

## 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 most recent Google Chrome or Mozilla 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 <https://certainli-registry.kikli.uni-heidelberg.de>

### INTERNET ADDRESS:

<https://certainli-registry.kikli.uni-heidelberg.de>

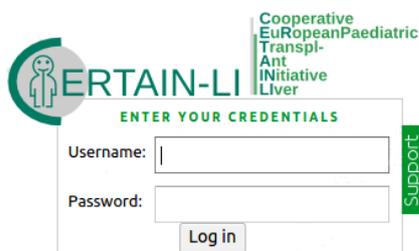
### SUPPORTED BROWSERS:

- Google Chrome (recommended)
- Mozilla Firefox (recommended)
- Microsoft Edge

### 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 entry.

#### 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.

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

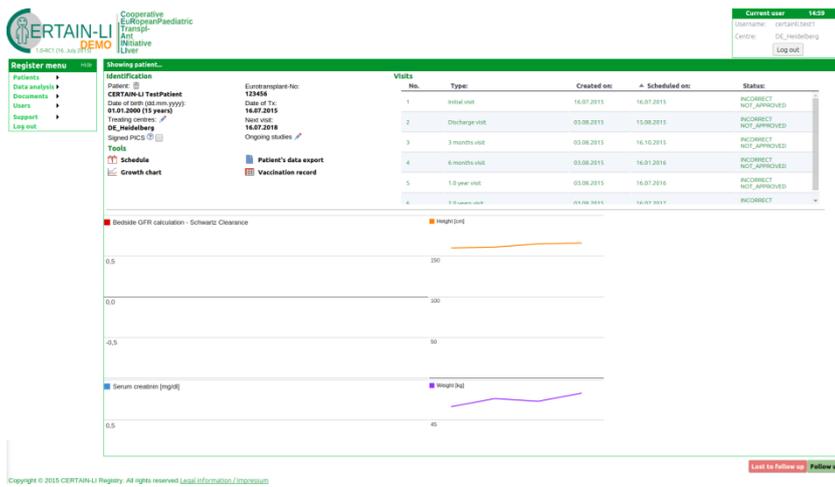
To enter HLA values, you can either enter the broad, split and antigen by hand, or if you know only one of the values, you can use the HLA search functionality.

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.

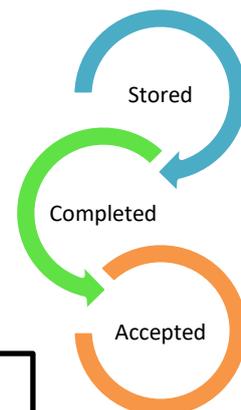
## STEP 3: STORING THE DATA

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. Each data entry time point, so called **visit**, can be accessed via the visits' list on the right side, as shown on the screenshot. 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](mailto:certainli.registry@med.uni-heidelberg.de) or a person directly, listed on our website <https://certainli-registry.kikli.uni-heidelberg.de>.

## DEMO VERSION

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

**URL** <https://certainli-registry.kikli.uni-heidelberg.de/DemoApp>

**Username** certainli.test1 (certainli.test2)

**Password** testPassword#

**WELCOME TO THE CERTAIN-LI  
FAMILY**

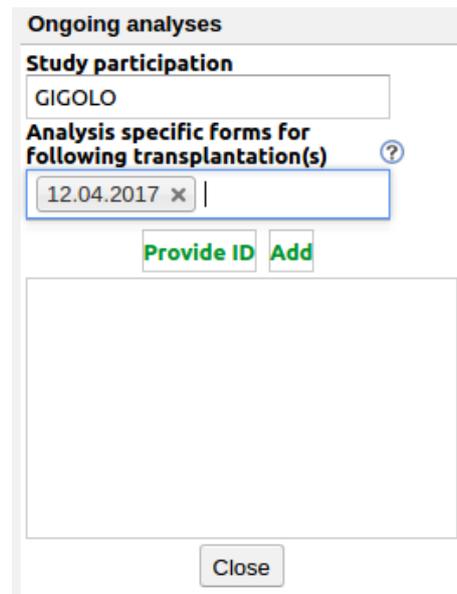
## GIGOLO PARTICIPATION

### ANALYSIS PARTICIPATION

After the patient is created as described above, it can be included into several analyses or studies. In order to activate the GIGOLO-specific forms, go to the patient's overview via **PATIENTS/PATIENT'S LIST**. The patient's overview reveal a pen symbol next to the label **ONGOING ANALYSES**. Click on the pen-symbol and a popup will appear as shown right side. Choose **GIGOLO** for study participation and select the transplantation, if more than one.

If the patient was included to GIGOLO before, you are able to add the previous so called **PT code** by clicking on **PROVIDE ID**. At the end, click on **ADD** in order to mark the patient for GIGOLO. If no PT code is available, you may skip the setting of an ID.

Specific forms can now be found within each appropriate visit in the section **ANALYSES -> GIGOLO**.



### SEARCH FOR PATIENT

It is possible to search for a patient by patient ID or PT code. Via **DATA ANALYSIS / SHOW PATIENT DATA** it is possible to search for a patient by entering the patient ID or PT code.

### PATIENT ID / PT CODE

Every patient in the CERTAIN-LI registry owns a unique patient code or in case of GIGOLO eventually a PT code. The patient code is shown in the patient's overview directly beneath the patient's name.

In case of support queries provide the patient id, no names or other identifying data.

### GIGOLO DOCUMENTATION

As mentioned above, **GIGOLO-specific forms**, like the pathology scoring, are designed for the project. Next to the **basic CERTAIN-LI data set**, these forms have to be documented. The basic CERTAIN-LI data set covers the entire basic GIGOLO data set.

As mentioned above in "Patients' visit lifecycle", the basic data set has to be **COMPLETED** and **ACCEPTED** in order to process the complete data validation and quality assurance. The GIGOLO-specific data set has to be completed and accepted in the same manner.

Visits which are not part of the GIGOLO data entry time points (transplantation, discharge and 5 yearly) can be skipped by clicking on **SKIP** within the not required visit.