



In this document you will find the basics regarding the use of the CROES DMS. For any additional questions please contact [info@CroesOffice.org](mailto: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 than 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 where 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 in 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

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 there 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](mailto:info@CroesOffice.org).