

CERTAIN-LI 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 Google Chrome or Firefox versions as they both provide the best user experience during the work with the CERTAIN-LI registry. To access the system just go to www.certrainli-registry.eu

INTERNET ADDRESS:

www.certainli-registry.eu

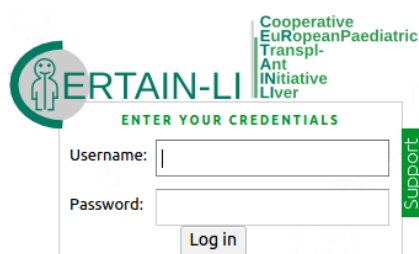
SUPPORTED BROWSERS:

Internet Explorer 11 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**.

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 Ltx**.

After you finished entering the data in each category (general, history, donor, recipient, complications etc.), you create/save the patient by clicking **CREATE**. However, it's recommended to create a patient directly after entering the gene data and saving data as often as possible in order to prevent data loss during the data

General History Donor Recipient Vaccinations Patient and graft survival Psychosocial data (Continuous entries)

Please put in the patient's general data. To generate a patient's file, his/her first and last name, date of birth, Eurotransplant number (or other transplant nr if you are working with other organ allocation organization), date of liver transplant (start of surgical procedure) and all other mandatory parameters must be known.

M	First name:	Nationality:
I	CERTAIN-LI	Germany
N	Last name:	Migration background:
I	TestPatient	No
M	Birth name:	Residence country:
A	-	Germany
L	Date of birth (dd.mm.yyyy):	Registration country:
	01.01.2000	Germany
	Gender:	Eurotransplant-No:
	Male	123456
	Ethnic origin:	Date of LTx (dd.mm.yyyy): ?
	Caucasian	16.07.2015
		Age at Tx: 15 years

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**.

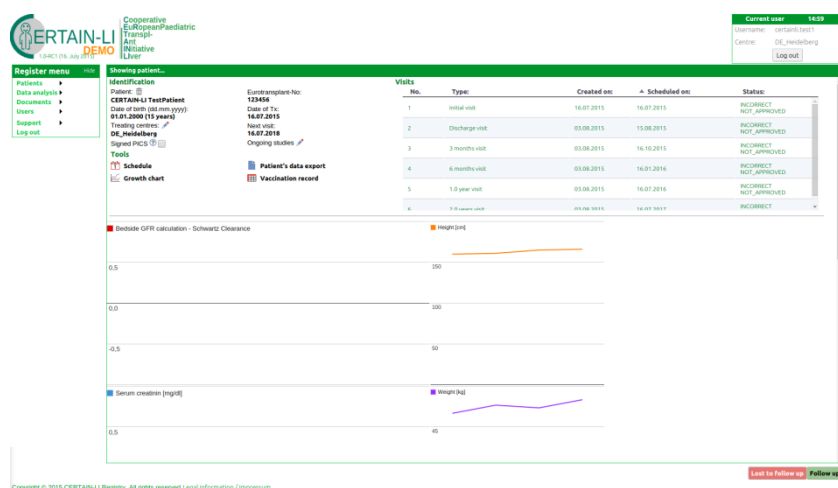
To enter HLA values, you can either enter the broad, split and antigen by hand, or if you know only one of the values, you can use the HLA search functionality.

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.

The CERTAIN-LI Registry distinguishes between a minimal required and an extended optional data set, indicated by **“MINIMAL”** or **“EXTENDED”** respectively.

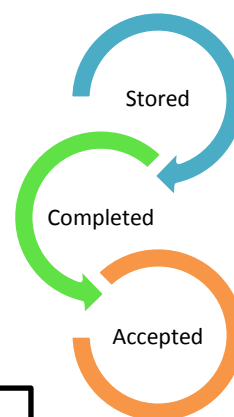
STEP 3: STORING THE DATA

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**.



PATIENT'S VISIT LIFECYCLE

After a visit has been stored it must be completed before it will be made accessible for the quality assurance in the registry headquarters. 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.

SUPPORT

Further information regarding the Registry usage can be found by using the tutorial function indicated by "Take a tour" buttons and magic wand symbols at dedicated locations within the CERTAIN-LI Registry.

Regular online instructions by our medical staff will give a better insight into the usage of CERTAIN-LI Registry and the opportunity for questions.

In case of questions, feedback or problems you can contact the CERTAIN-LI Registry headquarter at any time. Please contact certainli.registry@med.uni-heidelberg.de or a person directly, listed on our website www.certainli-registry.eu.

DEMO VERSION

In order to give the CERTAIN-LI Registry a try, you can use the demo application.

URL www.certainli-registry.eu/DemoApp

Username certainli.test1 (certainli.test2)

Password testPassword#

**WELCOME TO THE CERTAIN-LI
FAMILY**