dates for that specific week
 - Open the **RSV+Flu+COVID Case Data** excel file
2. Log into Soft Report Launcher:
 - Select **Reports and Categories -> Soft Reports -> NWT Reportable Diseases -> Respiratory Panel PCR Results** and select **Submit**

NOTE: It may take a few minutes for the report to generate

 - Once the report is ready, locate the **Output Name** column and click on **File: FLU_RSV** to download the report
3. In the **SPEC_SOURCE** column in the **FLU_RSV** excel file:
 - Uncheck SPUT
 - Select OK
 - This will remove PCMTB results from the report
4. In the **FLU_RSV** excel file, delete columns that are not needed for the report so that only the following columns are present:

| A | B | C | D | E | F | G | H |
|-----------|-------------------------|------------------------|------------------------|-------------|----------------|-----------|-------------|
| ACCESSION | SPECIMEN_DATE_COLLECTED | SPECIMEN_DATE_RECEIVED | SPECIMEN_DATE_VERIFIED | PATIENT_AGE | PATIENT_GENDER | TEST_NAME | TEST_RESULT |

ACCESSION, SPECIMEN_DATE_COLLECTED, SPECIMEN_DATE_RECEIVED, SPECIMEN_DATE_VERIFIED, PATIENT_AGE, PATIENT_GENDER, TEST_NAME and TEST_RESULT
5. In the **SPECIMEN_DATE_COLLECTED** column in the **FLU_RSV** excel file:
 - Select Sort A to Z
 - Uncheck (Select All) to unselect all the dates
 - Manually select the dates that fall within the week of the report you are preparing and select OK
6. In the **TEST_NAME** column in the **FLU_RSV** excel file:
 - Uncheck (Select All) to unselect all the tests
 - Select the test ADENT to get the number of tests done for that week for the target Adenovirus
 - In the NWT_RVDSS excel file, enter the number of tests in the Total ADV tests column
7. In the **TEST_RESULT** column in the **FLU_RSV** excel file:
 - Make sure the TEST_NAME column only has Adenovirus selected
 - In the TEST_RESULT column, uncheck (Select All) to unselect all the test results
 - Select the result POSITIVE to get the number of positive Adenovirus results for the week
 - In the NWT_RVDSS excel file, enter the number of positive results in the ADV+ column

NOTE: This is a CONTROLLED document for internal use only. Any documents appearing in paper form are not controlled and should be checked against electronic version prior to use.



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8. Repeat for Total Influenza tests, Total RSV tests, Total Entero/Rhino tests, Total ADV tests, Total HMPV tests and Total COVID19 tests

NOTE: You will need to ensure the TEST_RESULTS column has (Select All) checked before doing different targets

9. For the tests Influenza A, Influenza B, Respiratory Syncytial Virus (RSV) and SARS-CoV-2 (COVID19):

- Copy the accession number, collection date, specimen receive date, specimen result date, age and sex data
- Open the RSV+Flu+COVID Data Case excel file and paste the data from the Flu_RSV file

10. Email report to fluwatch-epigrippe@phac-aspc.gc.ca and attach NWT_RVDSS and RSV+Flu+COVID Data Case excel files:

- Indicate the flu week number in the email subject and email body
- Subject: Week 202501 data for the NWT
- Email body: Please find week 202501 data for the NWT

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