

8. How to set up a new patient

- With the exception of Phase I trials, new patients are set up by the site in sT.
- Only set up a new patient when needed and with a distinct patient in mind, fulfilling the requirements.
- At the end of the trial accrual period, a slot reservation procedure will be implemented to avoid including more patients than needed.

8a. Video - How to set up a new patient

The screenshot shows a web browser window with the SAKK Intranews logo and navigation menu. 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 of the page shows a Windows taskbar with various application icons and a system tray displaying the date and time (16:23, 18.02.2021).