In this document you will find the basics regarding the use of the CROES DMS. For any additional questions please contact info@CroesOffice.org

General notes: -Please make sure to read the ‼ notes.
- Browser: the CROES DMS system needs the **latest versions of web browsers**. The system has been tested for most popular browsers as for example Internet Explorer, Safari and Google Chrome. Make sure that you have **updated your web browser**.
- Your password (after you change the password received) is stored encrypted. **Nobody within the CROES office has access to your password**.

‼ **TIME OUT**: For security reasons, users will be logged off after some time of inactivity. Therefore, be sure to save your data if you plan to do somethings else.

LOGIN CROES DMS

- You need a **username + password** to login into the system. Every registered user will receive (for security reasons) TWO emails: one with the username and one with the password.

‼ When you receive your username, please **CHECK the CENTER NAME and the EMAIL address**. Both are very important for a correct data collection.

- By login into the system, you agree with the notes as presented on the login window.
- After the first login was successful, **you have to change your password**. Please do select a password that you will remember.

‼ If you **forget your username and/or password**, you can click the appropriate link on the login screen to receive your username or a NEW password by email.

WELCOME WINDOW: PRESETS/UNITS & USER MESSAGES

- After login, you will be in the welcome window.
- Here you **can change the way date's and numbers are entered**. Furthermore, you can select **which units are used: metric or imperial**. The system will remember your settings.
- To change your password, click the appropriate button.

‼ It is possible that in this screen **a message from the CROES team** is visible. Please do read it, it is a **personal message for you**.

ENTERING A STUDY

After setting your preferences you can **enter the study of interest**. If you are involved in more that one study, please select the correct study and click continue.

MAIN STUDY SCREEN: ADD/EDIT/DELETE PATIENTS & MESSAGES

- The first time you enter a study, it is possible that **you have to agree to some statements**. Click the check box: 'I have read the statements, and I agree' and click 'I agree. Then you will enter the study **and you will be able to enter data**. You can always select 'I do not agree'. This will however will disable your access to the study.

‼ Please note, that the 'I agree' does imply that you will conduct the study according to the statements.

- After entering a study, you will be in the screen were the stored patients are visible in a list (first time: list will be empty).
- By clicking **ADD NEW PATIENT**, you can enter the identification data of a new patient. We ask e.g. for a PATIENT CODE. You can enter 'what ever you like'; e.g. a number.

‼ Make sure that you **store the patient codes in a separate 'DECODING LIST'**, linking each code to the patient file in your hospital. NEVER SEND THIS LIST TO THE CROES. You will only need this if the CROES office needs additional information, and in case your center is selected for a 'RANDOM' AUDIT.

- Use **EDIT SELECTED PATIENT** to change the identification of the SELECTED patient. Use **DELETE** to remove the SELECTED patient (**Be careful!**).
- Normally, the last entered patient will be at the top of the list ('sequence order'). At the top of the screen you can select an **ALTERNATIVE SORT ORDER**, e.g. patient code. When entering a (part of) code, and clicking GO, the first patient that has this (part of) code will become the selected patient.
- The list of patient shows identification fields and a **STATUS field at the left!**

‼ STATUS: The status can be: 'no data', 'OK', 'OK LOCK', 'OK Croes' and in case of missing data detailed info regarding the missing date in tabs/forms.

'no data' = no data has yet been entered.

'OK' = there are no missing fields. You have the possibility to lock the entered data: thus after all data has been entered, you can click the **'LOCK' button** to prevent accidentally changes. (click unlock to make changes possible again).

'OK Croes' = After the data is OK, the CROES data-manager can decide that all data is correct, and he/she can also lock the data. After this, you cannot change the data anymore! (send an email to the data-manager is case you still have to change data).

‼ 'Missing data' = When data is missing, detailed info is presented in the status field. For each tab/form info is presented. From left to right, info regarding the tabs/forms is presented as:

o : OK, all required info has been entered

- : Not OK: there is still missing data (in the yellow, required fields)

_ : Form is **not visible** (no data has to be entered)

! : Attention: This form needs data now. For example the 3 months followup date has to be filled in after some time.

‼ The '#' and '-' characters left from the status field. If a '#' is visible, the CROES data-manager has **connected a message to this patient.** For example, the data-manager wants to check if data is correct. After selecting the patient, the message window will become visible. **Please read the message.** After entering a (possible) reply, and clicking 'save', the '#' will be replaced by a '-'. When the CROES data-manager has read the reply, the '-'character will disappear

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Use the **ADD/EDIT DATA** button to edit or add data of the selected patient.

ADD/EDIT DATA

- On top of the add/edit data screen the **ID of the selected patient** is visible.
- Below is a 'status field'. This will show additional information, e.g. when a field is selected. Furthermore the are two buttons: **CANCEL** will close the window **WITHOUT** saving data (attention!!). **SAVE**, will save the data and close the window.
- On top of the forms there are TABS: **clicking a TAB will open the connected form**. Clicking a field enables entering data (see **'status field' for additional information**). Some fields are **CALCULATED fields**: you cannot enter data, they are calculated automatically (e.g. BMI).
- There are different kind of fields: **just try it.**

‼ There is a special **'multiple list field'** that has an **'OPEN' button**. Clicking the open button opens a list of choices. You can select and deselect **multiple items** by clicking. **Click 'CLOSE'** to close the list.

‼ The 'yellow' colored field are the **mandatory fields.** They have to be filled in, otherwise the STATUS field will not show OK! When all mandatory fields of a forms have been filled in, the **color of the TAB will change to green**.

‼ If, for some reason, data of a field is not available, you can select 'NA' from lists of enter 'NA' in the field. **NA stands for Not Available!**

‼ Fields can be colored RED: An **error** has occurred. For example an entered date that is not correct - See the status field for an explanation! **ATTENTION: IF THERE ARE ERRORS, THE DATA CANNOT BE SAVED**.
‼ Fields can be colored MAGENTA: A **warning** is generated to attend you on a possible error. You entered data that is most probably wrong, however it can be correct (e.g. a length that normally will not occur) - See the status field for an explanation. Data can be saved with warnings.
‼ Fields can be colored Orange: This color is generated if a value is **out of the normal range**. E.g. Hb value is out of the normal range. See status field. Data can be saved without of range messages.

To conclude:

If you have any remarks, comments or questions, please do not hesitate to contact the data-manager or the CROES office: info@CroesOffice.org.