



OSAC (Oral Steroids for Acute Cough Trial)

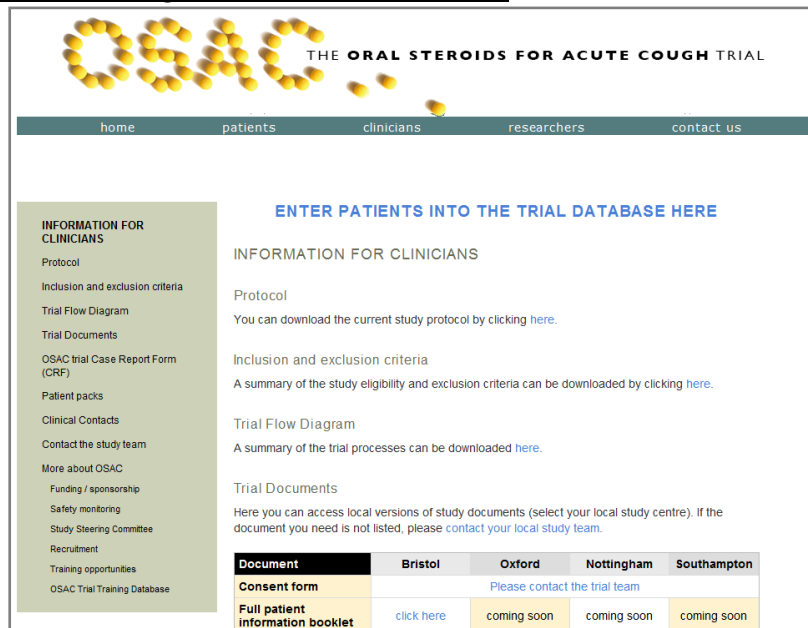
e-CRF access instructions

IMPORTANT: OSAC Patient Data for CRFs 1, 2 and 4 must be entered onto the eCRF within 24 hours of recruitment, or before the end of the last day of the working week, whichever is sooner. CRF data must be faxed to the Bristol trial centre on 0117 928 7341 by the end of the working day.

1. Go to www.osactrial.org.uk:



2. Click on the 'clinicians' heading in the centre of the header:



3. Click the blue text 'ENTER PATIENTS...':

OSAC Proforma Entry

Restricted Access

Please enter username:

Please enter password:

4. Enter your unique, case sensitive Clinician's ID and password (provided in site file):

**OSAC: Oral Steroids for Acute Cough
Case Report Form: Data Entry Menu**

Case Report Form

[Face-to-Face Patient Eligibility Check](#)

[Clinical Examination and Observations](#)

[Symptoms Signs and Medical History](#)

Note:

- Face-to-Face Patient Eligibility Check = CRF1
- Clinical Examination and Observations = CRF2
- Symptoms Signs and Medical History = CRF4

5. Complete all sections of the CRF section before submitting data, e.g. for online CRF1:

OSAC: Oral Steroids for Acute Cough Case Report Form Online Data Entry

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Face-to-Face Patient Eligibility Check

General	Inclusion	Exclusion	Submit	
Today's Date <input type="text"/>				
OSAC Screening ID <input type="text"/>				
OSAC Site ID <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>				
OSAC Clinician ID <input type="text"/>				
Is the patient willing to be screened for eligibility to participate in the OSAC trial, and for data to be stored anonymously if they are not eligible?				
			Yes	No
			<input type="radio"/>	<input type="radio"/>

Please complete all sections before submitting the data

Note:

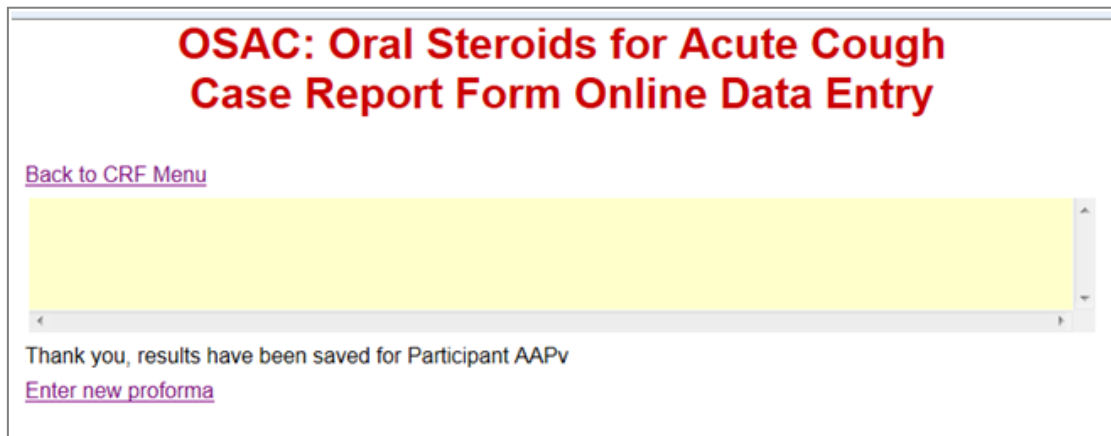
- If you wish to use an electronic Screening ID (i.e. one generated automatically by the database), just leave the 'OSAC Screening ID' field blank. See point 6 of these instructions.
- When entering numeric data for percentages etc, please ensure that you have entered the numbers in the correct boxes (e.g. 98% not 980%).
- If you discover an error on the paper CRF while entering data onto the eCRF, please: (i) enter the correct value onto the eCRF; (ii) cross through the erroneous value on the paper CRF in black ink, write in the correct value (to match what has been entered on the eCRF), and sign and date the correction.

6. Make a careful note of the OSAC Screening ID:

On the first ('General') tab of the CRF1 data entry screen (see point 5), either enter the number from the small, lilac Screening ID label (see separate labelling instructions) into this box, OR (if you are doing direct online data entry) leave this field blank.

If you choose to leave the field blank, the database will automatically generate a Screening ID for this patient.

The Screening ID allocated by the database will be displayed once you have completed the 'General', 'Inclusion', and 'Exclusion' tabs for CRF1, and clicked on the button within the 'Submit' tab. For example, Screening ID **AAPv** is displayed as follows:



IMPORTANT: In order to be able to enter further data for this patient into online CRF2, you will need to note this Screening ID down. You will not be able to enter data into the next stage of the online CRF without this Screening ID.

7. Cut and paste the CRF output report into the patient's medical notes:

When you have completed data entry for CRFs 1, 2 and 4 and pressed submit for online CRF4, a short text report containing the key clinical observations and trial entry details will be generated. Follow the instructions provided beneath the report in order to cut and paste the OSAC trial data into the patient's medical notes.

8. Please log out of the database when you have finished.