

# Quick Notes for Using the British Hernia Society Registry

## HOW TO LOG IN

Log into the registry using: <https://bhsr.e-dendrite.com>

Enter your username and password. the password is case sensitive but not the user name.

Once logged on, from the "main menu" click "edit/enter data"

(if you enter your password 3 x incorrectly you will be locked out of the registry. email either [national-support@e-dendrite.com](mailto:national-support@e-dendrite.com) or [registrations@e-dendrite.com](mailto:registrations@e-dendrite.com) to reset.)

Any technical problems email: [national-support@e-dendrite.com](mailto:national-support@e-dendrite.com)

## MY PATIENTS PAGE

"My Patients" page. Shows all the patients you have entered into the database.

Click on the patient you wish to view.

**On first entry to the registry this will be blank until you add patients.**

There are 10 patients per page. You will see the pages at the bottom of the screen to move forward and backwards through. The first patient is always the most recent.

To enter a patient, click "**Add New Patient**" in the top left-hand corner and then enter the details for your patient.

**Please answer all the questions on the page to enter the patient into the registry.**

**THE PATIENT MUST BE CONSENTED.**

You will see the questions have a dot beside them that is coloured to denote if the answer has been entered.

**Blue** = Unanswered

**Green** = Answered

**Orange** = Desirable, this means you get a pop-up box to remind you to answer them if you leave them unanswered.

**Red** = Mandatory questions which must be answered before you can move forward.

## NAVIGATION THROUGH THE REGISTRY

Use the **"Next"** and **"Previous"** buttons at the top and bottom of the page to move forwards and back. Once you enter data into a question and move on to the next your data is automatically saved.

There is a drop-down box beside the navigation buttons, you can use this to jump to pages into the registry. If there are quite a few questions relating to one topic, to stop the page being very busy and scrolling we split these questions up into **"Tabs"**. You can see them on the page clearly. The tab you are on is highlighted. To move forward **"click on the tab"** or click **"Tab"** at the top of the page. Examples in this registry are, **"Mesh"** **"Closure"**

The **"Timeline"** on the patient summary page allows you to see a quick overview of the patient. It shows all the summary data, name etc, operation type and complications. It is interactive so just click on the box with data to go straight to it, then you view in detail or edit and add data.

## THE VARIOUS FORMS OF QUESTION TYPE

**Radio buttons:** These are round and you can choose one or the other (mutually exclusive). This is for safety, for instance if the question asks Yes or No you can only choose one or the other. If you make a mistake "double click" on the choice to remove the answer. You may see a pop-up screen saying you cannot remove data if a question above it relates to that question. Remove the data from here first and then proceed.

**Square buttons:** These are multi choice buttons, click all that apply.

**Drop down boxes:** Click on the box and choose the data you require.

**Free Text entry:** There are a few questions where you can type necessary information.

## USEFUL FEATURES OF THE REGISTRY

From the **"Main Menu"** you can **"Download Your Data"** just click on file names to download straight to excel. The data in the registry is split up into four areas. Pre-procedure - initial data, Sub-procedure – operation data, post-procedure – post op and follow up data. Only the user data will be downloaded.

**PROMS** is active sent out 30 days post op, 3 and 6 months then yearly. View answers under **PROMS** on **"Patient List"**. View the questions sent to patients in the **"Access Documents"** area.

## HOW TO LOG OUT

To Log out of the Registry. Use the **"Logout"** button to the top right-hand side of the page. Do not use the **X** browser button. If you do you will lock yourself out of the registry. **It will reset after 15 minutes.** If you try and log in before then you will the registry says you are already logged on.

If you do this to get back into the registry, go to logon page and type your **username then/override**, so for example, jdawson/override enter your password as normal.