



**PONSETI**  
INTERNATIONAL

# **International Clubfoot Registry**

**User Manual for  
Beginners**

**Ponseti International Association**

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## User Set-Up

### Apply for an Account

1. Go to <http://www.icr.uiowa.edu>
2. Click on your region portal
  - If you live in Nigeria, click on West Africa portal
  - If you live in Pakistan, click on Ponseti Pakistan
  - If you live in Peru, click on Latin America
3. Click “Apply for Account” link located on the login webpage (below the login area on the left hand side)
4. Fill out the required text fields
5. Click the Apply for Account button

Once user has been approved by PIA:

1. You will receive an email with instructions to click on a link (there will be several links in the email; click on the **first** link).
2. You will be directed to enter a password.
3. Once you’ve entered your password, you should be ready to enter data and patients.

### Login Page

Type [www.icr.uiowa.edu](http://www.icr.uiowa.edu) into web browser.

1. Click on your portal
2. Type username into “username” text field
3. Type password
4. Click Login

### Password Reset

1. Click the ‘Password Reset’ link located on the login webpage
2. After being redirected to the password reset webpage, type in the associated email address
3. Click the ‘E-mail new password’ button
4. Check the email account for a new email
5. Use the new password to login to the account

\*See My Account to learn how to change the password once logged in

### User ID

When creating new account usernames punctuation is not allowed except for periods, hyphens, and underscores

## Password

Once the administrator has verified a new account or if there was a security breach, the user will be prompted to create a new password. Password must be at least 6 characters in length, contain at least 3 characters of different types (lowercase, uppercase, digit or punctuation), and cannot contain username or certain keywords.

## Security

Note: Only YOU have been given authorization to enter patients into the database. If someone else is going to be entering data, they must apply for a separate account and be approved by Ponseti International. This is for quality assurance purposes. However, you may add “Evaluators” to your account. These are other providers who are treating patients in your clinic/hospital. You can enter their patients into the registry, but be sure to select their name from the drop down box.

## User Menu (after logged in)

### Edit Account Information

1. Click view My Account
2. Click the “My Account” link
3. View account information
4. Click the Edit link (above in blue)
5. Edit email, phone number, or password
6. Click Save after editing

### Create Patient

1. Click the Add new Patient link
2. Fill out the required text fields
3. Click the Add Patient button when complete

### View Patient

1. Click the View Patients’ link
2. Type patients name in the search text field
3. Click View Patient (to the far right) link to view patient information (including past visits)
4. Click Add Visit link to fill out a form about a new visit
5. Click Add Photo link to add a new photo for a patient

## How to Add Visit to an Existing Patient

1. Click View Patients
2. Type in name of patient for system to search for them or scroll through names
3. Click “Add Visit” button next to patient’s name
4. Enter in patient data
5. Click Save Visit

## Create a New Evaluator

1. Click the Add New Evaluator link
2. Fill out the required text field
3. Click Save

## View Evaluators

1. Click View Evaluators link
2. Type evaluators name in the search text field
3. Click the Edit link to edit Evaluators information

## Offline Account Setup

### Setup

Note: You need to have a pre-approved account before you can sign in on the offline application.

1. Type username into ‘username’ text field
2. Type password associated with the username into ‘password’ text field
3. Click login
4. Select the hospitals that you are associated with.
5. Click save configuration

\*Note: Ensure that your photos are backed up separately, as this application only backs up Evaluators, Visits, and Patients.

### Installing ICR\_offline-browser

1. Put thumbdrive in computer
2. Open thumbdrive
3. Double Click on ICR\_offline-0.9.2\_ponsetitraining
4. Click Yes
5. A small box opens on screen – “Setup will install ICR Offline 0.9.1 in the following folder. To install in a different folder, click Browse and select another folder.” Click Install to start the installation.

The program will be installing...

A small box opens on screen – “ICR Offline 0.9.1 Setup: Completed”

6. Click Close

A small ICR Offline icon (a white square with a left foot print appearing in it) will appear on screen.

7. Click ICR\_offline icon to open the Offline Registry.

### **Become Familiar with ICR Offline Registry**

To open and set-up the ICR\_offline\_browser:

1. Click ICR\_offline icon (a white square with a left foot print appearing in it)
2. First –time Setup appears on screen
3. Enter in Username
4. Enter password
5. Click LOG IN
6. Hospital/Clinic Configuration appears on screen
7. Click in the small box next to the Hospital where you work. If you work in more than one hospital, click on all that apply to you. If you do not see your hospital, contact your registry administrator (the person that provided you with your user name).
8. Click Save Configuration

Now you will find a screen with ICR Offline Application written across the top.

The left side of screen below blue line is Navigation.

Below Navigation are six menu tabs:

- Add new patient
- View patients
- Add new evaluator
- View evaluators
- Create backup
- Configure hospitals

## Synchronization

1. After completing the setup process unselect the checkboxes for download and upload photos, then press the synchronization button on the side bar on your home page
2. All records should be synchronized

## Creating a Backup

1. After completing the setup process press the Create Backup button on the side bar on your home page
2. Then press the Create Backup Now button
3. Right click “Save as...” to a safe and secure location on the hard drive.