

Setup a study on the PostopQRS website

PostopQRS LTD

We will need to tone down the research aspects of the manuals. i.e. not simply refer to a study as most OBERD users will be using it for their patients

This tutorial is a step-by-step guide to setting up a new study on the PostopQRS website.

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Objectives

1. Navigating to the start point
2. Creating a new **study**
3. Defining patient groups
4. Defining time points
5. Adding additional questions
6. **Invite collaborators**
7. Print out the **study** booklet

Navigating to the start point to create a new study

Step 1:

Log in to your profile.

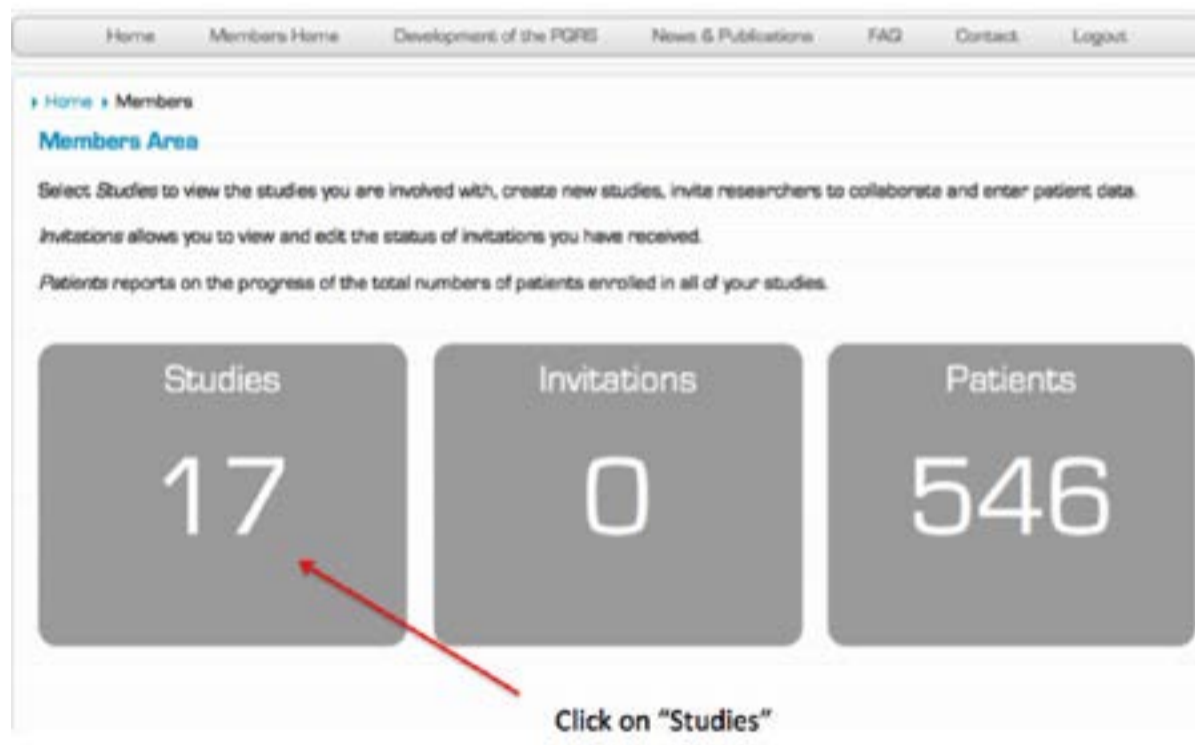
Figure 1: Login screen to enter username and password



Step 2:

Click on “Studies” in the members area.

Figure 2: Members area home screen



Step 3:

To create a new study, click on the box “create study”. Please note that for many functions on this website, you need to click on the box twice. The first click will highlight green and the second will activate it. If it appears that nothing is working, click on the box again.

Figure 3: Create study icon



Step 4:

Name the study and define the time zero criteria, then save the study.

Figure 4: naming and saving the study



After saving the study, a new screen with multiple tabs will appear.

Figure 5: Study detail page



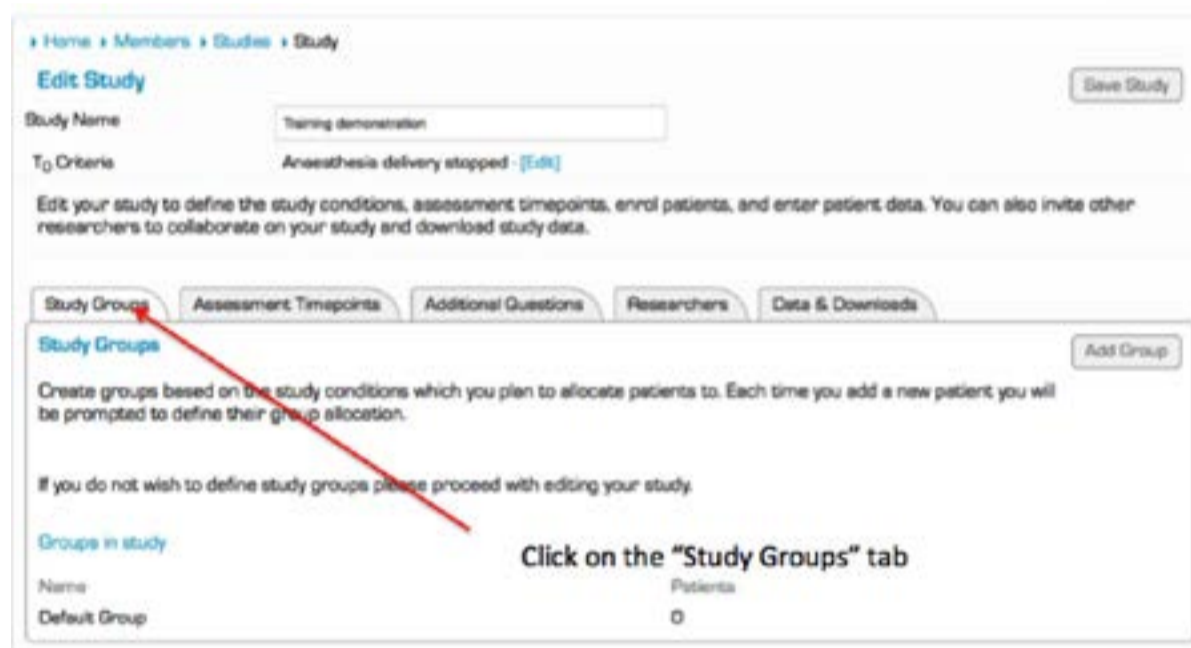
Adding and defining groups for the study

This section will demonstrate how to add and delete groups for the study. All new studies are created with one are group, which is, entitled “Default Group”. It is possible to create new groups and reassign patient to those groups at a later stage [i.e. where patient data has already been entered]. This is useful, for example, for a blinded study where all patients are entered into one group, but at a later stage when the allocation has been revealed, it is then more useful for analysis purposes to create a second group and reassign the patients to their appropriate group. The group name cannot be edited, and so if the “Default Group”, is not an applicable term, then it is best at the setup of the study to create the group terms that you want, and then delete the “Default Group”. Note that only groups with zero patients can be deleted.

Step 1:

Click on the “Study Groups” tab.

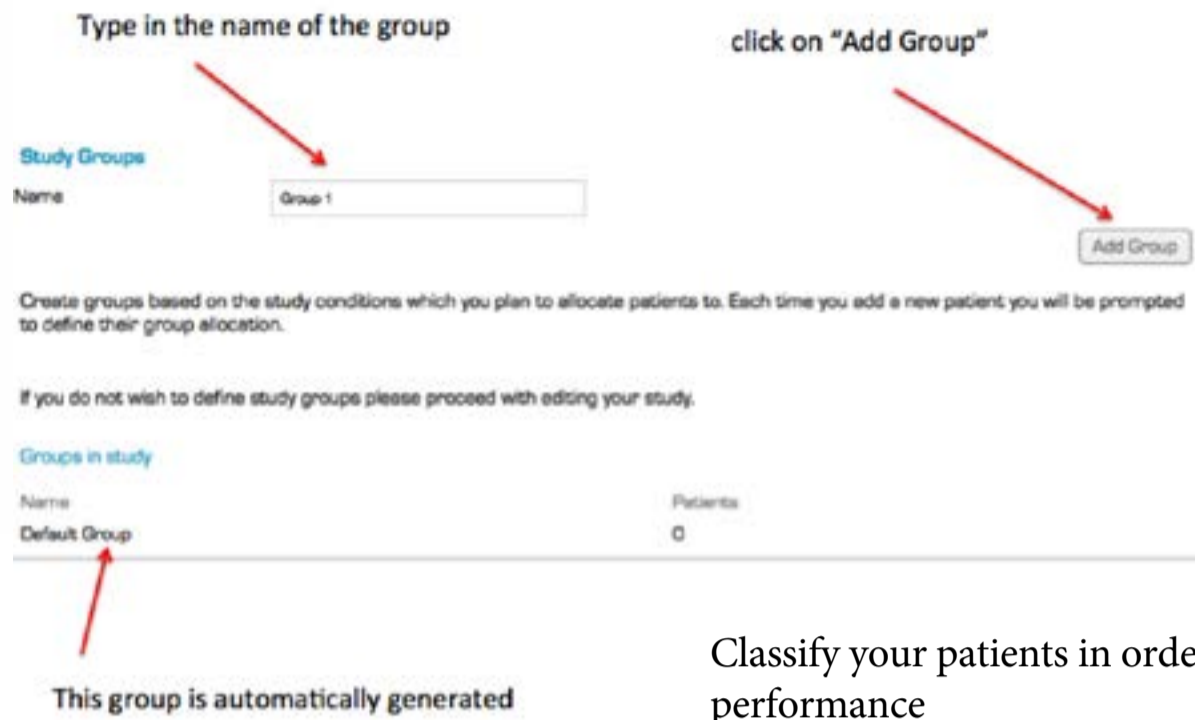
Figure 6: Study detail screen



Step 2:

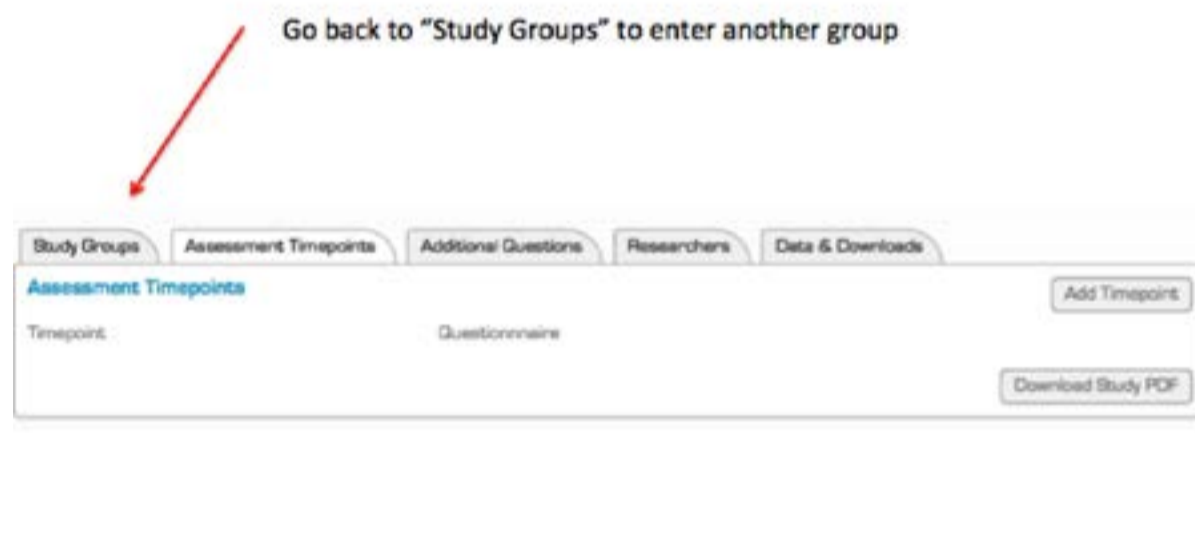
To add a new group, click on “Add Group”, type in the name of the group and then click on “add group” again.

Figure 7: Adding a new group



After the group has been created, the system will automatically take you to the screen for adding assessment time points. To add more groups, click on the "Study Groups" to return to that screen.

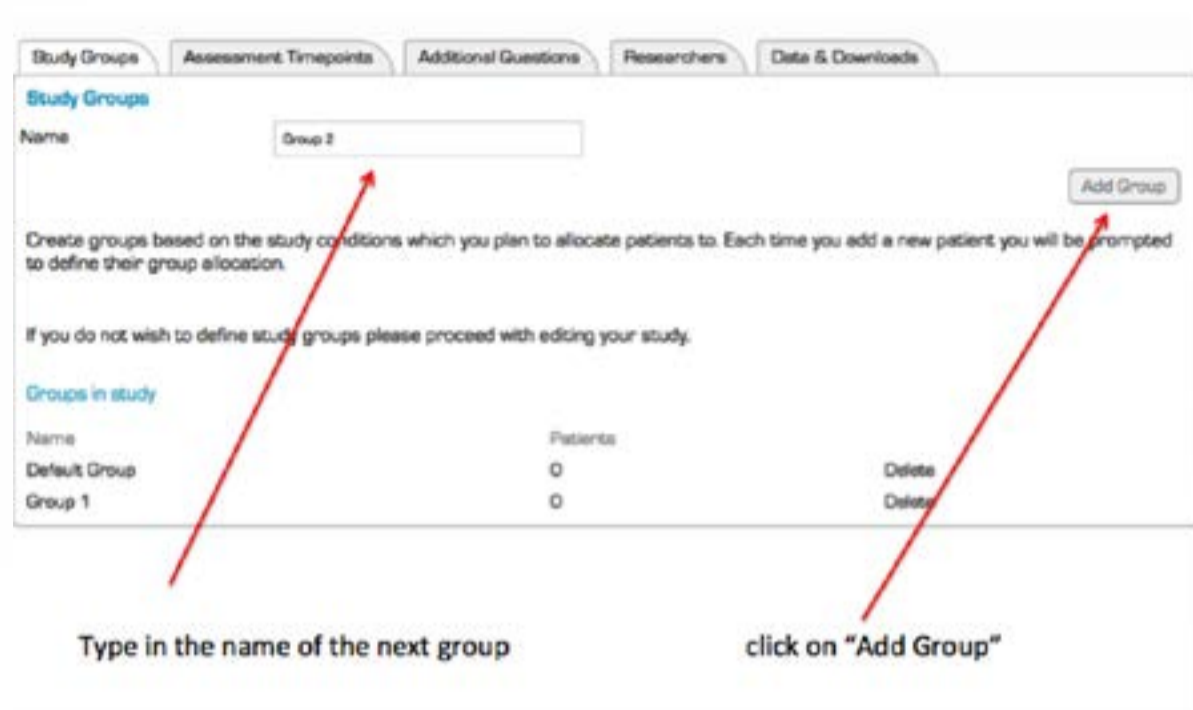
Figure 8: Returning to "Study Groups" to enter another group



Step 3:

Repeat the process until all the groups have been recorded.

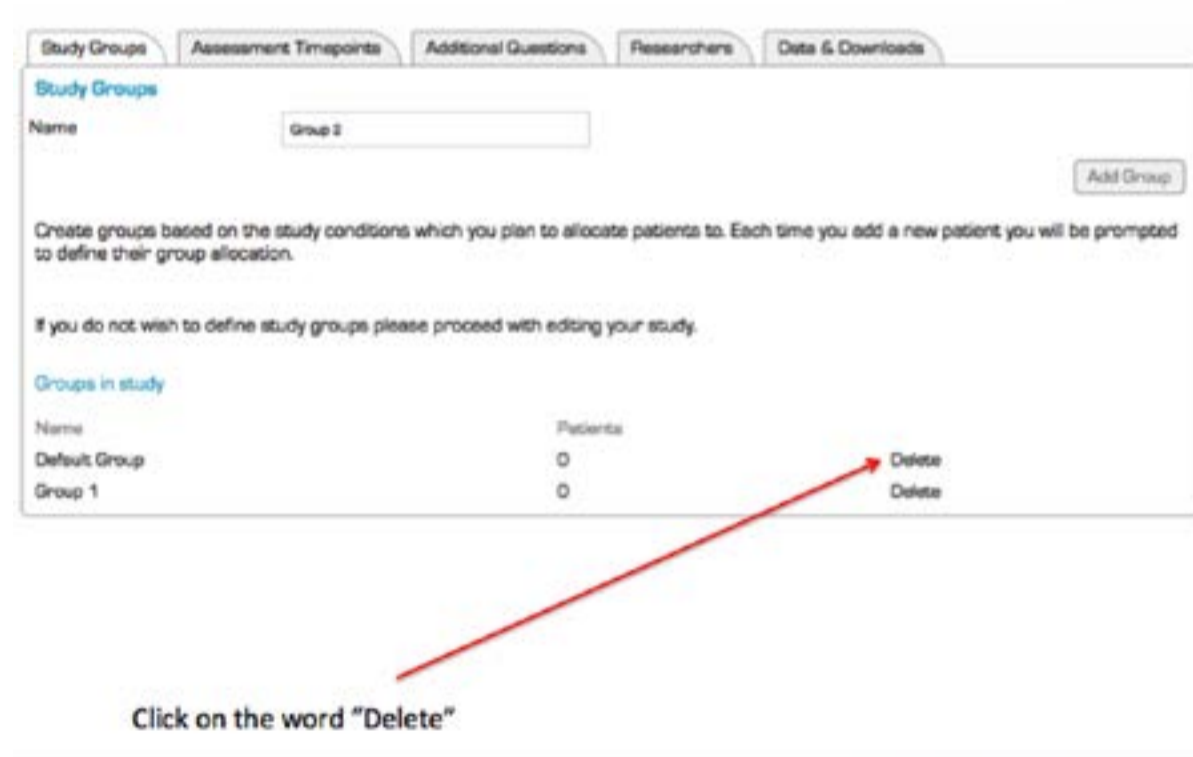
Figure 9: Adding more groups



Step 4:

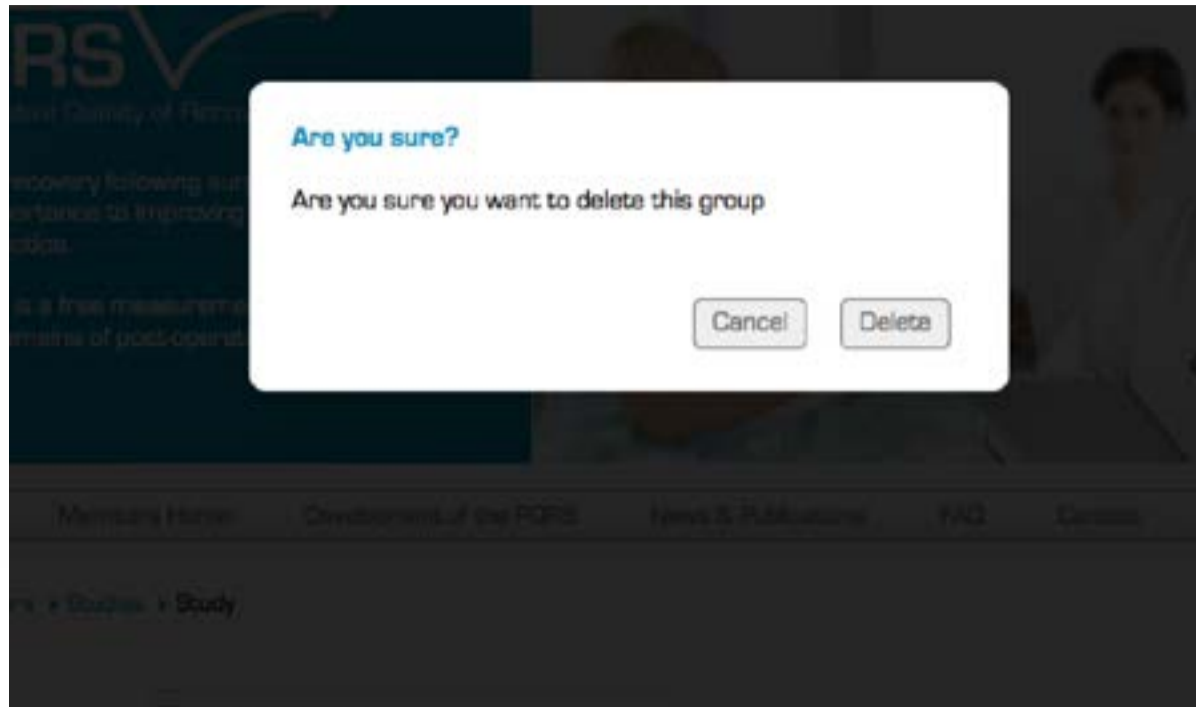
If you wish to delete a group, then click on the word "Delete" related to the group that you wish to delete. For example, to delete the "Default Group":

Figure 10: To delete a group



You can only delete a group if there are zero participants. If you wish to delete a group after commencement of the study, then you need to reassign the patient to a different group until there are no patients left in the group. How to do that will be contained in a separate tutorial. The next screen will ask you whether you wish to delete the group.

Figure 11: Delete confirmation screen



The “Default Group” has now been deleted, leaving only the two groups that were defined.

Figure 12: Remaining groups



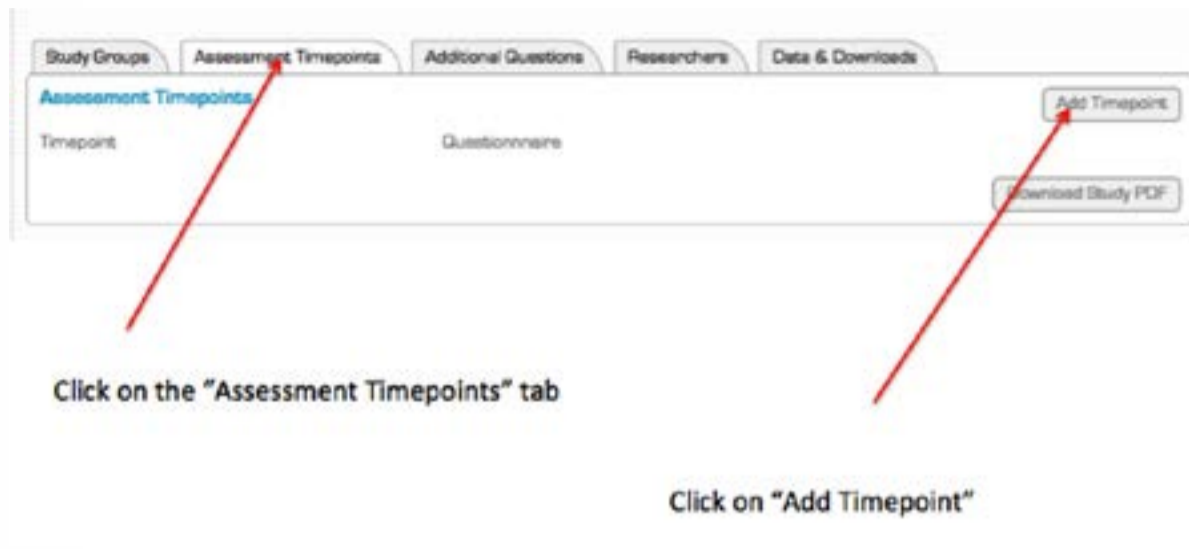
Defining the assessment time points

The next step in setting up the study is to define the time points at which the survey will be conducted. The survey must include the pre-surgery baseline. Without this, the survey will not work. It is then up to the user to define when the postoperative assessments will be performed. There are some predefined names given to time points, such as “early” or “late”. These predefined names include all the PostopQRS domains relevant to those time points, but do not define the actual time. You can also name your own time points.

Step 1:

Click on the “Assessment Time points” tab and then click on “Add Timepoint”.

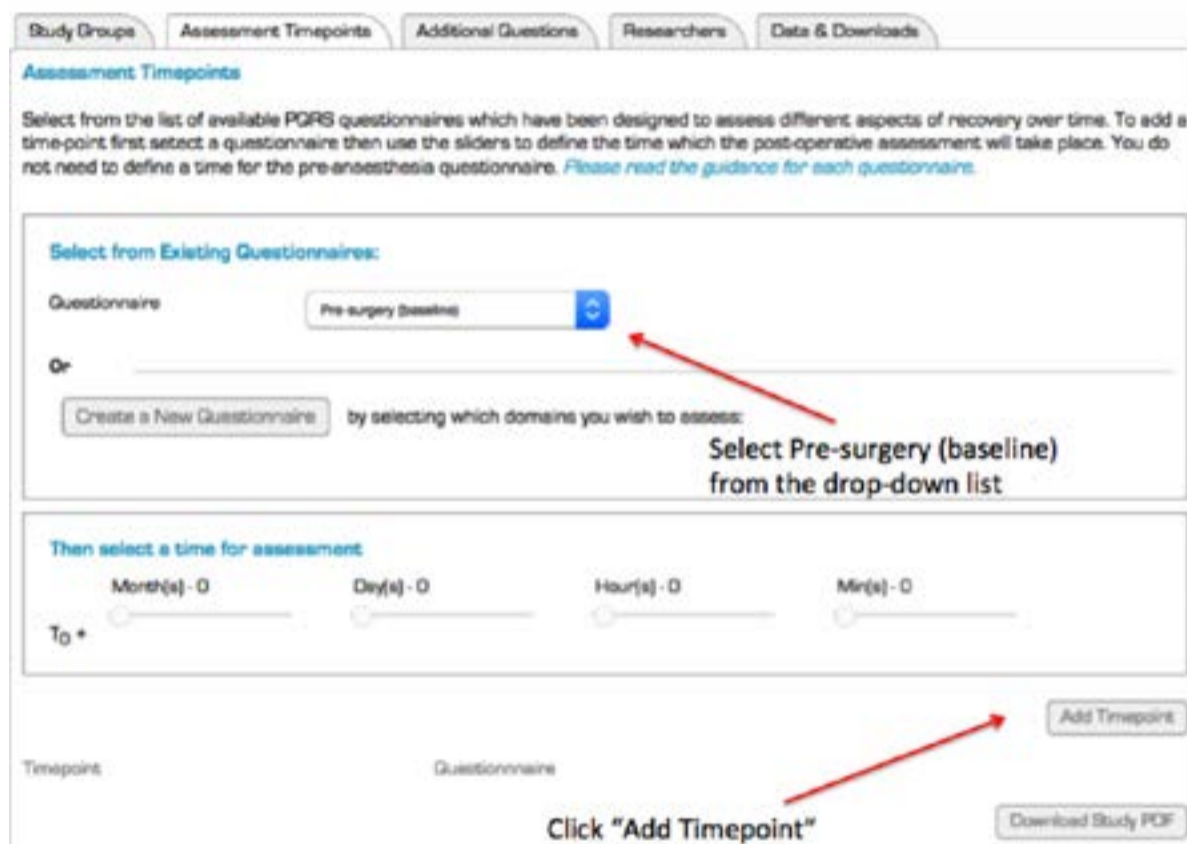
Figure 13: Assessment timepoint screen



Step 2:

Paired in the Pre-surgery [baseline] time point. Select from the drop-down list and click on the add time point button.

Figure 14: Adding the pre-surgery time point.



After this time point has been added, the system will automatically take you to the "Additional Questions" tab. To add another time point, go back to the "Assessment Timepoints" tab.

Step 3:

To add additional timepoints, click on the “Assessment Time points” tab to get back to the screen.

Then select the relevant timepoint using the drop-down list. For all time points other than the pre-surgery “baseline” point, you must select the time for assessment. This is performed using the sliders. In the example below 15 minutes has been selected by moving the slider until 15 minutes appears. Then click on the “Add Timepoint” button.

Figure 15: Add more timepoints screen

The screenshot shows a web interface for adding timepoints. It is divided into three main sections:

- Top Section:** Titled "Select from Existing Questionnaires:". It features a dropdown menu with "Immediate recovery" selected. A red arrow points to the dropdown arrow icon with the text "Select a relevant timepoint questionnaire". Below this is a "Create a New Questionnaire" button and the text "by selecting which domains you wish to assess:". A red arrow points to the right with the text "Select the time".
- Middle Section:** Titled "Then select a time for assessment". It contains four sliders for "Month(s) - 0", "Day(s) - 0", "Hour(s) - 0", and "Min(s) - 15". A red arrow points to the "Min(s) - 15" slider.
- Bottom Section:** A table with columns "Timepoint" and "Questionnaire". The first row shows "T₀ + Baseline" and "Pre-surgery (baseline)". To the right of the table are buttons for "Download PDF", "Delete", and "Download Study PDF". A red arrow points to the "Add Timepoint" button at the top right of this section.

At the bottom of the screenshot, the text "click on the 'Add Timepoint' button" is displayed.

If you wanted to create a custom time point-either with the different name, or if you wish to select some but not all domains for inclusion in that time point, then click on the “Create a New Questionnaire” button.

Figure 16: Create a new questionnaire screen

Click here to create a custom time point

Select from Existing Questionnaires:

Questionnaire: immediate recovery

Or

Create a New Questionnaire by selecting which domains you wish to assess:

Then select a time for assessment

Month(s) - 0 Day(s) - 0 Hour(s) - 0 Min(s) - 15

T₀ +

Add Timepoint

Timepoint	Questionnaire	Download PDF
T ₀ + Baseline	Pre-surgery [baseline]	Download PDF

Delete

Download Study PDF

Type in the name of the questionnaire, select the domains you wish to include, and then save as a new questionnaire.

Figure 17: New questionnaire details

Create Questionnaire

Questionnaire Name: pre PACU discharge

Physiological Factors

Noiceptive Factors

Emotional Factors

ADL Factors

Cognitive Factors

- C1 Stating name, location and DOB
- C2 Numbers forward
- C3 Numbers backwards
- C4 Word task
- C5 Executive memory

Overall Patient Perspective

Limited Physiological Factors

Save new Questionnaire

Type in the name of the questionnaire

Selects the domains you wish to include

Click on the "Save new Questionnaire" button

The new named questionnaire will appear in the drop-down box of existing questionnaires. Select the questionnaire you have defined (in this example pre-PACU discharge), and then remember you still have to define the time using the sliders and click on the "Add Time point" button to save it.

Figure 18: Completing the custom question Timepoint

Selects the custom questionnaire from the drop-down list

Select from Existing Questionnaires:

Questionnaire:

Or: by selecting which domains you wish to assess:

Use the time slider to define the time point

Then select a time for assessment:

Month(s) - 0 Day(s) - 0 Hour(s) - 0 Min(s) - 0

T₀ +

Timepoint	Questionnaire	Download PDF	Delete
T ₀ + Baseline	Pre-surgery (baseline)	Download PDF	<input type="button" value="Delete"/>
T ₀ + 15m	Immediate recovery	Download PDF	<input type="button" value="Delete"/>

click on the "Add Time point" button

Repeated this process until you have defined all the time points for the study.

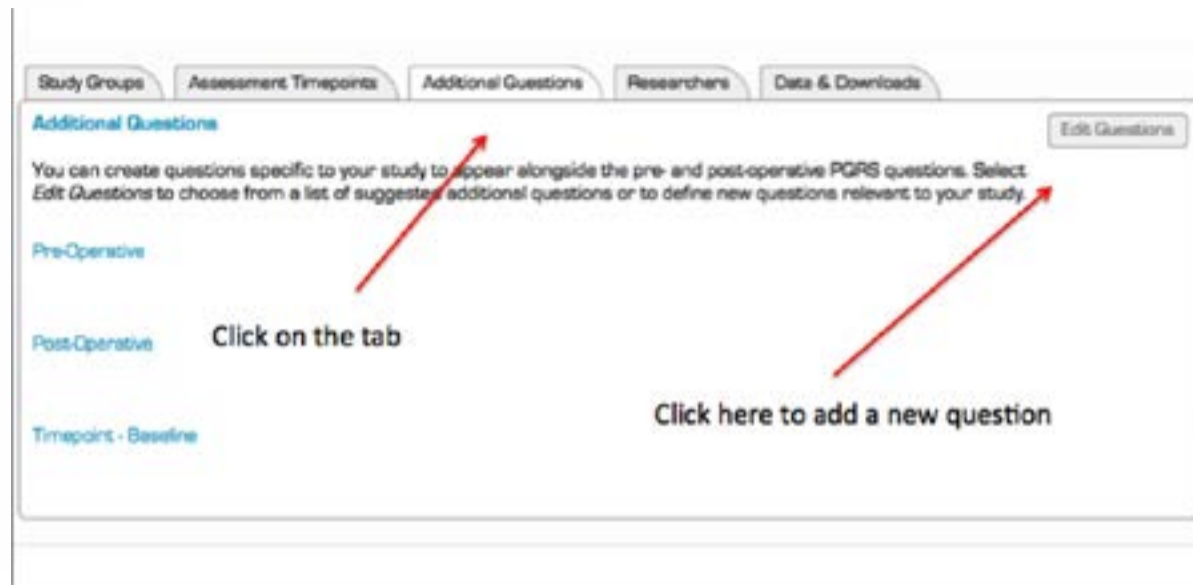
Adding additional questions

It is possible to add additional questions to any other time points. These can be entered as free text or as defined list using the drop-down box. For example, data such as serum creatinine, or haemoglobin can be added to various time points, or categorical outcomes such as the presence of ileus (yes or no) can be added.

Step 1:

Navigate to the "Additional Questions" tab. Then click on the "Edit Questions" button.

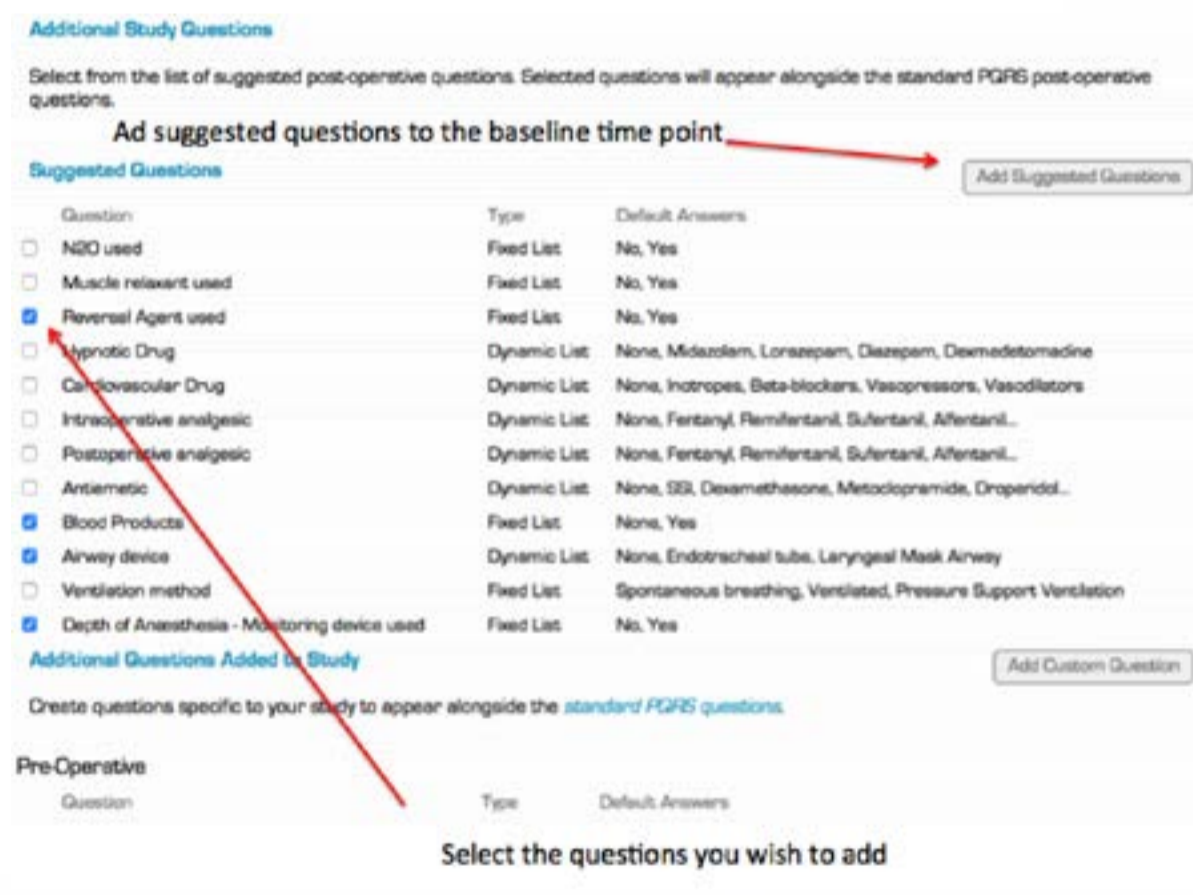
Figure 19: Adding additional questions screen



Step 2:

There are number of additional questions built in but not selected which can be added to the pre-surgery (baseline) time point. Simply add suggested questions, select the questions you wish to add, and then once again click on the “Add Suggested Questions” to save this.

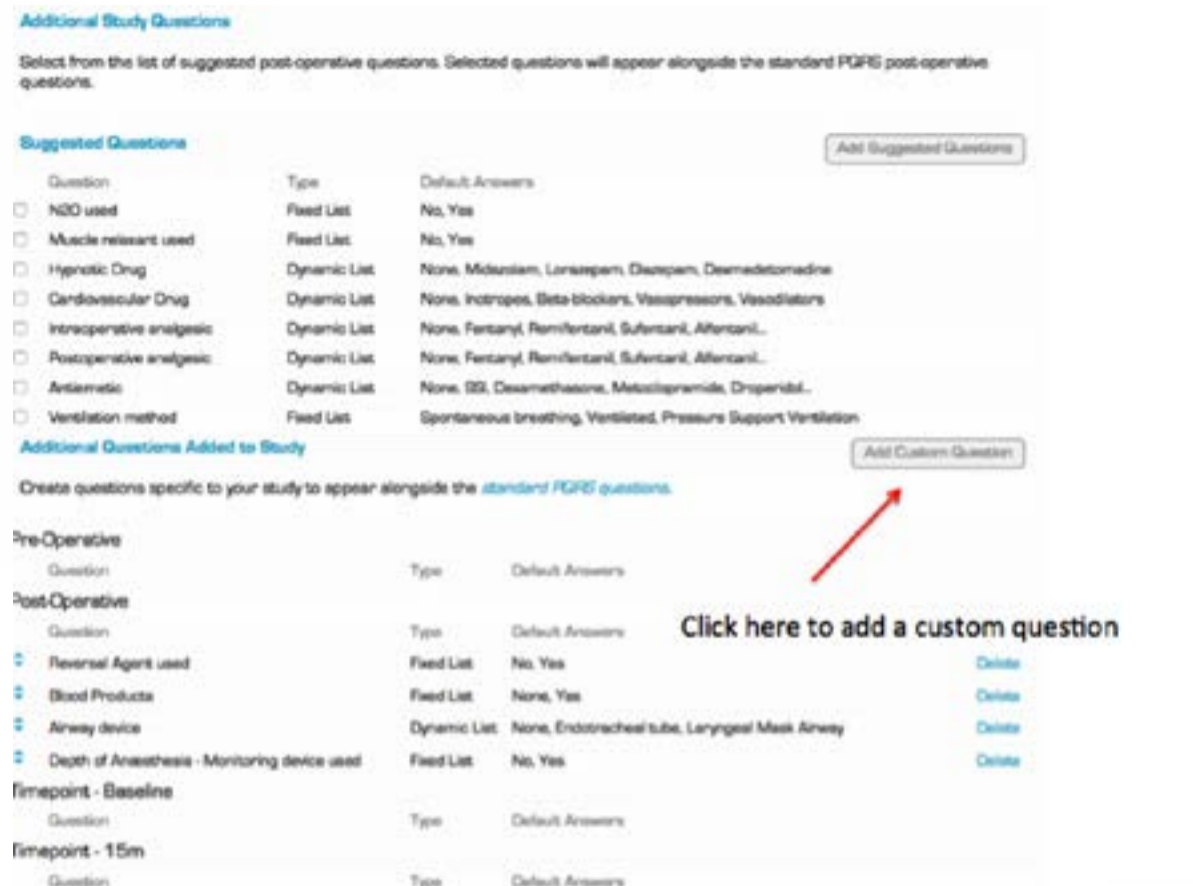
Figure 20: Adding suggested questions to the pre-surgery (baseline) timepoint



Step 3:

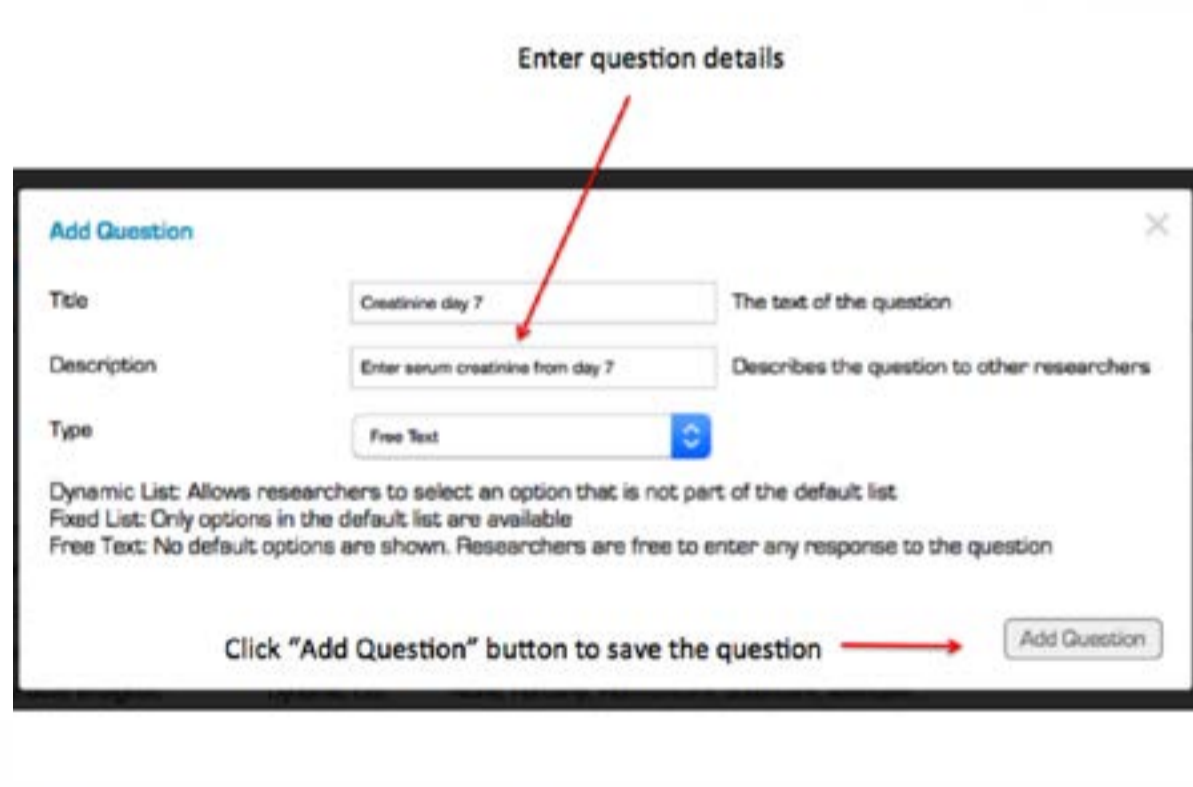
To add a custom question, click on the “Add Custom Question” button.

Figure 21: Adding a custom question



The next screen is used to define the initial description of the question. In the example below, the question is “Creatinine Day 7”, the second box is the description, and the third is the type of question. In this case the data will be numerical so this would be defined as free text rather than a list.

Figure 22: Question details



The next screen will allow you to select the time point to add the question to.

Figure 23: Assigning the time point for the question

The screenshot shows a form for creating a question. At the top right, a red arrow points to a 'Save' button with the text 'Click the "Save" button'. Below the form, a red arrow points to a dropdown menu showing '7d' with the text 'Select the time point that this question will be assigned to'. The form fields are: Title: 'Creatinine day 7', Description: 'Enter serum creatinine from day 7', Type: 'Free text', and Default List Options: '7d'. There is also an 'Add Option' button.

Step 4:

Defining a fixed or dynamic list question. Add a custom question as has been shown above, but instead of selecting "Free Text" from the type of question, Select the "Fixed or Dynamic" list option [both work the same].

Figure 24: Fixed or dynamic list

The screenshot shows a dialog box titled 'Add Question'. It has fields for Title: 'Ieus present', Description: 'Is Ieus present?', and Type: 'Fixed List'. Below these fields, there is explanatory text: 'Dynamic List: Allows researchers to select an option that is not part of the default list', 'Fixed List: Only options in the default list are available', and 'Free Text: No default options are shown. Researchers are free to enter any response to the question'. At the bottom right, there is an 'Add Question' button. A red arrow points to the 'Fixed List' dropdown with the text 'Select fixed or dynamic list'. Another red arrow points to the 'Add Question' button with the text 'Click on "Add Question" button to save'.

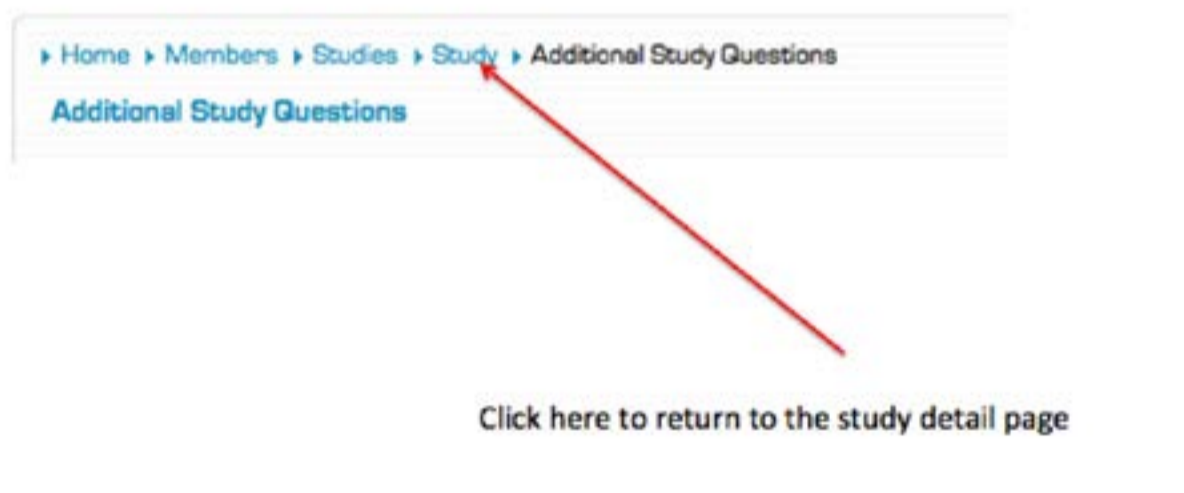
Next-click on the “Add Option” button to create the list. Each time you want to add a line to the list, click on the button again. Enter the details in the boxes and then click on save to save that particular line. When you have completed the lists, then click on the “Save” button on the top right hand corner to save the question.

Figure 25: Adding detail to lists

The screenshot shows a web form for creating a question. At the top, a breadcrumb trail reads: Home > Members > Studies > Study > Additional Study Questions > Question. The main heading is 'Question: leus present'. A 'Save' button is in the top right corner, with an arrow pointing to it and the text 'Click to save the question'. Below this are fields for 'Title' (containing 'leus present'), 'Description' (containing 'Is leus present?'), 'Type' (set to 'Fixed List'), and 'No' (set to 'No'). Under 'Default List Options', there is a table with two rows. The first row has 'Answer' 'yes' and 'Score' '1', with 'Edit' and 'Delete' buttons. The second row has 'Answer' 'No' and 'Score' '2', with 'Save', 'Cancel', and 'Delete' buttons. An arrow points to the 'No' input field with the text 'Enter the details'. Another arrow points to the 'Save' button in the second row with the text 'click on "Save" to save that line'. A third arrow points to an 'Add Option' button in the top right of the options section with the text 'Click "Add Option" to create the lists'.

To return back to the study detail page, you will need to click on the “study” word on the top left-hand corner.

Figure 26: Returning to the study detail page



Downloading the study data collection booklet

Once your study is set up, all the surveys can be completed using the online tool. How to do this will be part of another tutorial. However, you may wish to print out a copy of the survey with all the additional questions either for paper based data collection, or to include with your ethics submission. This is very easy to do! It is also available in seven different languages.

Step 1:

Navigate back to the “Assessment Timepoints” tab. Then click on the “Download Study PDF” button.

Figure 27: Downloading the study PDF

Navigate back to the Assessment Timepoints tab

Edit Study Save Study

Study Name: Training demonstration

T₀ Criteria: Anesthesia delivery stopped - [\[Edit\]](#)

Edit your study to define the study conditions, assessment timepoints, enrol patients, and enter patient data. You can also invite other researchers to collaborate on your study and download study data.

Study Groups | **Assessment Timepoints** | Additional Questions | Researchers | Data & Downloads

Assessment Timepoints Add Timepoint

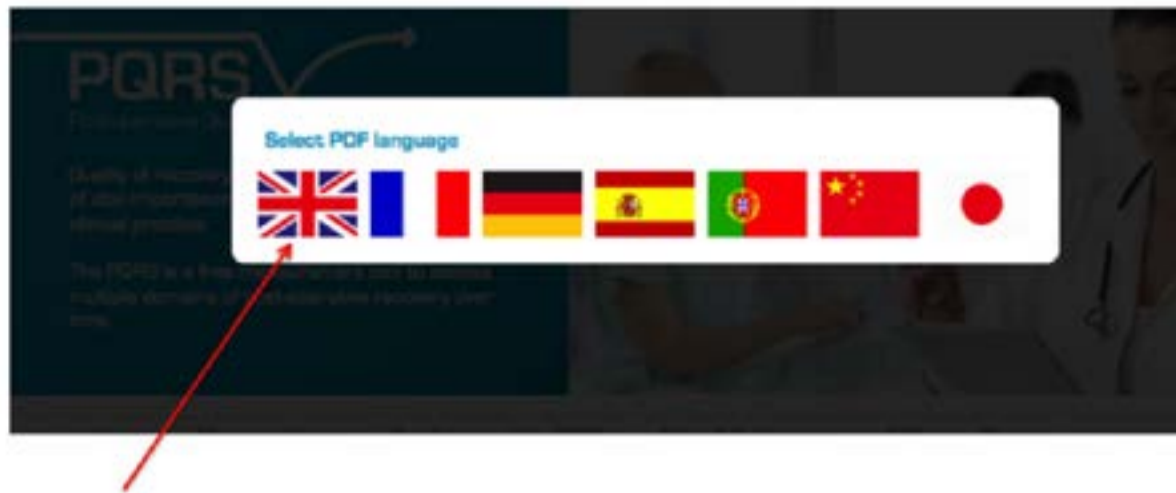
Timepoint	Questionnaire	Download PDF	Delete
T ₀ + Baseline	Pre-surgery [baseline]	Download PDF	Delete
T ₀ + 15m	Immediate recovery	Download PDF	Delete
T ₀ + 2h	pre PACU discharge	Download PDF	Delete
T ₀ + 7d	Late recovery [1]	Download PDF	Delete
T ₀ + 2m	Longterm recovery	Download PDF	Delete

[Download Study PDF](#)

Click here to download the entire study PDF

Next – select the language.

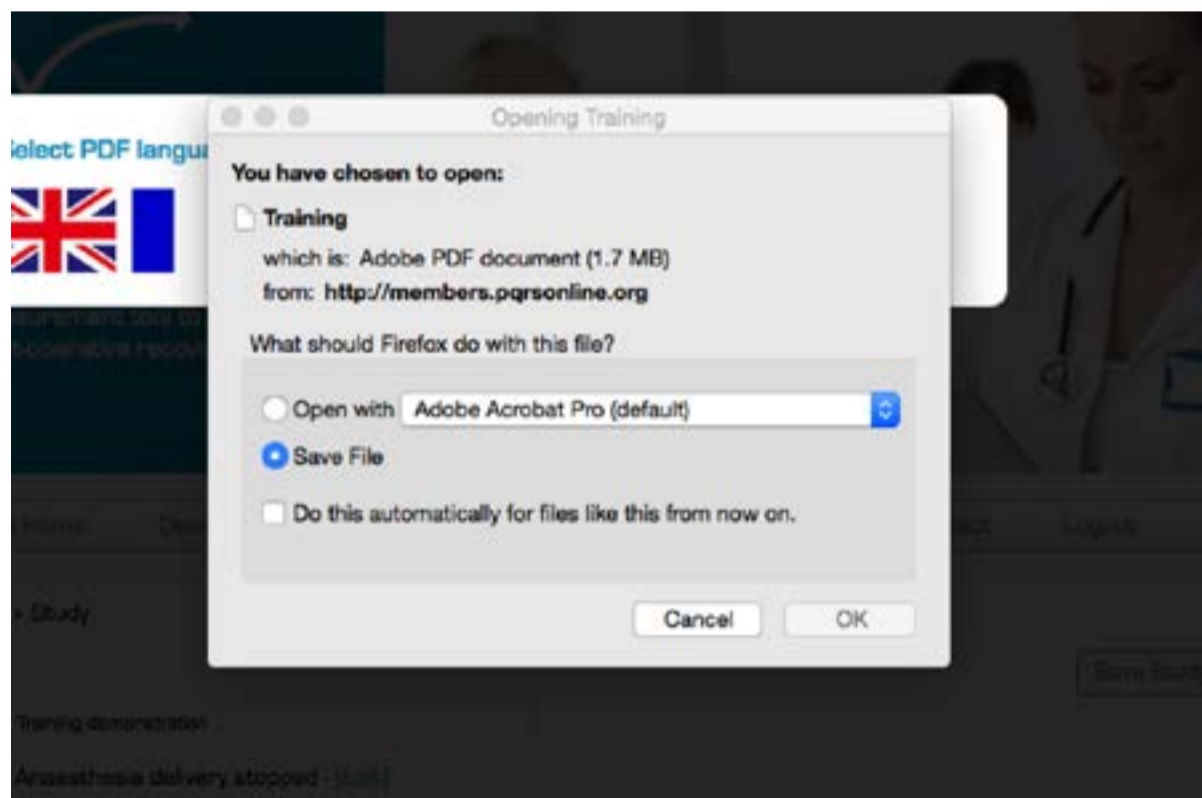
Figure 28: Language selection



Click on the flag of the language you want

Next - save the file.

Figure 29: Saving the PDF file



You can then open the file from your downloads folder and the entire study datasheet is present for you. A copy of this file is also [available here](#).

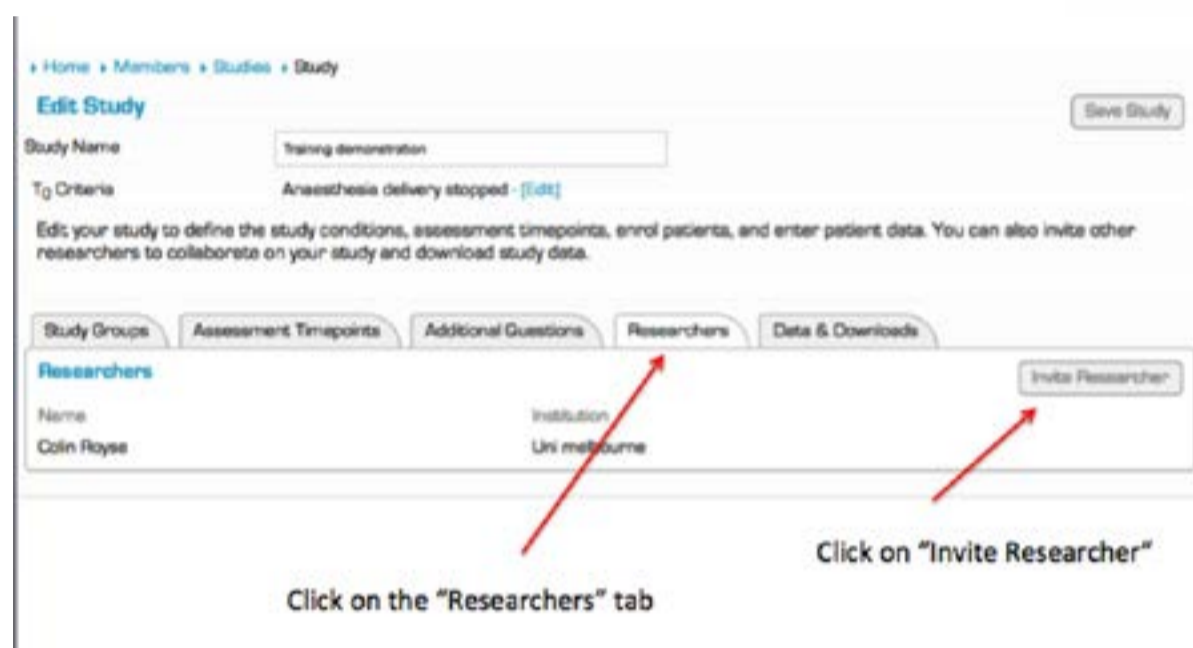
Adding collaborators to your study

The study is web-based and allows multiple users to access it at the same time. Whoever creates the study is responsible for inviting researchers. When you invite a researcher, an email is sent to them asking them to accept the invitation. They must be members on the website, and will need to register as a member if they have not already done so. When they accept the invitation, they will then have access to the study in their profile. They'll have full functionality in terms of adding patients and assessing data.

Step 1:

Navigate to the "Researchers" tab and then click on the "Invite Researcher" button.

Figure 30: Invite researcher screen



Step 2:

Enter the research details (first name, surname, and the contact email address). It is very important that the email address that you enter is the same email address that the researcher will sign into the PostopQRS website. Then click on the "Invite Researcher" button, which will then send an email invitation to the researcher. When they have accepted the invitation, the name and institutional will appear in the list of researchers.

The study is now set up and ready to go!