

CERTAIN FIRST STEPS

TECHNICAL REQUIREMENTS

The registry can be accessed and used with any of the common modern browsers (Internet Explorer, Mozilla Firefox & Google Chrome). The registry team recommends the usage of newest Firefox or Google Chrome versions as they both provide the best user experience during the work with the CERTAIN registry. To access the system just go to www.certain-registry.eu

INTERNET ADDRESS:

www.certain-registry.eu

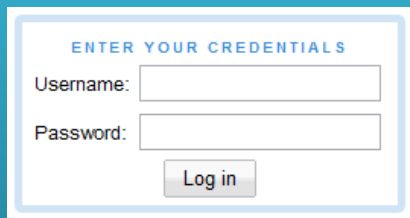
SUPPORTED BROWSERS:

Internet Explorer 8 and newer
Firefox 3.6 and newer
Google Chrome 9 and newer

STEP 1: LOG IN

Type the registry address into the navigation bar of the web-browser of your choice.

Enter your credentials into the log-in box and press „Log in” button.



SSL CERTIFICATES:

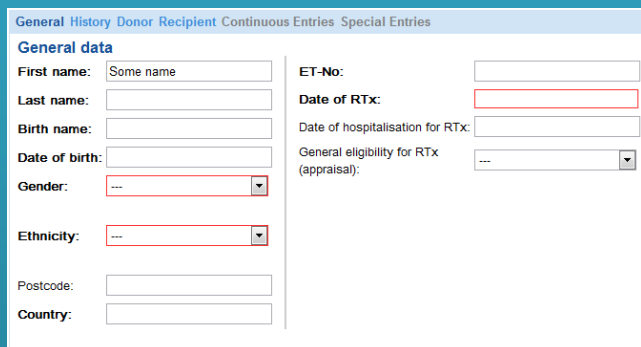
Thanks to the usage of the HTTPS protocol the whole traffic between you and our system is encrypted – in some cases you may need to accept our SSL certificates.

STEP 2: ENTERING THE DATA OF A NEW PATIENT

Now you are logged into the registry application. On the right side you can find the menu. To start the enrollment process, select **PATIENTS** and then **ENROLLMENT** (*Menu items which are printed in light blue are not accessible in the current system version*).

You can enter the patient's data category by category – tab by tab, from left to right. Please ensure that all mandatory attributes are entered. Mandatory attributes are in **bold** type like e.g. **First name** and **Date of Rtx**.

The current status of the entry (still required input and validation status) can be seen in the entry status box below the application's menu. After you finished entering the data in each category (general, history, donor, recipient, complications etc.), you create/store the patient by clicking **CREATE**.



Entry status

Required input

Donor
Recipient
Complications
Medication
Drug Monit.
Laboratory
Infections
Immunology
Rejection
Biopsies
Hospitalisation
Studies
Graft loss
Psychosocial data
24h blood pressure
Vaccinations

Validation

General (Errors: 3)
History (Errors: 10)

TIPS&TRICKS:

You will discover that some input fields accept only valid numbers (e.g. Warm Ischemia Time) or only valid input (e.g. all clinical values). In case of clinical values you can enter either:

- **correct number** (using . as the decimal separator),
- **positive** or **negative**,
- number in the **9.6x10e3** (which equals $9.6 * 10^2$) notation,
- or < number and > number – e.g. <1000 or >5000.

To enter HLA values you can either enter the broad, split and antigen by hand, or if you know only one of the values, you can use the HLA search functionality.

Some part of the patient's data set is organized as continuous entries which means that you can enter any amount of single entries (e.g. lab values or patient's medication) – these categories can be recognized by the table form and the presence of the + button. By clicking the + button a pop-up window will be shown in which the entry's data can be specified.

STEP 3: STORING THE DATA

After the data has been entered and the **CREATE** button been clicked, the patient object will be stored on our servers and a patient overview will be presented. If you click the **FOLLOW UP** button on the bottom you will be able to enter the next follow up data set (the application automatically chooses the correct type of the follow up). This process is fairly similar to the enrollment process. You can always access all your patients through the menu items: **PATIENTS/PATIENT'S LIST**.



Showing patient...

Identification

Patient: Test_f_63 Test_I_63
 Eurotransplant-No: ETR__test__63
 Date of birth (dd.mm.yyyy): 01.02.2000
 Date of RTx (dd.mm.yyyy): 14.01.2000
 Treating centers: DE_Heidelberg
 Next visit: 14.07.2013
 Signed PICIS

Visits

| No. | Type | Created on: | Scheduled on: | Status: |
|-----|-----------------|-------------|---------------|----------|
| 1 | Initial visit | 12.01.2011 | 14.01.2000 | ACCEPTED |
| 2 | Discharge visit | 12.01.2011 | 13.02.2000 | ACCEPTED |
| 3 | 3 months visit | 06.07.2011 | 14.04.2000 | ACCEPTED |
| 4 | 6 months visit | 06.07.2011 | 14.07.2000 | ACCEPTED |
| 5 | 9 months visit | 06.07.2011 | 14.10.2000 | ACCEPTED |
| 6 | 1.0 year visit | 06.07.2011 | 14.01.2001 | ACCEPTED |
| 7 | 1.5 year visit | 11.07.2011 | 14.07.2001 | ACCEPTED |
| 8 | 2.0 years visit | 11.07.2011 | 14.01.2002 | ACCEPTED |

Tools

- Schedule
- Growth chart
- Patient's data export
- GFR slope

Graphs:

- Beside GFR calculation - Schwartz Clearance
- Height [cm]

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Buttons: Lost to follow up, Follow up

PATIENT'S VISIT LIFECYCLE

After a visit has been stored it must be approved before it will be made accessible for the quality assurance in the registry headquarters. Before a particular visit has been approved it can always be edited - after the approval it is no longer possible. Once the data quality has been reassured by the registry's staff, the visit will be accepted as research data.



STEP 4: LOGGING OUT

After you finished working with the system please do not forget to log out (using the menu **LOG OUT** button). As long as you are logged into the system you will not be able to access it from any other browser.

AUTOMATIC LOG OUT

If you will be inactive for more than 15 minutes, the system will conduct an automatic log out to prevent any abuse.