



How to complete and submit the web/electronic Outcome form

THIS FORM MUST BE COMPLETED FOR EACH PATIENT AT:

- **DISCHARGE** from the randomising hospital (for example to another hospital or home)
- **DEATH IN HOSPITAL** or
- **28 DAYS AFTER INJURY**

WHICHEVER OCCURS FIRST

NOTE: DAY 1 IS THE DAY FOLLOWING RANDOMISATION

EXAMPLE: randomisation on 1st June = outcome due 29th June

WEB

1. Go to the trial website **www.crash2.LSHTM.ac.uk**
2. Click on the **INTRANET FOR COLLABORATORS** button
3. Enter your username and password
4. Click on the **Outcome** link

Electronic

1. On your computer open the file **Outcome.xls**

IF A WINDOW APPEARS (this may happen once only):

TICK THE BOX **Always allow macros from this source** and then click on **Enable macros**

All subsequent forms will open without the macros prompt

1. Enter the Box and Pack ID, hospital name or code number, all the patient details and complete the Outcome section. 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).

CRASH 2 Outcome Form

Box **2222** Pack **22**

COMPLETE AT DISCHARGE FROM THE RANDOMISING HOSPITAL, DEATH IN HOSPITAL OR 28 DAYS AFTER INJURY. WHICHEVER OCCURS FIRST

Name of hospital (or your hospital code)

Patient

Initials Hospital identification number

Sex Male Female Date of birth - -
1 December 1970

Outcome | Management | Treatment | About you

Death in hospital

Date of death - -
(year-month-day) Cause of death

Patient alive

Status Date - -
29 June 2005

Patient's condition (at 28 days or prior discharge)

When form is completed, please save it and upload to www.crash2.lshtm.ac.uk

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

- Click on each of the **Management**, **Treatment** and **About You** tabs to enter the data.

NOTE:

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



- Upload your data to us as follows:

WEB

- Click on **Save**

This sends the data directly to CRASH-2

- If you wish to enter another patient click on New otherwise click on **Exit**
- Close your internet connection

Electronic (may also be sent as an email attachment)

- Go to the trial website **www.crash2.LSHTM.ac.uk**
- Click on the **INTRANET FOR COLLABORATORS** button
- Enter your username and password
- Click on the **Upload electronic forms** link
- Click on the **Browse** button and select your saved form (e.g. 2222_22_OF.xls - you may have stored this on your computer or on a removable disk)
- When you have selected your file click on the **UPLOAD** button
- Repeat steps 5 and 6 for each form
- 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
Telephone: +44(0)20 7299 4684
Fax: +44(0)20 7299 4663**