# **USER'S MANUAL IHR**



The Registry is built to work on Chrome, however other navigators (Safari, Firefox) can be used, but display defects may be present.

a) Login and password are necessary in order to enter a case. See Access Rights above.

**b)** If you have Access Rights, to enter the Registry, or use <u>https://qualite.hug.ch</u> and after **logging in**, select Hypothermia.

Example:

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	Log In									
	This is the <b>REDCap HUG Server</b> at HUG (Hôpitaux Universitaires de Genève) - Administrated by SQS (HUG SQS)									
	Please log in with your user name and password. If you are having trouble logging in, please contact <u>Delphine Courvoisier (+41 22 37 29 008)</u> .									
					Username:	bwalpoth				
					Password:	••••••				
					Lo	g in <u>Forsot</u>	your password?			

### c) Main Menu:

Once login and password are seized, you access the main menu.

### ADD A NEW PATIENT

- To enter a new patient, navigate to "Add /Edit records"
- Navigate to "Add new record"
- The database consists of "Demographics", "Prehospital Data", "Hospital Data" and "Outcome". Click on the button "status" next to "Demographics" to enter a new patient.
- Fill in every item you want to fill in, it is always possible to return to this page to fill in missing data.
- At the end of every section, you will find "Form status"- Complete-Incomplete-Unverified.
  - Complete= all data are entered
  - Incomplete= still new data to enter
  - Unverified= still data to control
- Once a section is completed, you tap "Save and Exit Form" if you only want to fill in this section, "Save and Go to the next Form" if you want to complete the "Prehospital Data", "Hospital Data" or "Outcome" data.

### ADD/MODIFY DATA OF A NEW RECORD

- Navigate to "Add /Edit records"
- Choose the record you want to edit



## Steps for entering data :

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