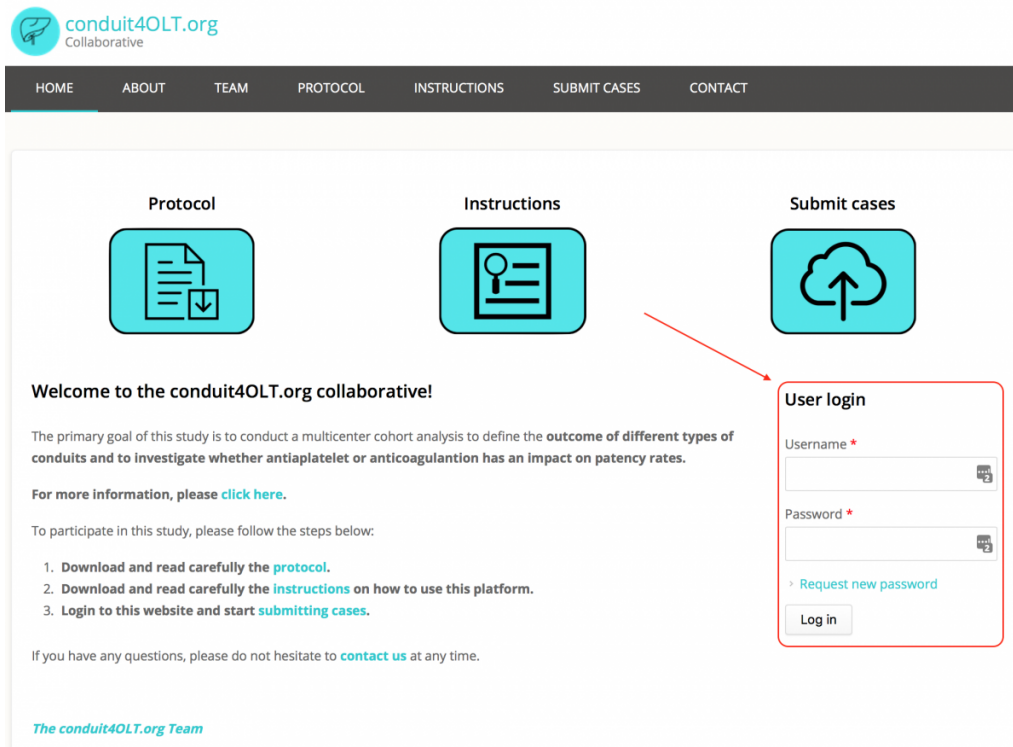


# Instructions

We have developed a simple and user friendly electronic **Data Entry Management System (DEMS)** to ensure secure, easy and accurate data collection obtained from the collaborators of the participating centers.

**Please click on the icon below to download the printer friendly PDF version of the instructions:**

- 1 **Login** to the website to access all necessary study documents and submit your cases online. To do so, please type in your username and password at the "Member Login" menu available at the ride-side bar of the website (see image below) or simply use the following link: <https://conduit4OLT.org/?q=user>



- 2 Your **account login details** including your **username and password** were provided to your by email sent from our study co-PI, **Dr. Dimitri Raptis** (dimitri.raptis@usz.ch) at the University Hospital Zurich (see bellow how to contact us). If for any reason you did not receive this email, please check your spam folder or contact Dr. Dimitri Raptis to send it to you again.

- 3 Please ensure that you have carefully read the study **protocol** before attempting entering cases at our Data Entry Management System (DEMS). To do so, please click on the "**Protocol**" icon shown as shown below. The link to the protocol is also available on the main menu and right side bar of the website in all pages. Alternatively you may directly access the study **protocol** using the following link: <https://conduit4OLT.org/?q=protocol>

# Instructions

conduit4OLT.org Collaborative

HOME ABOUT TEAM **PROTOCOL** INSTRUCTIONS SUBMIT CASES CONTACT

**Protocol**

**Instructions**

**Submit cases**

**Welcome to the conduit4OLT.org collaborative!**

The primary goal of this study is to conduct a multicenter cohort analysis to define the **outcome of different types of conduits** and to investigate whether antiplatelet or anticoagulation has an impact on patency rates.

For more information, please [click here](#).

To participate in this study, please follow the steps below:

1. **Download and read carefully the [protocol](#).**
2. Download and read carefully the [instructions](#) on how to use this platform.
3. Login to this website and start [submitting cases](#).

If you have any questions, please do not hesitate to [contact us](#) at any time.

*The conduit4OLT.org Team*

**Account**

- > My account
- > Log out

**Documents**

- > Protocol
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- > Case report form in PDF

**Case Report Form**

- > Submit cases
- > My submitted cases
- > Height/ weight converter
- > Clavien Dindo Classification
- > Date duration calculator

4 To start **submitting your cases** to our electronic **Data Management System (DEMS)** please click on the “**Submit Cases**” link available in the platform as shown below:

conduit4OLT.org Collaborative

HOME ABOUT TEAM PROTOCOL INSTRUCTIONS **SUBMIT CASES** CONTACT

**Protocol**

**Instructions**

**Submit cases**

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# Instructions

- 5 The **Data Entry Management System (DEMS)** consists of a simple electronic form that you may fill in the data for each case (see image below). Please ensure to complete as much information as possible / available. The **DEMS** can be also **accessed directly** using the following link:  
<https://conduit4olt.org/?q=DEMS> Fields including a red star at the end of the name of the parameter (\*) are mandatory to be able to submit each case. For example, each case should be assigned with a unique Case ID, the first field in the form shown below. If this information is missing, you will not be able to submit the case.



HOME ABOUT TEAM PROTOCOL INSTRUCTIONS SUBMIT CASES CONTACT

Home » Data Entry Management System (DEMS)

### Data Entry Management System (DEMS)

**Case identification**

Case ID \*

Please assign above a case identification number related to this case submission. Please ensure that you keep this "Case ID" in your records (excel file or any other database) if you would like to access this case in the future and perform changes. For each case there should be a unique ID assigned to it. Please ensure that the "Case ID" does not contain any patient identification information, such as date of birth, hospital number, case number, etc.

**Patient characteristics**

Recipient gender \*  Male  Female

Recipient age \*  years

Recipient height \*  cm

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An other **important mandatory field** is the **“Clavien-Dindo Classification of Postoperative Complications within 90 days post-TPL\*”** under the section **“Post-transplantation outcome”**. If the patient did not encounter any complications from operation until hospital discharge, please indicate "None" for all types and grades of complications (see image below):



# Instructions

Please ensure you include all types and grades of complications in this table. For additional types of complications not listed in the table, please grade them according to the Clavien-Dindo Classification of Surgical Complications under the parameter names: “**Other A**”, “**Other B**” or “**Other C**” as shown below:

Other A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other B	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other C	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Please indicate all different types of complications and their grades according to the Clavien-Dindo Classification from transplantation until the 90th posttransplantation day. If the recipient did not encounter any complications from operation until discharge, please indicate "None" for all types and grades of complications.

If biliary complication, indicate type

If vascular complication, indicate type

If graft related complication, indicate type

If there were any other types of complications encountered, please describe them below:

Other 1: Allergic reaction to antibiotics treated with an antihistaminic

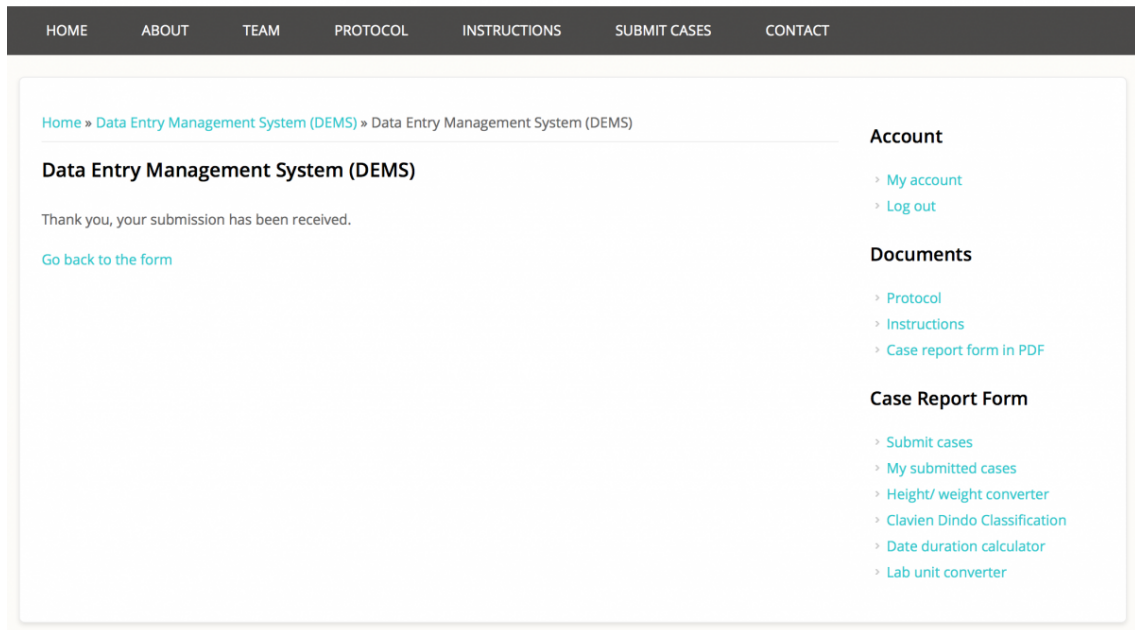
Please ensure that you describe in detail the types of “**Other**” complications as well as how they were treated in the free text option as shown above. If a case was **not associated with any complications**, please click on “**none**” for all types of complications listed in the table above, including the "Others".

6 Please ensure to click on the “**Submit**” button at the end of the form to successfully submit each case you added data for as shown below:

Comments (optional)

7 Please click on the “**Submit**” button only once and wait until you receive the **confirmation** shown below:

# Instructions



8 To **submit the next case**, click on the “**Go back to the form**” link shown above or click on the “**Submit cases**” link available in the main menu or the right side bar of the website.

9 If for any reason you would like to access the list of your previous case submissions, please click on the “**View your previous submissions.**” link available on the top of the form as shown below. Alternatively, you may access your previous submissions by clicking on the “**My submitted cases**” available on the right side-bar of the platform or by simply following the link below <https://conduit4olt.org/?q=node/9/submissions>.

# Instructions



Home » Data Entry Management System (DEMS)

You have already submitted this form. [View your previous submissions.](#)

## Data Entry Management System (DEMS)

Case identification

Case ID \*

Please assign above a case identification number related to this case submission. Please ensure that you keep this "Case ID" in your records (excel file or any other database) if you would like to access this case in the future and perform changes. For each case there should be a unique ID assigned to it. Please ensure that the "Case ID" does not contain any patient identification information, such as date of birth, hospital number, case number, etc.

Patient characteristics

Recipient gender \*  Male  Female

Recipient age \*  years

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Then you will be provided with the list of cases (only the ones that you have submitted) where you may view or edit again, as shown below:



Home » Submissions for Member

## Submissions for Member

Showing 1 - 1 of 1.

#	Case ID	Submitted	Modified	Operations
5	Test 13	07/04/2017 - 00:14	07/04/2017 - 00:14	<a href="#">view</a> <a href="#">edit</a>

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Please make sure you save your changes by clicking on the "Submit" button at the end of the page.

# Instructions

- 10 We have also made available for your convenience and to ensure unified and accurate data collection several **online calculators** and **blood unit converters** available on the right side bar of the website (after having first logged in) as shown below.

The screenshot shows the website's interface for the Data Entry Management System (DEMS). At the top, there is a navigation menu with links for HOME, ABOUT, TEAM, PROTOCOL, INSTRUCTIONS, SUBMIT CASES, and CONTACT. Below the menu, the page title is "Home » Data Entry Management System (DEMS)". A green message box states: "You have already submitted this form. [View your previous submissions.](#)". The main content area is titled "Data Entry Management System (DEMS)" and contains two sections: "Case identification" and "Patient characteristics". The "Case identification" section has a "Case ID" input field with a help icon and a note: "Please assign above a case identification number related to this case submission. Please ensure that you keep this 'Case ID' in your records (excel file or any other database) if you would like to access this case in the future and perform changes. For each case there should be a unique ID assigned to it. Please ensure that the 'Case ID' does not contain any patient identification information, such as date of birth, hospital number, case number, etc." The "Patient characteristics" section includes "Recipient gender" with radio buttons for "Male" and "Female", and "Recipient age" with a text input field and "years" label. On the right side, there is a sidebar with three sections: "Account" (links: My account, Log out), "Documents" (links: Protocol, Instructions, Case report form in PDF), and "Case Report Form" (links: Submit cases, My submitted cases, Height/ weight converter, Clavien Dindo Classification, Date duration calculator, Lab unit converter). A red box highlights the "Height/ weight converter" link, and a red arrow points from the "Case ID" input field to this link.

- 11 If you are not familiar with the **Clavien-Dindo Classification** of Surgical Complications, please ensure that you have first read and understood clearly the different grades available at the link "**Clavien-Dindo Classification**" as shown above.
- 12 If you have any **questions** or something is **unclear** regarding the study design, protocol or DEMS, please contact **Dr. Dimitri Raptis** by using our **online contact form** or by contacting her **directly** (by email: [dimitri.raptis@usz.ch](mailto:dimitri.raptis@usz.ch) or mobile / WhatsApp: +41798820542). The **link** for the online contact form is available at the main menu of our website. Alternatively you may use the direct link: <http://conduit4olt.org/?q=contact>