

5. How to access patient's data – go to a patient's Form Overview

There are two ways to go to a specific patient:

1. **Use the Select field** and directly enter the UPN e.g. 2316_0052
 1. Study number 2316
 2. Patient number 0052
2. **Open Reports**
 1. Choose 1.0 Patient Overview
 2. On the report choose the patient number you like to open on the left hand side or any associated folder on the right.

5a. Video: How to go to a patient's form overview

The screenshot shows a web browser window displaying the SAKK secuTrial application. The browser's address bar shows the URL: `sakkt02.siak.ch/apps/WebObjects/ST21-productive-DataCapture.woa/1/wo/SV90wVXNz3ixie09qDQCbw_0SAKKP/25.0.1.1.31.NavigationMenuBar.2.11.1.213.0`. The application header includes the SAKK logo, the date `11.02.2021 - 14:16 (CET)`, and the participant name `CRC Training`. A navigation menu at the top right contains links for `My Account`, `Messages`, `Reports`, `New patient`, and `Select (Patient, Centre)`. The main content area is titled `SAKK EDC TRIALS: Registering new patients, filling in CRFs` and contains several informational sections:

- HOW TO FIND YOUR PATIENTS**: Click on the menu item **Reports** on top right and open the 'Patient overview' OR directly type the patient number (UPN) into the search field 'Select'
- HOW TO SAVE DATA**: Remember to close a fully entered form always by clicking **SAVE + CLOSE FORM**
- IMPORTANT INFORMATION**: Please find a description how COVID-19/SARS-CoV-2 infections should be reported as AE/SAE in SAKK trials in the download area below.
- MANUALS**: Please note that a new and improved version of the SAKK secuTrial General User Manual is available: For detailed instructions on patient registration and data entry refer to the [secuTrial General User Manual](#) or the Trial Specific User Manual (provided below in the 'Download area')
- GENERAL INFOS**: To register a new patient, click on the menu item 'New patient'. To enter data for registered patients either click on the menu item 'Reports' to see the patient overview or type the patient number into the search field. This will then bring you to the registered patient of interest. For further information on the menu items click on the menu item 'Help' at the top right.
- LOGIN/LOGOUT**: At the top left, you can see your name and the current date. Check these details to make sure you haven't inadvertently logged in to the wrong account. Please be aware that by logging in, you are taking responsibility for the actions undertaken on this site under your name. Never give your login and/or password to any other person, as their actions will be attributed to you. The 'Logout' button logs you out of the system immediately, changes are not saved. Please log out whenever you leave your computer so that nobody can use the system under your name. After 40 minutes without making contact with the server, you will be logged out automatically (timeout). If this happens any unsaved changes will be lost.
- DATA PROTECTION**: Please note our data protection notice for the processing of user data required for study management: [Data protection notice](#)

The bottom right corner of the application displays the version `secuTrial® 6.1.0.7, 2021`. The Windows taskbar at the bottom shows the search bar and various application icons.

5b. Video: Addendum - How to go to a patient's form overview, using My Reports

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SAKK
WE BRING PROGRESS TO CANCER CARE

Date 23.02.2021 - 13:56 (CET)
Participant CRC Training

Time left: 39:53
| Help | Logout

> Welcome

SAKK EDC TRIALS: Registering new patients, filling in CRFs

My Account | Messages | Reports | New patient | Select (Patient, Centre)

>> HOW TO FIND YOUR PATIENTS Click on the menu item '**Reports**' on top right and open the 'Patient overview' OR directly type the patient number (UPN) into the search field 'Select'

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GENERAL INFOS To **register a new patient**, click on the menu item 'New patient'.
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secuTrial® 6.1.0.7, 2021

Type here to search

DEU 13:56 23.02.2021