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1. Introduction

This manual will help you using the EuroPa patient registry online application. By means of this application you will enter patient data into the central database – the EuroPa patient registry and administer the records of your centre.

The manual will show you each step that is necessary to create a new record, to complete the minimal data set and to manage and update the patient data once entered.

1.1 System Requirements

No special software needs to be installed on your PC in order to enter data in the EuroPa patient registry. The required application software is implemented at the central server in Marburg and will interact with you via the Internet by means of a normal web browser (e.g. Microsoft Internet Explorer).

So, all you need is a PC that is connected to the Internet and has a current browser installed.
System recommendations:

Windows, MacOS or Linux operating system

Browser Microsoft Internet Explorer version 5.x or later or Netscape 4.7 or later, ideally 6.x or later.

Your browser settings are important:

JavaScript must be enabled, your browser must accept cookies and SSL must be activated. If possible, the cache should be set to zero (for security reasons). You can deactivate Java and ActiveX. For assistance, please ask your local system administrator.

1.2. General Information for Participants

As you know, you use the software via your web browser. Certain features (e.g. window appearance, menus, printouts) can vary slightly depending on the type or browser version you use. However, all essential functions have been tested with all the different standard browsers.

For data entry, a new fixed-size window opens. The advantage of this is that the user interface always looks the same, whatever PC and monitor you are working with. In addition, the browser's command elements (back, print etc.) are hidden when this window appears.

When you use the program, you should only use the buttons in the EuroPa user interface – don't use the browser buttons. Otherwise, it is possible that not yet saved data will get lost.

By clicking on the "CANCEL" button you will always get one step back to the previous window. By clicking on the "CLOSE" button, the current window will close and you can proceed with the next step. By clicking on the "LOGOUT" button, you will be logged out completely of the application. You have to enter your password again when you want to continue with data entry. The EuroPa software buttons always appear at the top of the window.

There is an additional security feature. If there is no contact with the server for more than 20 minutes, you are logged out automatically. This measure will ensure that no unauthorised person gain access to the database and make any changes to your records in case you have to leave your desk without having logged out first. If you are logged out automatically, any data that you have entered in forms but not yet saved (click on "SAVE"!) may be lost. If you need to look something up or leave your desk, save the form first (even if it's not complete) and then open it again later. Data entered into the forms in your browser window will not be saved at the central server right away. You need to click on the "SAVE" button in order to start the data transfer to the database. Consequently, if you know that you will be interrupted from active data entry for a while, save your data first by clicking on "SAVE".

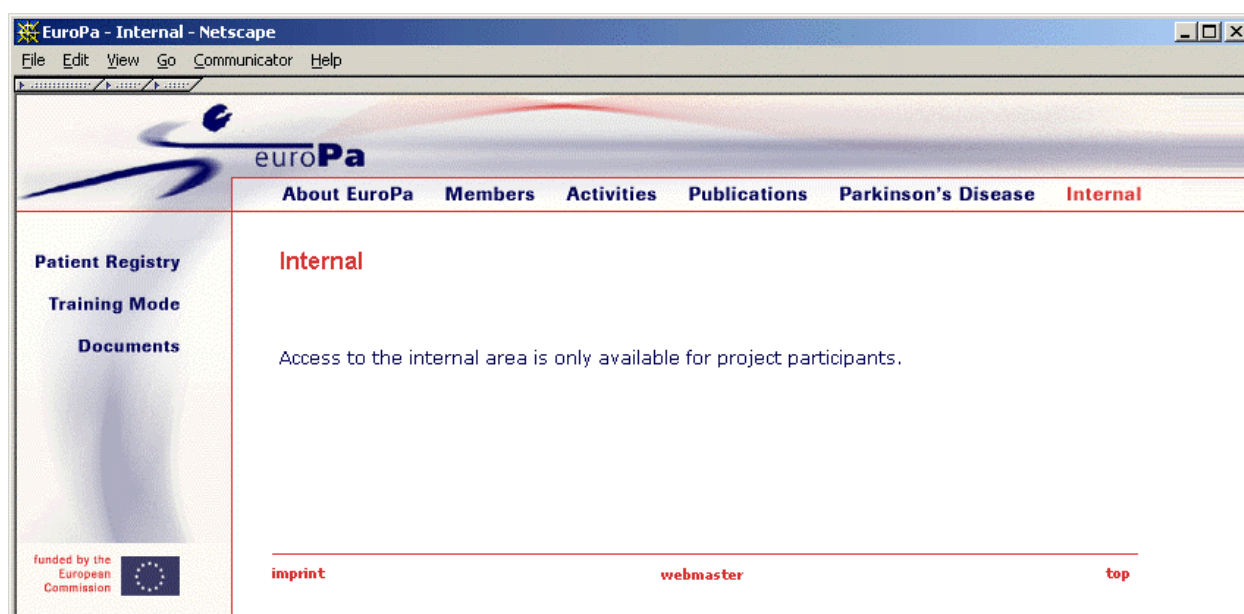
2. Patient Data Entry

2.1 Access from Web Site

You can access the application via the EuroPa website:

<http://www.europarkinson.net>

Under INTERNAL you will enter the password-protected area that only EuroPa participants can access.



Using the links on the left side you can access the EuroPa patient registry, the training mode or the area to download documents.

The INTERNAL pages lead either to EuroPa documents that are available for download, to the registry training mode where no valid patient data will be entered or – the EuroPa patient registry.

By clicking on PATIENT REGISTRY ENTRY you will enter the EuroPa patient registry. If you have not yet received a user ID and password, please contact Regina Wick (wick@staff.uni-marburg.de).

Please use only this route to access the software. Otherwise the windows may not open in the size intended. We may also change the (hidden) address of the application.

2.2 Login

In order to log in, user name (ID) and password are requested. Your user ID was assigned to you along with your password.

- Enter user name (exactly as received. The user name is case-sensitive)
- Enter password
- Click on "LOGIN"



The screenshot shows a Mozilla browser window titled "Welcome to the data entry in the development model (Version 1.6) - Mozilla". The address bar is empty. The main content area has a light beige background and features the EuroPa logo at the top, which consists of a stylized blue figure and the text "euroPa" and "european network for parkinson's disease". Below the logo, the text "Welcome to the data entry in the development mode!" is displayed. A paragraph follows, stating: "This area is non-public and accessible for registered users only. Members of the EuroPa network can apply for user registration and authentication." Another paragraph says: "If you are a registered user, please enter your user-ID and password in the respective fields. When you enter for the first time you will be required to change you password. At following logins you can change the password when manually using the 'change password' button." At the bottom, there are two input fields: "User-ID" and "Password". Below these fields are two buttons: "Login" and "Change password".

The Login page to the EuroPa database.

2.3 Change Password

When you log in for the first time, you will be asked to change your password first. This will ensure that you are the only person who knows your password.



You get to the page for changing your password:

a) automatically the first time you log in,

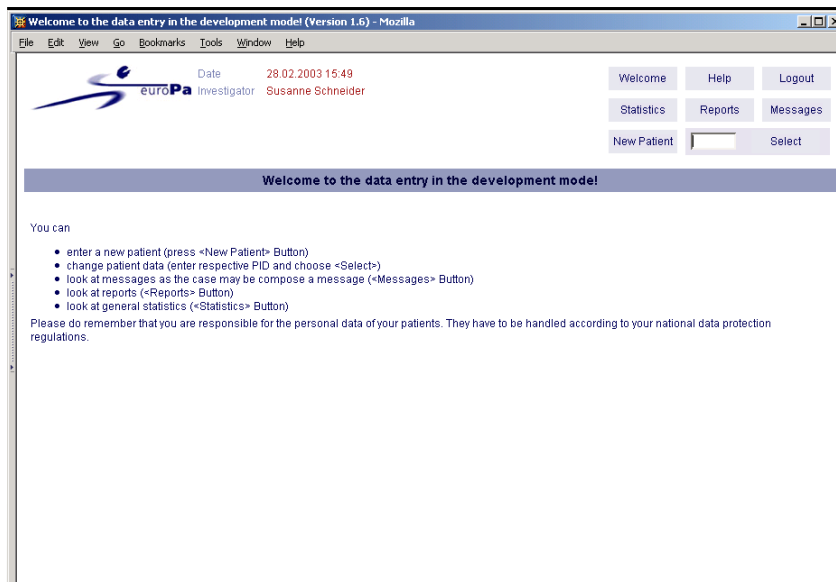
b) by clicking on “CHANGE PASSWORD” on the login page (2). For security reasons there are minimum standards that your password must meet:

- The password must be at least eight characters long and must contain at least one special character (digits, full stop, hyphen etc.) It may not be identical to the previous password.
- At intervals of three months,

you are prompted to change your password again.

- After three incorrect entries, your password is locked. If this happens, please consult the registry administrator who can assign a new password to you.
- Please also observe the practice directions (SOPs) as regards choosing your own password.

2.4 Welcome Page



This is the opening page for data entry. It serves as a central point for various page groups: messaging, help and statistics views. If there are any new messages, these are displayed in a new window straight after logging in.

At the top left, you can see your name and the current date. Always check these details first to make sure you haven't inadvertently logged in to the wrong account. The “LOGOUT” button here and in other windows logs you out of the system immediately. Changes are not saved. Please, log out whenever you leave your

computer so that nobody can use the system under your name. After twenty minutes without making contact with the server, you will be logged out automatically (timeout). If this happens, you will also lose any unsaved changes!

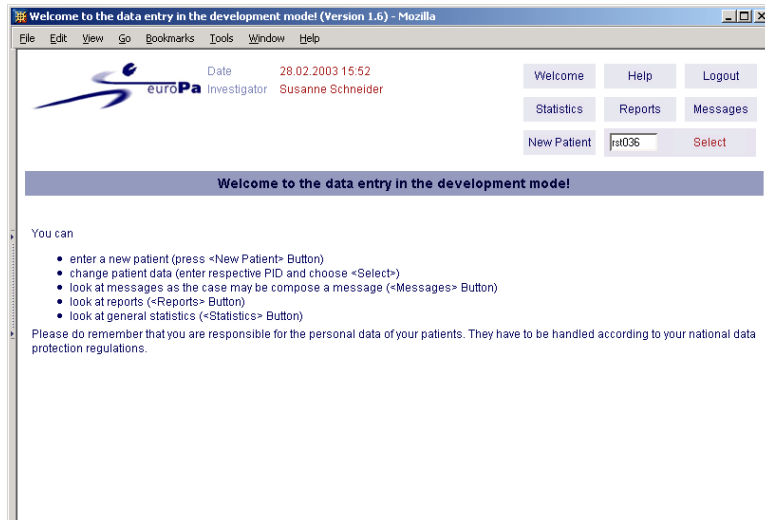
From your user ID, the system recognises which centre(s) you have access to. The “New Patient” button lets you enter a new patient and create the according patient record. In order to access an already existing patient record, enter the patient pseudonym (PID) into the free text field. Then click on “Select” to

view the according record for the patient. By clicking on the “HELP” Button you will always receive additional information and explanations for the features available at the current page.

“STATISTICS” and “REPORTS” will be explained further below.

From anywhere in the programme you can go back to the Welcome-page by clicking on the “WELCOME” button.

2.5 Selecting a Patient



To select a patient's record from the database, you need to know his or her pseudonym (PID). Enter the pseudonym in the input field and click on “Select”. If you do not have access rights for the selected pseudonym or a record under this pseudonym does not exist yet, you will see an error message

Steps for patient selection:

- Enter the patient's pseudonym (PID) into the text field
- Click “Select” or press enter

2.6 New Patient (Create Pseudonym)

In order to enter data of a certain patient for the first time, a pseudonym needs to be allocated. You will first enter the patient personal data (core data). Only after all mandatory fields (those that are underlined) are filled in and a signed patient consent can be confirmed, a pseudonym can be allocated.

Welcome to the data entry in the development model (Version 1.6) - Mozilla

File Edit View Go Bookmarks Tools Window Help

europaPa Date 28.02.2003 Investigator Susanne Schneider

Welcome Help Logout

Back

New Patient

Gender ☐ Female ☐ Male

Title

Lastname

Firstname

Middle Initials

Address

City

Zipcode

Street Nr.

Country Others

Birth

Birthdate

Birthplace

Birthcountry Others

Consent

Patient-Consent ☐ The patient has signed the consent.

Cancel Generate Pseudonym and Print Help

After completing all mandatory fields, click on "GENERATE PSEUDONYM AND PRINT". A new window opens with a print view of the core data and the pseudonym (PID) allocated to the patient. Confirm the print message that appears automatically, and the sheet will be printed out.

The patient personal data will NOT be stored in the database. The only information that will later be transferred to the central server is the pseudonym. Therefore, make sure that you will be able to re-identify the patient later on. Save the print out with both information, the patient's pseudonym and his/her identifying data at a safe place at your centre.

The window that appears after a pseudonym has been allocated also contains a separate text field with all personal data listed, separated by semicolons. You can copy this data and paste it into a different programme, for example Excel. This will give you the opportunity to create your own little database for re-identification purposes. Please make sure that those data are not stored at a computer connected to the Internet. You have to follow your local data protection guidelines and security policies for data management.

Welcome to the data entry for the EuroPa! (Version 1.6.10) - Netscape

euroPa

Project: **EuroPa** Country: **Spain**
 Date: **01.04.2003** Center: **Barcelona**
 Investigator: **Dr. Friederike Herz**

New Patient

Pseudonym: **pzs444**
 The patient has signed the consent.

Personal Data

Gender: **male**
 Title:
 Last Name: **Strada**
 First Name: **Ricardo**
 Middle Initials: **N.**

Address

City: **Barcelona**
 Zipcode: **08036**
 Street: **Casanova No. 2**
 Country: **Spain**

Birth

Date of birth: **01.06.1902**
 Place of birth: **Madrid**
 Country of birth: **Spain**

Drucken

Drucker: **\\dc-berlin\hp.LaserJet 4200 PS** **Eigenschaften...**
 Status: **Bereit**
 Typ: **HP LaserJet 4200 PS**
 Standort: **Berlin, 1. OG**
 Kommentar: **HP 4200 DTN**
☐ Ausgabe in Datei umleiten

Druckbereich:
☒ **Alle**
☐ Seiten von: **1** bis:
☐ Markierung

Exemplare:
 Anzahl der Exemplare: **1**
☒ Sortieren

OK **Abbrechen**

Close

EuroPa; 01.04.2003; Dr. Friederike Herz; Spain; Barcelona; pzs444; male;; Strada; Ricardo; N.; Barcelona; 08036; Casanova; 2; Spain; 01.06.1902; Madrid; Spain;

Core data and the pseudonym (PID) allocated to the patient can be printed using the print menu ("Ok"-Button).

Steps to enter a new patient

- Click on "New patient"
- Enter core data for the new patient
- Complete all fields, paying attention to formats
- Click on "GENERATE PSEUDONYM AND PRINT"
- Confirm print message
- Close print preview by clicking on "CLOSE"

2.7 Examination Date

Next, you will enter the date of examination when the patient was recruited for the EuroPa patient registry. It is either the present or an earlier day. Future dates are not possible.

Welcome to the data entry for the EuroPa! (Version 1.6.10) - Netscape

File Edit View Go Communicator Help

 Project **EuroPa** Country **Spain** Welcome Help Logout
Date **01.04.2003** Center **Barcelona**
Investigator **Dr. Friederike Herz** Back

Include the patient into the database:

Please enter date of examination and recruitment for the registry for

Patient **wa136**

The pseudonym (PID) will then be stored and a patient record be created.

- - dd.mm.yyyy

Save

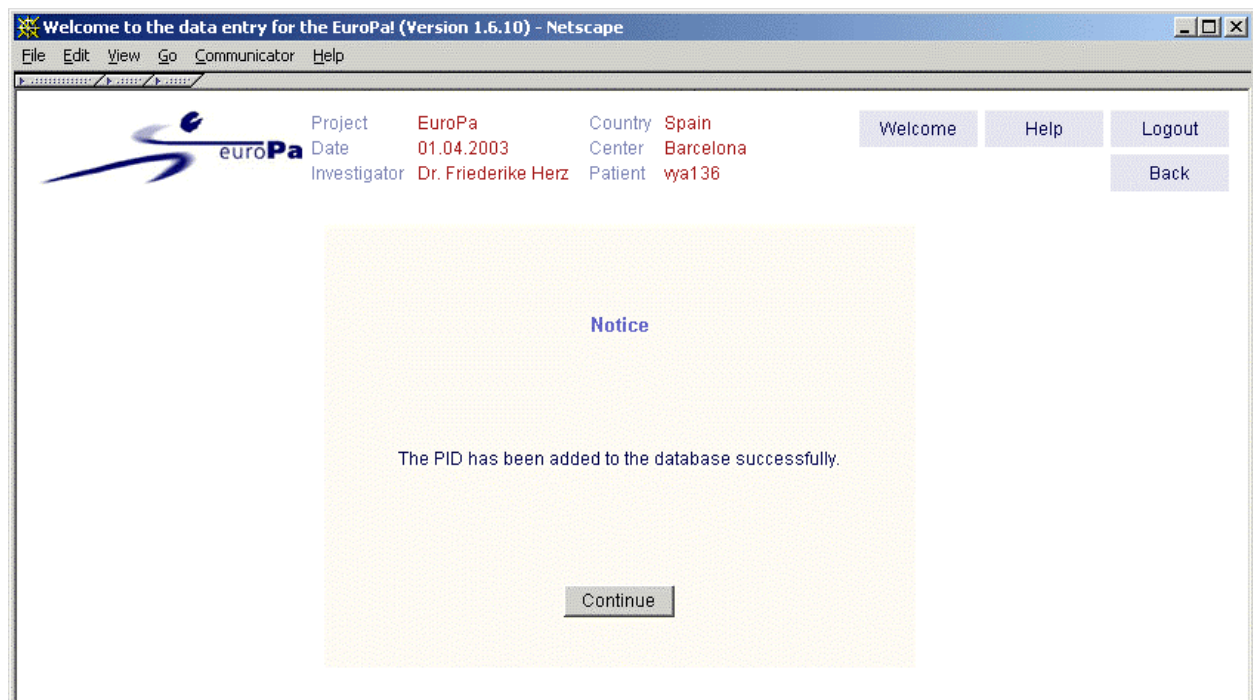
Cancel

Document: Done

In order to include the pseudonym into the database the date of examination needs to be entered

The new patient (and his or her PID) is transferred to the database only when you leave this window by clicking on "SAVE".

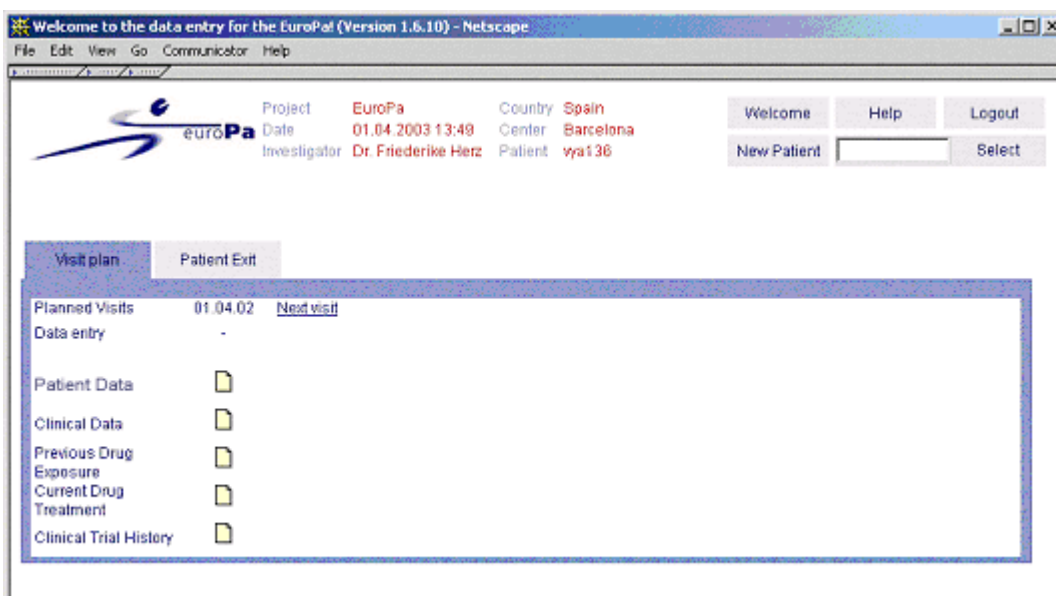
As soon as the PID has been added to the database a notice of success is presented to you.



After the PID has been added to the database successfully this notice screen is shown.

- Enter date of examination
- Click on "SAVE"
- Acknowledge with "CONTINUE"

2.8 Matrix (Patient Record Overview)



The matrix (patient record)

Now, the new patient has been entered into the database with his/her referring pseudonym and the date of examination. The window shows an overview of all forms for the current visit.

The matrix (patient record overview) is the central point for data entry. The matrix, composed of symbols or icons in the centre of the window, gives you a quick overview of the status of the various forms. Part A-E of the minimal data set have been transferred into separated forms that can be opened and completed in

any order. The "PREVIOUS VISIT" button (which is shown only when there already are previous visits, see below lets you view any preceeding visits. For a each visit a new set of forms will be provided. Visits are shown next to each other.

The appearance of the icons will change with respect to the status of the forms (completeness, comments, queries etc.). For further information consult the "icon legend" which you can find using the "HELP" Button on the top of this page. Clicking on an icon opens the according form.

In the *header region of the window*, participant (your name), date, centre and from now on the patient pseudonym should all be displayed correctly. Once again you can see the "LOGOUT" and "CANCEL" (discard changes and return to welcome page) buttons. If you want to log off and leave the system, please always use this button rather than closing the window or exiting the browser program. Finally, you can also switch to a different patient record by entering the pseudonym in the text field clicking on "SELECT". A new patient will always be entered by clicking on "NEW PATIENT".

- Check details in the area at the top
- Click on the form you want to edit or
- Switch to other patients by entering the PID and clicking on the "SELECT" button or
- Return to the welcome page by clicking on "CANCEL" or
- Click on "LOGOUT" to log yourself off and leave the input area

Create New Visit

For the EuroPa patient registry it is required to examine each patient at least once a year and to fill out again the minimal data set. Therefore, a case visit plan has been implemented in the registry application. In order to define a new visit for the patient, click on the "NEW VISIT" button. The date of the new visit should be the date, when the patient will be seen again for a new EuroPa examination.

Welcome to the data entry for the EuroPa! (Version 1.6.10) - Netscape

File Edit View Go Communicator Help

 Project EuroPa Date 01.04.2003 13:49 Country Spain Center Barcelona Investigator Dr. Friederike Herz Patient wya136

Welcome Help Logout Back

New Patient Select

Next Visit Date

Please enter the date for the next visit::

- -

dd.mm.yyyy

Save

Cancel

For a new visit the examination date has to be entered and saved.

Welcome to the data entry for the EuroPa! (Version 1.6.10) - Netscape

File Edit View Go Communicator Help

Project **EuroPa** Country **Spain** Welcome Help Logout
 Date **01.04.2003** Center **Barcelona**
 13:49
 Investigator **Dr. Friederike Herz** Patient **wa136** New Patient Select

Visit plan Patient Exit

Planned Visits	<u>Previous Visit</u>	31.03.03	<u>Next visit</u>
Data entry		01.04.03	
Personal Data			
Clinical Data			
Previous Drug Exposure			
Current Drug Treatment			
Clinical Trial History			

After having added another visit the most recent is shown in the patient matrix.

Welcome to the data entry for the EuroPa! (Version 1.6.10) - Netscape

File Edit View Go Communicator Help

Project **EuroPa** Country **Spain** Welcome Help Logout
 Date **01.04.2003** Center **Barcelona**
 13:49
 Investigator **Dr. Friederike Herz** Patient **wa136** New Patient Select

Visit plan Patient Exit

Planned Visits	01.04.02	31.03.03	<u>Next visit</u>
Data entry	-	01.04.03	
Personal Data			
Clinical Data			
Previous Drug Exposure			
Current Drug Treatment			
Clinical Trial History			

The complete patient matrix (in the example containing 2 visits) is shown after having used the "Previous Visit" link.

2.9 Form

Welcome to the data entry for the EuroPa! (Version 1.0.0) - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <https://ias9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/woj> Search Print

euroPa Project: EuroPa Country: Germany Date: 14.03.2003 13:18 Center: Marburg Investigator: Dr. Tamara Appelt Patient: ijk147

Welcome Help Logout Print Back Queries Comments Audit Trail

A Personal Data Document-Nr. 49 - 2

1. Date of Birth mm.yyyy Comment Query

2. Gender female male ☐ ☐ Comment Query

3. Date of examination dd.mm.yyyy Comment Query

4. Diagnosis Comment Query

if OTHERS: specify

5. Time of symptom onset leave MM empty if not known mm.yyyy Help Comment Query

Cancel Save and Print Save ☒ Check data

Date: 14.03.2003 13:21:41 Investigator: Dr. Tamara Appelt Patient: ijk147 Visit: 14.03.2003
Project: EuroPa Center: Marburg Form: Personal Data Document-Nr. 49 - 2

Done

The structure of a form: header, footer and questions.

This is the first form in which the examination results are entered. In the upper region (form header) the familiar details and buttons appear again. Additional buttons refer to the present form: Print, Comments, Queries, Audit Trail. To the right, next to the questions, there are buttons for Help, Comment and Query. For more details see below.

Once you have filled in a form, please make sure to click on "Save" or "Save and Print" in order to transfer the data to the database. Otherwise, the data will not be stored and could get lost. After having submitted a form, you receive confirmation that your entries have been saved. Here you can choose whether you want to jump directly to the next form (if Next Form is available) or back to the matrix (if Next Form is unavailable).

- Enter answers and/or click on to answer
- If required, enter or view comments
- Save form using "SAVE" or "SAVE AND PRINT" if a print out is needed

2.10 Buttons - specific for forms

The buttons for "QUERIES", "COMMENTS", "AUDIT TRAIL" lead to overview windows that supply views of all actions that have taken place in this open form. The buttons are located at the top edge of the form in the header area, as applicable.

2.10.1 Queries

Queries are a tool for Monitors and other authorised users, for example to conduct follow-up investigations into unclear entries. These are therefore questions that are put to you as an examining doctor and which you can a) view and b) if they apply to you, answer. In the “Queries” window, you can see an overview of all queries and the answers in response to them that have been created for the entire form.

Queries and Answers		
Participant	Date	Value
1. Date of Birth		
Query		
Dr. Friederike Herz	01.04.2003 14:18:39	Are you sure the Date of Birth is correct?
ANSWER		
Dr. Friederike Herz	01.04.2003 14:25:12	Yes
4. Diagnosis		
Query		
Dr. Friederike Herz	01.04.2003 14:56:04	Please check again whether iPD is still valid!
5. Time of symptom onset		
Query		
Dr. Friederike Herz	01.04.2003 14:56:41	In case iPD is no longer valid please correct time of symptom onset

Using the “QUERIES”-Button at the top of the page an overview is shown of all queries and corresponding answers of the form you are currently looking at.

- Click on “QUERIES” button, browse the overview
- Click on “PRINT” to print out the list or
- Click on “CLOSE” to close the window

2.10.2 Comments

Every participant of a centre can enter comments. Comments are used to either leave remarks for unclear answers or to ask questions to yourself or other participants. All comments entered for the present form are shown in an overview.

The screenshot shows a web browser window titled "Welcome to the data entry for the EuroPa (Version 1.0.0) - Mozilla". The address bar shows the URL: <https://ias9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/wo/FC>. The main content area displays the EuroPa logo and a header with the following information:

Project	EuroPa	Country	Germany
Date	14.03.2003 12:39	Center	Marburg
Investigator	Dr. Tamara Appelt	Patient	Iwi158

Navigation buttons include: Welcome, Help, Logout, Print, Back, Queries, **Comments** (highlighted with a red circle), and Audit Trail.

The main content area is titled "Clinical Trial History - Document-Nr. 45 - 9". It contains a list of comments:

Investigator	Date	Value
1. Interest in participating in clinical trials		
Dr. Tamara Appelt	14.03.2003 13:03:49	... enter your comment!

At the bottom of the window, there are buttons for "Reset Entry", "More", "Cancel", "Save and Print", "Save", and "Check data". The status bar at the bottom shows: "Date: 14.03.2003 12:49:19 Investigator: Dr. Tamara Appelt Patient: Iwi158 Visit: 12.03.2003 Project: EuroPa Center: Marburg Form: Clinical Trial History Document-Nr. 45 - 9".

In the header you find the "COMMENTS"-Button to see all comments to the question in the present form.

- Click on "COMMENTS" button, view comments
- Click on "CLOSE" to close the window or
- Click on "PRINT" to print out the list

2.10.3 Audit Trail

The Audit Trail is an overview of all changes that have ever been made to any questions of the present form. It is important e.g. for studies and forensic purposes, in order to be able to retrace what was changed by whom and when, and what values (see screenshot of the AuditTrail below) the fields used to contain.

The screenshot shows a web browser window titled "Welcome to the data entry for the EuroPa! (Version 1.0.0) - Mozilla". The address bar shows the URL: <https://ias9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/wo/a/c>. The main content area displays the "euroPa" logo and project information: Project EuroPa, Country Germany, Date 14.03.2003 13:13, Center Marburg, Investigator Dr. Tamara Appelt, Patient Iwi158. There are buttons for Welcome, Help, Logout, Print, Back, Queries, Comments, and Audit Trail (highlighted with a red circle). Below this, a section titled "B Clinical Data" shows "Document-Nr. 42 - 3". A list of questions is visible on the left, including "1. Hoel", "2. UPDI", "3. UPDI", "4. Moto", and "5. ON-p". A pop-up window titled "Audit Trail (Version 1.0.0) - Mozilla" is open, showing the audit trail for the selected form. It includes the same project information and a table of changes.

Investigator	Date	Value
If YES: specify:		
Dr. Tamara Appelt	13.03.2003 15:12:06	Insomnia yes Daytime sleepiness no REM behaviour disorder no
Dr. Tamara Appelt	13.03.2003 15:10:57	Insomnia yes Daytime sleepiness yes REM behaviour disorder yes
Dr. Tamara Appelt	13.03.2003 15:04:24	Insomnia yes Daytime sleepiness yes REM behaviour disorder

The Audit Trail of a form displays all changes made and saved.

- Click on "AUDIT TRAIL" to see the overview
- "PRINT" to print out the list or
- Click on "CLOSE" to close the window

2.11 Buttons for Specific Questions

The buttons found next to the questions offer functions related to the particular question or question group. There are buttons for "HELP", "COMMENT" and "QUERY".

2.11.1 Help

Behind the “HELP” button you will find further information and instructions for the particular question. If you are ever unsure how to answer a question, first of all check to see if the “HELP” can clarify the situation.

The screenshot shows a web browser window titled "Welcome to the data entry for the EuroPa (Version 1.0.0) - Mozilla". The browser address bar shows the URL: <https://ias9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/woj/FC>. The main content area displays a form for "Patient Data" with the following fields:

- 1. Date of Birth
- 2. Gender (female, male)
- 3. Date of examination
- 4. Diagnosis (If OTHERS: specify)
- 5. Time of symptom onset (leave MM empty if not known)

A help window is open over the "Time of symptom onset" field. The window title is "Help (Version 1.0.0) - Mozilla". The content of the help window is:

UK Parkinson's Disease Society Brain Bank Criteria for idiopathic Parkinson's Disease (modified) Step1 Diagnosis of Parkinsonian Syndromes Bradykinesia (slowness of initiation of voluntary movement with progressive reduction in speed and amplitude of repetitive actions) And at least one of the following: Muscular rigidity 4-6Hz rest tremor Postural instability not caused by primary visual, vestibular, cerebellar or proprioceptive dysfunction.

At the bottom of the help window, there are buttons for "Close" and "Print".

Below the form, there is a date field showing "14.03.2003 12:42:24" and a "Save and Print" button. The status bar at the bottom of the browser window shows the URL: <https://ias9.brainmedia.de/cgi-bin/WebObject...mIPv08ABdbbATugZq/17.23.1.5.19.4.1.9.0.1.3>.

A form and a separate „Help“-window which is opened after having used the respective button.

- Click on “HELP”
- “PRINT” the help text, if needed
- Click on “CLOSE” to close the window (return to the form)

2.11.2 Comment

You can write a new comment here. If you only want to read existing comments, click on “COMMENTS” in the upper area of the form window.

The screenshot shows a web browser window titled "Welcome to the data entry for the EuroPa (Version 1.0.0) - Mozilla". The browser's address bar shows the URL: <https://ias9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/wo/fc>. The page displays the EuroPa logo and project details: Project: EuroPa, Country: Germany, Date: 14.03.2003 12:39, Center: Marburg, Investigator: Dr. Tamara Appelt, Patient: Iwi158. Navigation buttons include Welcome, Help, Logout, Print, Back, Queries, Comments, and Audit Trail. A modal window titled "Comment (Version 1.0.0) - Mozilla" is open, prompting the user to "Please enter your comment:". It contains a text input field with the placeholder "... enter your comment" and a "Save" button. The background form shows a section for "Clinical Trials" with a "Comment" button circled in red. At the bottom of the browser window, a status bar displays the URL: <https://ias9.brainmedia.de/cgi-bin/WebObject...AAmIPv08ABdbbATUgZg/25.23.1.5.19.0.1.9.0.7>.

On the right hand side you find the “COMMENT”-Button to enter a comment to the respective question/answer.

- Type a comment
- Submit by clicking on “SAVE” or
- Cancel by clicking on “CLOSE” and close the window without saving the comment

2.11.3 Query

As an examining doctor this button gives you the option to answer a query (Monitors enter their queries using this button).

The screenshot shows the 'Welcome to the data entry for the EuroPa (Version 1.6.10) - Netscape' window. The top navigation bar includes 'File', 'Edit', 'View', 'Go', 'Communicator', and 'Help'. The main header displays the 'euroPa' logo and project details: Project: EuroPa, Country: Spain, Date: 01.04.2003 14:19, Center: Barcelona, Investigator: Dr. Friederike Herz, Patient: wya136. On the right, there are buttons for 'Welcome', 'Help', 'Logout', 'New Patient', and 'Select'. Below the header, there are two tabs: 'Visit plan' and 'Patient Exit'. The 'Visit plan' tab is active, showing a table with columns for 'Planned Visits', 'Previous Visit', and 'Next visit'. The table contains one row with dates 31.03.03 and 01.04.03. Below the table, there is a section for 'Patient Data' with a list of data types: Clinical Data, Previous Drug, Exposure, Current Drug, Treatment, and Clinical Trial History. Each data type has a corresponding icon, and the 'Clinical Data' icon is circled in red, indicating an open query.

Patient matrix with an open (unanswered) query.

The screenshot shows the 'Welcome to the data entry for the EuroPa (Version 1.6.10) - Netscape' window. The top navigation bar includes 'File', 'Edit', 'View', 'Go', 'Communicator', and 'Help'. The main header displays the 'euroPa' logo and project details: Project: EuroPa, Country: Spain, Date: 01.04.2003 14:19, Center: Barcelona, Investigator: Dr. Friederike Herz, Patient: wya136. On the right, there are buttons for 'Welcome', 'Help', 'Logout', 'Print', 'Back', 'Queries', 'Comments', and 'Audit Trail'. Below the header, there is a section for 'A Patient Data' with a document number '310 - 3'. The form contains two questions: '1. Date of Birth' and '2. Gender'. The 'Date of Birth' question has a question mark icon circled in red, indicating an open query. The 'Gender' question has radio buttons for 'female' and 'male'. The 'Queries' button at the top right is also circled in red, indicating it can be used to answer the query.

Respective form with an open (unanswered) query indicated by the question mark. The query to question 1 is shown and can be answered by pressing the "Query"-Button next to it. An overview of all queries to this form is shown when using the "Query"-Button at the top of the page.

Query to question 1. and possibility to compose an answer to it which is saved by using "SAVE ANSWER".

Patient matrix where all queries have been answered.

- Click on "QUERY"
- answer a given query in the answer field
- Click on "SAVE" to save in the database or
- Cancel by clicking on "CLOSE" and close the window without saving the comment

2.12 Validity Checks

To minimise the likelihood of erroneous entries in the EuroPa patient registry and thereby increase data quality, a number of checks have been implemented that point out any improbable or incorrect data to you when you save a form.

Welcome to the data entry for the EuroPa (Version 1.0.0) - Netscape

File Edit View Go Communicator Help

Location: https://ias3.brainmedia.de/cgi-bin/WebObjects/DataCapture.wsoa/1/wo/bcPg?E7L5k0YtpmjdC/NM/31.31.1.90.1.1.1.1.1

Project: EuroPa Country: Germany
Date: 14.03.2003 11:01 Center: Marburg
Investigator: Dr. Tamara Appelt Patient: hwl158

Welcome Help Logout
Back

A Patient Data

Please check following entries before saving!

1. Date of Birth Comment
Query

Is the patient younger really than 35?

12 - 2000 mm.yyyy

2. Gender Comment
female male Query

3. Date of examination Comment
Query

4. Diagnosis Comment
Please choose Query

if OTHERS: specify

5. Time of symptom onset Help
leave MM empty if not known Comment
2002 mm.yyyy Query

Cancel Save and Print Save

Date: 14.03.2003 11:11:37 Investigator: Dr. Tamara Appelt Patient: hwl158 Visit: 13.03.2003
Project: EuroPa Center: Marburg Form: Personal Data

Validity check findings are marked red and become visible after saving the form.

Checks will concern formats (for example, you cannot enter “30th February” as a date!), and logic, probabilities and limit values (e.g. UPDRS III can not be negative or larger than 66).

By default, the application checks each form when it is saved against these predefined rules. If discrepancies or errors are present, the form is reloaded with red markings to show you where the errors are and what the problem is (almost always in plain text). Please correct erroneous entries and click on “SAVE” once again.

If there are problems or real discrepancies that cannot be resolved at that time (e.g. a patient does not meet a certain criterion, but you want to check this afterwards), you can circumvent the form-checking feature by clearing the “Check Details”-checkbox at the bottom right in the form footer (no tick in the box). By default, this checkbox is set (tick in the box) each time a form is loaded.

Welcome to the data entry for the EuroPa! (Version 1.0.0) - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <https://as9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/wojFC> Search Print

euroPa Project: **EuroPa** Country: **Germany** Welcome Help Logout
 Date: **14.03.2003 12:39** Center: **Marburg**
 Investigator: **Dr. Tamara Appelt** Patient: **Iw158** Back

A Patient Data

1. Date of Birth mm/yyyy Comment
 Query

2. Gender female male ☐ ☐ Comment
 Query

3. Date of examination - - dd.mm.yyyy Comment
 Query

4. Diagnosis Comment
 Query

If OTHERS: specify

5. Time of symptom onset leave MM empty if not known mm/yyyy Help
 Comment
 Query

Cancel Save and Print Save ☒ Check data

Date: 14.03.2003 12:42:24 Investigator: Dr. Tamara Appelt Patient: Iw158 Visit: 13.03.2003
 Project: EuroPa Center: Marburg Form: Personal Data

Done

You can switch off the check functionality by un-ticking the box.

This option can also be useful if you have to stop work or leave your desk in a hurry but want to save the entries without doing any checks ('fast save'): in this case, clear the 'Check details' checkbox, click on "SAVE", click on "LOGOUT", and that's it! However, disabling the validity check should be used as an exception only!

2.13 Print, Print Dialog and Print View

There are two ways to print out each form:

The "PRINT" button in the header prints the last version saved in the database (you will find this button only when the form has already been saved at least once).

The "SAVE AND PRINT" button first saves the form with all data that you have added or modified, and then prints it. In both cases, a new print preview window opens, which you can close afterwards.

Welcome to the data entry for the EuroPa (Version 1.0.0) - Mozilla

File Edit View Go Bookmarks Tools Window Help

Back Forward Reload Stop <https://ias9.brainmedia.de/cgi-bin/WebObjects/DataCapture.woa/1/wo/fc> Search Print

euroPa Project: EuroPa Country: Germany
Date: 14.03.2003 12:39 Center: Marburg
Investigator: Dr. Tamara Appelt Patient: Iwi158

Welcome Help Logout
Print Back
Queries Comments Audit Trail

Rate YES with any score above zero on item 17 of UPDRS II
☐ yes ☒ no Comment Query

18. Currently on anti-parkinsonian medication
☒ yes ☐ no Comment Query

19. Deep brain surgery
☐ yes ☒ no Comment Query

20. First degree relative with PD or tremor
☐ yes ☒ no Comment Query

if YES: specify
1. parent ☒ null ☐ yes ☐ no Comment Query
2. sibling ☒ null ☐ yes ☐ no

21. DNA sample available
☐ yes ☒ no Comment Query

Cancel Save and Print Save ☒ Check data

Date: 14.03.2003 12:39:47 Investigator: Dr. Tamara Appelt Patient: Iwi158 Visit: 12.03.2003
Project: EuroPa Center: Marburg Form: Clinical Data Document-Nr. 42 - 3

Done

The two possibilities to print a form.