

INTRODUCTION

We are moving all data to our new Web-browser based system which should be much faster for data capture. It is as easy as visiting any website and will no longer require the installation of any special software on your computer.

Please note that we will be transferring data across to the new platform over the next few months - this will be a unit-by-unit process so some transfers might not work – please email Nicola or Suzan for help with transfers in this transition stage so we do not lose patients and their data from database.

GETTING STARTED

- 1) Please use **Google Chrome** as your browser to display pages best. The following link will allow you to download Google Chrome - <https://www.google.com/chrome/browser/>
- 2) **Go to the Registry Home Page** by clicking the following link or by copying and pasting it in your Google Chrome navigation bar - <http://ipi7.dyndns.biz/renalregistry>
- 3) Save this address as a **Bookmark** so you can access it easily next time: press the star at the end of your navigation bar – it will give you an option to choose a name for bookmark – put in Renal Registry here. You will now see your bookmarks listed below your Google Chrome navigation bar.
- 4) **Login using your username** provided. You can select your own password – see below. **DO NOT share your login details with anyone else.** For security reasons, we track all activity on the Registry. Please note:
 - We do not keep a list of passwords and each person will need to keep their own password safe. We can reset the login if required.
 - We can issue new logins for other users who need to access data at your unit – please send following details to Nicola, Suzan and Stefano for each new user:
 - First Name:
 - Surname:
 - Unit name:
 - Signed confidentiality form

The screenshot shows a web browser window with the URL ipi7.dyndns.biz/renalregistry. The page features the South African Renal Society logo (SARS 1967) and the text 'SOUTH AFRICAN RENAL REGISTRY'. A login form with 'Username:' and 'Password:' fields and a 'Log in' button is visible. A security warning box is also present. Red callout boxes with arrows point to specific elements: 1) points to the address bar, 2) to the star icon, 3) to the bookmarks bar, 4) to the bookmark name 'Renal Registry', 5) to the login form fields, and 6) to the 'Log in' button. A larger callout box at the bottom left contains detailed instructions for the first-time login process.

1) Copy link into Google Chrome Navigation Bar

2) Click on star to save as bookmark

3) Bookmarks are listed here

4) Click your bookmark or set Renal Registry as you home page to access in future

5) The First time you login you will be able to set your password. You will be supplied with a unique username.

- Type your unique username into box
- Leave password field blank
- Press login

It will then prompt you to set a password. Please set it to something you will remember

6) Going forward login in using your unique username and password combination.

7) As this is web-based you do not require any software and can access Your Registry data from any PC or laptop with a Google Chrome Browser.

IMPORTANT TIPS AND TRICKS

Add new patient

- 1) Click here to add a new patient
NB this is a patient who is new to dialysis and has not had a Transplant
- 2) Click here to view / edit an existing patient's base record
- 3) Add details in screen below and press Save

Patient No.	First name	Surname	Modality	Doctor	Unit	Last entry	Entry type
52	Setla	Brandt	END	Daids, Razeen	Tygerberg	10/01/2014	TFER
77	Nicholita	Kleinmans	END	Daids, Razeen	Tygerberg	10/01/2014	END
17	Albert	Sidanga	END	Daids, Razeen	Tygerberg	08/09/2014	END
497	Fred	Wanwick	END	Stead, Piers	Life Vincent	01/09/2014	END
214	Allison	Williams	END	Daids, Razeen	Tygerberg	08/03/2013	END
28	Ricardo	York	END	Daids, Razeen	Tygerberg	29/07/2013	END
546	Taanq	Abrahams	HD	Stead, Piers	Life Vincent	31/12/2013	HD FU
410	Joshua	Abram	HD	Bierman, H	Steve Biko	09/03/2009	HD FU
409	Hein	Ackerman	HD	Bierman, H	Steve Biko	19/05/2009	HD FU
40	Nicolene	Adams	HD	Daids, Razeen	Tygerberg	04/12/2013	HD FU
796	John Patrick	Adonis	HD	Bihl, Geoff	NRC PAARL	19/06/2006	_REG
411	Austin	Ajanyi	HD	Bierman, H	Steve Biko	20/02/2012	HD FU
937	Fouzia	Ajam	HD	Stead, Piers	Life Vincent	31/12/2013	HD FU
175	META	AMSTERDAM	HD	Daids, Razeen	Tygerberg	04/12/2013	HD FU
933	Fredericks	Arthur	HD	Joubert, S	Kimberley State	02/08/2012	HD FU
1,007	Tuelo Joseph	Bareng	HD	Joubert, S	Kimberley State	02/08/2012	HD FU
267	Shane	Barron	HD	Daids, Razeen	Tygerberg	13/02/2013	END
163	Bonita	Berry	HD	Daids, Razeen	Tygerberg	31/12/2013	HD FU
202	Tyrone	Blaauw	HD	Daids, Razeen	Tygerberg	31/12/2012	HD FU
468	Philip	Blom	HD	Jacobs Julian	NRC N1 City	01/07/2009	_REG
141	Margaret	Bonani	HD	Daids, Razeen	Tygerberg	04/12/2013	HD FU
15	Alliet	Boonzaaier	HD	Daids, Razeen	Tygerberg	04/12/2013	HD FU
400	Pierre	Botha	HD	Bierman, H	Steve Biko	16/02/2011	HD FU
269	Willem	Botha	HD	Kathoetsa	NRC	06/03/2014	HD FU
158	Andrew	Brand	HD	Daids, Razeen	Tygerberg	04/12/2013	HD FU
415	Deon	Breyfenbach	HD	Bierman, H	Steve Biko	08/09/2011	HD FU
154	Antony	Brown	HD	Daids, Razeen	Tygerberg	04/12/2013	HD FU
670	Rankolopane	Buffel	HD	Flocks, Risaan	NRC	06/03/2014	HD FU
10	Alan	Butler	HD	Daids, Razeen	Tygerberg	18/02/2013	END
927	Pravera	Careise	HD	Joubert, S	Kimberley State	01/08/2012	HD FU
243	Chantelle	Cedras	HD	Daids, Razeen	NRC Vredenburg	31/12/2012	HD FU
649	Livona	Cloete	HD	Rossouw, Gerrit	NRC	04/04/2014	HD FU
378	Benjamin	Coutries	HD	Bierman, H	Steve Biko	10/07/2012	HD FU
269	Fouine	Craig	HD	Daids, Razeen	Tygerberg	31/12/2012	HD FU
876	Grallude	Diambuza	HD	Rossouw, Gerrit	NRC	20/12/2013	END
168	Paul	Daniels	HD	Daids, Razeen	NRC Paart	31/12/2012	HD FU
931	Sikongo	Daugwe	HD	Joubert, S	Kimberley State	02/08/2012	HD FU

First name: [] Date of birth: [] 51 Years old
 Surname: [] Date ESRD 2008/08/26 On RRT for 6 Years
 ID number: [] Treating doctor: Daids, Razeen
 Unit: Tygerberg Hospital Renal Unit
 Gender: Male Female
 Primary renal disease: Chronic nephritic syndrome
 Ethnicity: White Black Indian/Asian Coloured/Mixed ethnicity Other/Unknown
 Country of residence: South Africa
 Country of citizenship: South Africa
 Province of residence: Eastern Cape Gauteng Limpopo Northern Cape Western Cape Free State KwaZulu Natal Mpumalanga North-West N/A Outside SA
 First treatment sector: State Private Public-private
 First modality: HD PD TX Unknown
 Comorbidity: Diabetes Hypertension Cardiovascular disease Cerebrovascular disease Malignancy
 Diabetes: Non-diabetic Type 1 DM Type 2 DM Unknown
 PPI Patient: []
 Buttons: Exit without saving, Save

PLEASE NOTE: Please remember new patients are those who are starting dialysis for first time - if patient is a **transfer** from another dialysis unit or has had a previous Tx, they are probably already on the system – let Nicola and Suzan know and they will try and locate patient record and transfer it to your unit.

Please do not recreate patients on your login if they already exist in database – there is a check to not allow duplicate IDs but I am finding some users just change last digit of ID in order to enter patient – **THIS IS NOT ALLOWED** – as it creates duplicates.

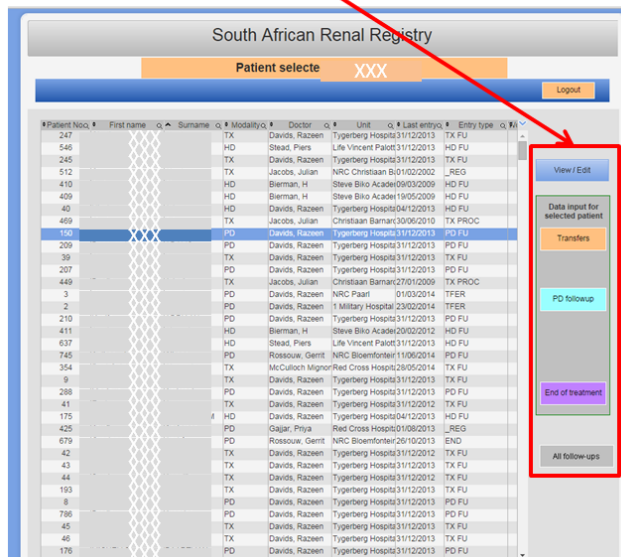
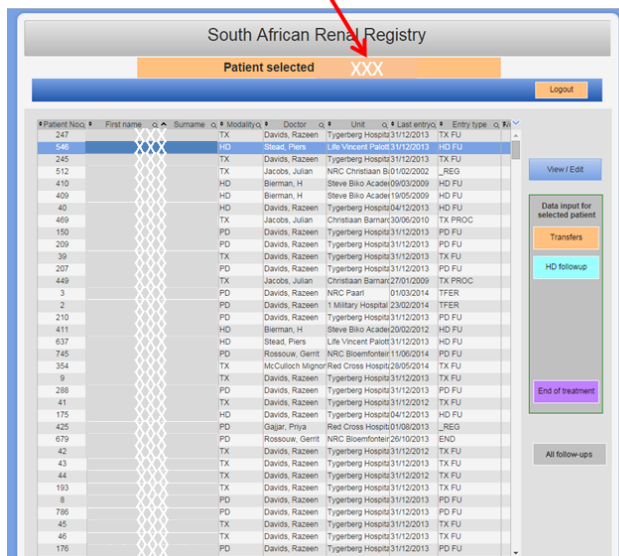
Please do not change details from First RX unit to your unit name – changes in unit name should be noted in transfers. **First Rx unit name** is the first unit patient started at not current one

Selecting the correct patient

The patient you want to enter data for must first be selected on the main patient list. Click on name in table and make sure it is highlighted. When a patient is correctly selected, his/her name will be displayed at the top of the screen you are working on eg HD follow up. Only then should you continue working on the patient's data.

1) Selected patient name is displayed in orange box

2) Data entry options available to patient selected are displayed here.



3) Unless transfer is selected patient will not display an other follow up except for the modality completed on last assessment.

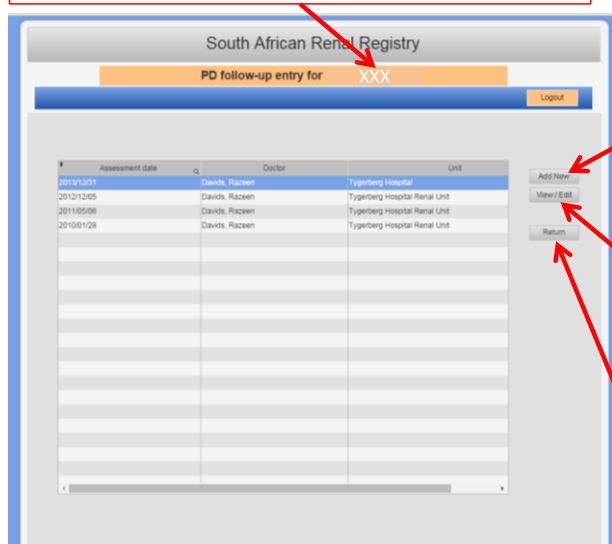
4) Click on relevant data entry button eg PD follow up – it will take you to next screen

Patient Assessments or Follow-ups

The **Patient Assessments** from the old version are now called **Follow-ups** and are found on separate pages for HD, PD and Tx. Only the one applicable to your patient's current modality is displayed. If you want to change modality you will need to do a **Transfer** first (see below) and then you will be able to see the follow up relevant to new modality.

1) Selected patient name is displayed in orange box

2) Add new Assessment by clicking here



3) View or edit existing assessments – Please update date to 31-Dec-2013 for last 2013 Assessment if patient was in unit and same modality in 2013 as that assessment. (please do not add new assessments over existing ones.)

4) Click on Return to get back to previous Menu

Annual Follow-up assessments - 2015 data

You need to ensure that you have a follow-up assessment entry for each patient for December 2015. Enter 31 Dec 2015 as the assessment date and fill in the lab data, etc. which is the closest to that date in 2015. If you already have a follow-up entry for earlier in 2015, then please edit/update it by changing the date to 31 Dec 2015 and updating the data accordingly.

Annual Follow-up assessments - 2016 data

You can add a 2016 follow-up assessment during the course of this year. We will ask you to update this the following year as per 2015 above on 31-Dec-2016.

Viewing the history

The “All Follow-ups” button on the main screen is quite useful as it lists all the entries for the patient on a single page.

The screenshot displays a patient history interface with several sections:

- HD Follow-ups:** A table with columns for Assessment date, Doctor, and Unit. It is currently empty.
- PD Follow-ups:** A table with columns for Assessment date, Doctor, and Unit. It contains one entry:

Assessment date	Doctor	Unit
20140326	Davies, Razeen	Tegemeing Hospital Renal Unit
- Transplant procedure:** A table with columns for Transplant date, Type of organ, and Last modality. It contains one entry:

Transplant date	Type of organ	Last modality
20090326	Kidney	PD
- Transplant follow-up:** A table with columns for Assessment date and Doctor. It contains four entries:

Assessment date	Doctor
20131221	D
20121221	D
20110526	D
20100312	D
20090313	D
- Transfers:** A table with columns for Transfer date, Modality, Unit, Doctor, Sector, and Private home. It contains two entries:

Transfer date	Modality	Unit	Doctor	Sector	Private home
20140110	END	Tegemeing Hospital Renal Unit	Davies, Razeen		
20140110	END	Tegemeing Hospital Renal Unit	Davies, Razeen		
- End of treatment:** A section with fields for Date of last treatment and Last modality. It is currently empty.

Transfers

This works differently on our new system and is accessed by clicking the Transfers button on the main screen (once you have selected the correct patient, of course!). A new transfer entry is needed if any one or more of the following occurs:

- Modality changes (e.g. transplant fails so back to HD)
- Doctor changes (e.g. patient handed over to a different nephrologist)
- Treatment centre/unit changes (e.g. patient relocates to new unit)
- Sector changes (e.g. patient moves from public to a private dialysis unit)

Note that these changes cannot be made on the Follow-up entries screen; they must be done on the Transfers screen. All changes above can be done on one transfer entry if they all happen at same time

Transfers into your Unit

You will not be able to do this yourself. If a patient is at another or moving to another unit please send an email to **both** Suzan and Nicola with following details:

- Name
- Surname
- ID number and
- Date of transfer.
- Type of transfer – unit, modality, Dr and/ or sector

Patients on your list that are not supposed to be there

If you find a patient that has been transferred into your unit by mistake please do not try and transfer him/her somewhere else unless you know for certain where that patient belongs. Please send an email to **both** Suzan and Nicola with the details of the patient.

Treatment Stopped

Treatment stopped means that all RRT is stopped and the patient is no longer followed on the Registry. This section must therefore be completed in the following situations:

- **Death** of the patient
- Patient **lost to follow-up**
- Patient **relocated to another country**
- **Treatment stopped** due to patient/family choice, Drs recommendation or lack of resources
- **Regained renal function** i.e. the kidneys recovered and dialysis is no longer needed.

Please indicate the reason why treatment was stopped by checking the box provided.

PLEASE NOTE: This section details options for when renal treatment is stopped completely and not when they stop at your unit. Please only complete this section if the patient or Dr decide to stop renal therapy completely. If patient transfers to another unit, or changes modality eg PD to HD or has a Tx - it is not classified as treatment stopped. This is a **Transfer**.

Logging out

You are given 3 minutes to login before the page times out. Once connected the program never times out until you Logout or close your browser. If you close your browser without logging out you will not be able to login again before 3 minutes. You will be told you are already logged in

THE DECEMBER 2013/2014 DATA COLLECTION IS A PRIORITY

Please let us know if you have any questions on how to add/update the 2013 /2014 assessments.

Suzan Baloyi is helping with admin on the registry so please contact her with any queries on cell 078-4282532 or email sbaloyi10@gmail.com. If you cannot get hold of Suzan I am available.

We will be doing an audit every week to see who is falling behind.

ADMIN

Forgotten password or username

If you forget your password please email Stefano to get him to reset your login details so you can enter a new one – we do not keep a list of passwords and each person will need their own password to work on a unit's data. Please send us the names of people who will need access to your unit data – they will need to sign confidentiality agreements if they are not involved in routine patient care.

Users who leave your employ

Please let us know if users depart as we will need to remove their access.

New Users

We can add users at any time. We will set up username and each person will set their own password.

NB - NO SHARING of usernames/passwords is allowed.

Contact Details

Suzan – data capture and administrator - sbaloyi10@gmail.com – Phone: 078 428 2532

Nicola – national coordinator - nicola.marais@gmail.com

Stefano – developer - technical issues with platform and username/password assignment - stef@verticalapps.co.za

PLEASE GIVE US FEEDBACK

This is a new version and although it has been tested we are continuing to improve it to make data entry as easy as possible. Please give us any feedback on things that don't work for you or are not clear.

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