

Instructions to the UGIRA Registry



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Step 1. Gaining access to the Registry

- Visit www.researchonline.org
- Login with the credentials that were provided to you. Accounts can only be created by the coordinator of the Registry. In case an account was already created for you but you have lost your login credentials, a new password can easily be requested at all times by clicking 'Forgot your password?' and filling out your e-mail address. You will receive a link per e-mail which allows you to reset your password.

Step 2. Creating a case and starting data entry

- Once logged into the Registry, instructions will appear. Please follow these instructions to access the data collection page and to create a case.
- After creating a case, data entry can be started by double clicking on the box under the appropriate procedure, for example 'Robot-assisted Esophagectomy'. This will open the electronic case report form (eCRF).

Step 3. Data entry

- Fill out the items of the eCRF. In case you do not have the data to answer a question, please click the question mark icon on the right and specify if data is missing or unknown for other reasons.
- Items may have more than 1 answer. For example, patients can have more than 1 comorbidity. In such cases, click all the applicable boxes.
- Some items may require clarification if scored positive. For example, in case patients have pulmonary comorbidity, specify the particular disease in the text area that opens up.

Step 4. Finishing data entry

- When you have filled out the entire eCRF, click 'Submit'. You will be notified in case items are left empty, which allows you to complete these items. If you want to stop data collection and continue at a later moment, you can simply close the web page and the filled out data will be stored automatically.
- The status of an eCRF is depicted by the square icon. A green square depicts a complete eCRF that has been submitted. A semi-grey / semi-green square depicts a partly filled out eCRF. A grey square depicts an empty eCRF.