



## How to complete and submit the web/electronic Patient Entry form

**THIS FORM MUST BE COMPLETED FOR EACH PATIENT BEFORE RANDOMISATION TO ENSURE PATIENT IS ELIGIBLE FOR THE TRIAL**

### WEB

1. Go to the trial website [www.crash2.lshtm.ac.uk](http://www.crash2.lshtm.ac.uk)
2. Click on the **INTRANET FOR COLLABORATORS** button
3. Enter your username and password
4. Click on the **Patient Entry** link

### Electronic

1. On your computer open the file **Entry.xls**
2. TICK THE BOX **Always allow macros from this source**
3. Click on **Enable macros**

You will only need to do steps 2 and 3 once. All subsequent forms will open without the macros prompt.

1. Enter the Box and Pack ID and complete all the questions 1 to 14. Use the TAB key to move through the document. **ALL the boxes must be entered.**

**Dates** must be entered in the format YYYY MM DD (e.g. 2005-02-29).

Date and Time will appear in full format below the entry boxes so you may check they are correct

When Q1-9 have been entered click on Q10-14 tab

**CRASH 2 Patient Entry Form**

Box ID: 2222 Pack ID: 22

ALL FIELDS ARE REQUIRED. USE TAB KEY TO MOVE THROUGH THE FORM

Date of randomisation: 2005 - 06 - 01 (1 June 2005) Time of randomisation: 10 : 20 (10:20 am)

1. Country: Gondawanaland 2. Name of hospital (or your hospital code): Antarctica Hospital

3. Your Name: Dr Gentoo Penguin

Questions 4-9 | Questions 10-14

4. Patient sex:  Male  Female

5. Patient initials: BW

6. Patient hospital identification number: 999999

7. Patient's date of birth: 1970 - 12 - 01 (1 December 1970)  
or Approximate age: 34 years

8. Hours since injury: 6 hours

9. Type of injury:  Blunt  Penetrating  Both

When form is completed, please save it and upload to [www.crash2.lshtm.ac.uk](http://www.crash2.lshtm.ac.uk)

#### NOTE:

If you have entered data outside the eligibility criteria you will see this message. Follow the instructions on screen.

#### Protocol violation

This patient is not within 8 hours of injury and therefore not eligible. Do NOT randomise this patient. If you have already randomised the patient in error please contact the co-ordinating centre.

OK

2. When the form is complete click on **Print** to make a copy for your files.

**CRASH 2 Patient Entry Form**

Box ID: 2222 Pack ID: 22

ALL FIELDS ARE REQUIRED. USE TAB KEY TO MOVE THROUGH THE FORM

Date of randomisation: 2005 - 06 - 01 (1 June 2005) Time of randomisation: 10 : 20 (10:20 am)

1. Country: Gondawanaland 2. Name of hospital (or your hospital code): Antarctica Hospital

3. Your Name: Dr Gentoo Penguin

Questions 4-9 Questions 10-14

**First measurements in hospital of the following (if unknown give value at randomisation)**

10. Systolic BP: 80 mmHg

11. Respiratory rate: 30 per min

12. Central capillary refill time: 3 sec

13. Heart rate: 120 per min

14. Glasgow coma score: 6 (max 15)

If known: Eye opening: 2 To Pain

Motor response: 2 Extending

Verbal response: 2 Sounds

Buttons: Save, New, Print, Exit

**NOTE:** If any data is missing you will see this message. Check each field, fill in the missing data and try saving again.

**Error** Missing data - you must complete all fields before saving

When form is completed, please save it and upload to [www.crash2.lshtm.ac.uk](http://www.crash2.lshtm.ac.uk)

3. Upload your data to us as follows:

## WEB

1. Click on **Save**

**This sends the data directly to CRASH-2**

2. If you wish to enter another patient click on **New**, otherwise click on **Exit**

3. Close your internet connection

## Electronic (may also be sent as an email attachment)

1. Go to the trial website [www.crash2.LSHTM.ac.uk](http://www.crash2.LSHTM.ac.uk)
2. Click on the **INTRANET FOR COLLABORATORS** button
3. Enter your username and password
4. Click on the **Upload electronic forms** link
5. Click on the **Browse** button and select your saved form (e.g. 2222\_22\_EF.xls - you may have stored this on your computer or on a removable disk)
6. When you have selected your file click on the **UPLOAD** button
7. Repeat steps 5 and 6 for each form
8. Close your internet connection

**YOU WILL RECEIVE AN EMAIL MESSAGE STATING THAT THE UPLOAD WAS SUCCESSFUL. IF THE UPLOAD WAS NOT SUCCESSFUL PLEASE CONTACT THE CRASH-2 DATA TEAM ON:**

Email: [crash.data@lshtm.ac.uk](mailto:crash.data@lshtm.ac.uk)  
Telephone: +44(0)20 7299 4684  
Fax: +44(0)20 7299 4663