Instructions for creating a test patient in SITS Open

The purpose of creating the test patient is to make you familiar with the structure and content of eCRF. Please fill in the eCRF from with the test data as if you had a real patient data, in accordance with the Study protocol and inclusion/exclusion criteria. Filling in of all data variables, even if not mandatory, is desired. We strongly recommend to all centres to enter test patient before they have started to recruit real patients.

1. Go to https://sitsinternational.org/
2. Login with the username: test_open_active@sitsinternational.org and password: test4open@a
3. Choose "Add new patient". The "Add New Patient" page will open.
4. On the "Add new patient" page, create the test patient with the following data:
    - Date of birth: Not available (checkbox)
    - Age at stroke onset: 0
    - Gender: (any)
    - Patient Initials: (any, but this will be used for step 12)
5. Tick the checkbox "SITS-OPEN", then the study specific variables: patient informed consent, enrolment criteria and registration call made will be shown and are mandatory to fill in.
    - Patient informed consent received: (any)
    - Fulfilled enrollment criteria: Yes
    - Registration call made: Yes
        - Enter the date/time of telephone notification: (any)

The acute phase interventions will be pre-selected when you tick the checkbox for including the patient in SITS Open. The pre-selected options will be Thrombectomy and I.V Thrombolysis. Do not fill any other Acute phase interventions.

6. For Active centres (i.e. those hospitals which accept patients from primary centres): test here the option of arrival to additional hospital
    - Date and time of Stroke onset: 2014-01-01 09:00
    - Specify hospital of first arrival: (any)
    - Date and time of arrival to first hospital: Enter date and time for primary hospital.
    - Press the button "Add more arrivals" to a secondary hospital. Additional fields "Date and time for arrival to additional hospital" and "Specify additional hospital" will be shown. Enter a date and time that is after the arrival to primary hospital and choose a hospital in the list.

7. Save this page. Once you press the “Save” button the patient study file will be created and a Study code will be generated by the system. The format of the Study code is: SITSOPEN-nnnn, but all test patients will be named SITSOPEN-0000.

After save you will be redirected to Patient summary page.

8. On the timeline in the upper right part of the Patient summary page, choose the Baseline time point (first red dot in the row). Baseline page will appear. Please test to fill in every field in accordance with the Study protocol.

Note: Using the Smart fill button will set all the variables in a field set to basic value, e.g. “No” and then afterwards you can manually change a specific value where appropriate.

9. When filled all the mandatory variables, press Save. You will be directed back to the Patient summary page.
10. When all mandatory data on a time point page is entered, its dot in the timeline will turn from red to green, and the option of “Confirm” will appear below it. Fill the other time points in the same way as Baseline, in accordance with the Study protocol.
11. When done with entering all data, confirm all the time points in the timeline and then the option to lock the patient file will appear. Lock it.

Test completed! Notify SITS Coordination Team

12. Please email open@sitsinternational.org when you have completed your test patient. Refer to the Patient Initials that you entered in step 4.