STOP-ACEi database and online system

Launch Meeting

3rd April 2014, Lucas House, Birmingham





UNIVERSITY OF BIRMINGHAM Hull and East Yorkshire Hospitals



- To gain access to the STOP-ACEi Online Systems for Randomisation and Data Entry each person accessing the system must have:
 - A Unique Username
 - A Unique Password
- Once a site is fully approved the trial team will contact all staff to issue Usernames and give instructions about password setup
- Anyone already involved in other BCTU studies may already have an account set up, which will work for STOP-ACEi if approved
- Once you have your Username and you can set your password at: <u>https://www.trials.bham.ac.uk/password/</u>



 When you visit <u>https://www.trials.bham.ac.uk/password/</u> you will see the screen below

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: Edit your account		
Information		
We use the email address you registe If you require further assistance with you	ered with to verify your identity. our BCTU user account please follow the links above for info	ormation and contact details.
Request		
Please enter your email address here	and choose an option below: E.A.Brettell@bham.ac.uk	
Click here to set or change your pass	word.	
Click here to request a username rem	inder	

- Enter your Email Address, this must be the address we have for you on Trials Management
- Click to set your password



- After setting your password for the first time you will receive an email asking you activate your password
- Please follow the link as directed in the email to activate your password
- You may find that the activation email is directed into your 'Junk Email' folder
 - If this happens we suggest that you may manually add <u>bctu-webadmin@contacts.bham.ac.uk</u> to your list of safe senders in your email clients
- After activation of your Username and Password you will be ready to use the STOP-ACEi Online System, which once live, will be available at: <u>https://www.trials.bham.ac.uk/STOPACEi</u>



• To enter a patient, select 'Enter new patient' from the 'Patients' menu...





Select a centre and click next...





• Select the randomising clinician and click next...





• You can then begin adding patient information, certain fields are required in order to progress to randomisation...

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• Once all patient details entered, click 'Randomise', the system will then determine whether the patient is eligible or not and allocate them a treatment and trial number...





• A confirmation page will be displayed if randomisation is successful, and a confirmation email sent...

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- The system will be designed to send out reminder emails to clinicians when a form is due to be completed for a patient. These emails will detail which form is due, and when, so that patient appointments can be scheduled.
- Once you have seen the patient and collected the relevant information a paper form can be completed and returned to the trial office, or the form can be filled in directly online.
- To complete a form online...



 Select 'Find Patient' from the Patients menu, then click 'View' next to the relevant patient...





 This will then display the patients details, along with a list of forms that are available to add down the right hand side...

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• Fill in as much of the available information as you can, then click 'save'... Velcome, Test A Template (xx001). Last Login date: First Login!

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- Once you have finished entering data and saved the form, click 'submit' to return the form to the trial team at BCTU...
- If you wish to continue editing click 'edit' instead....

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- Logging off: To log off the system simply click the 'Logout' link at the top of the page.
- If you have any problems please contact the Renal Trials Team: Tel: 0121 415 9130