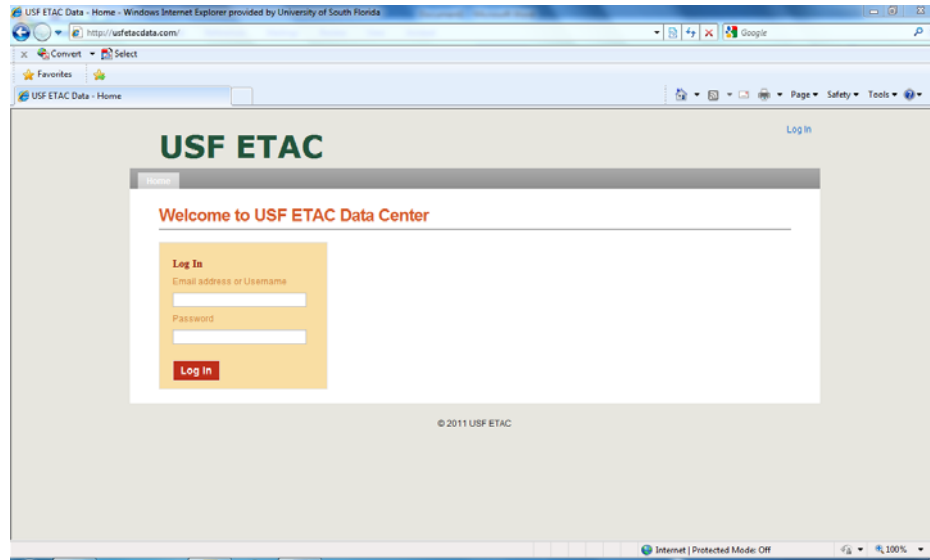


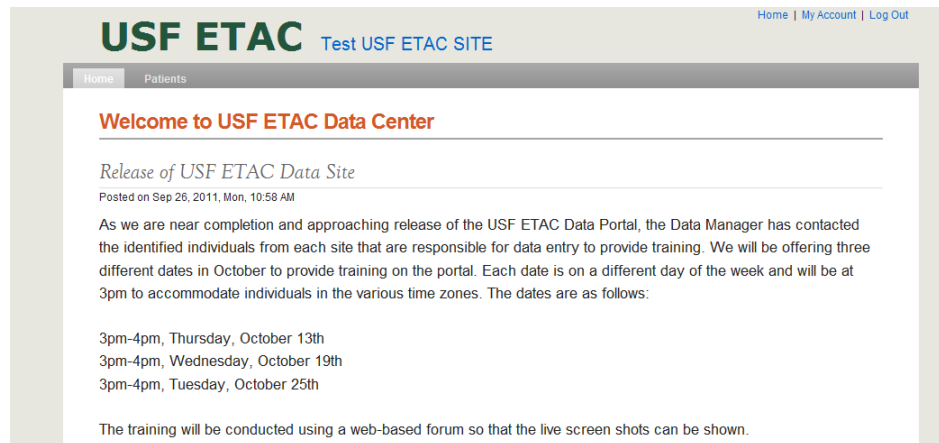
USF ETAC HCV/HIV Data Website Manual

1. Logging on to the website

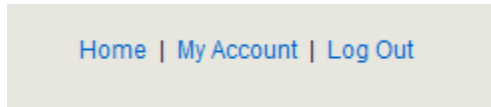
- a. Using your web browser, go to <http://usfetacdata.com>



- b. Enter User Name
- c. Enter Password
- d. You will see the homescreen containing any news/announcement specifically related to data management



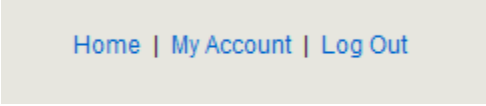
- e. Be sure to click "Log Out" (found at top right of screen) at the end of each session



USF ETAC HCV/HIV Data Website Manual

2. Changing your password

- a. In the top right of screen, click “My Account”

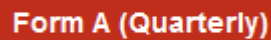


Home | My Account | Log Out

- b. On the left side of the screen, click “Change Password”



Baseline Info

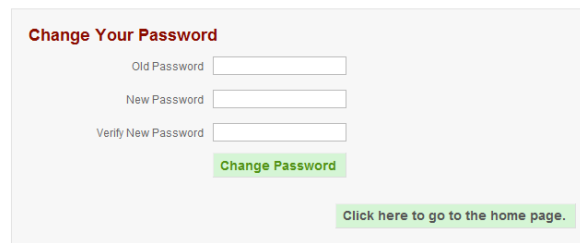


Form A (Quarterly)



Change Password

- i. Enter old password
- ii. Enter new password
- iii. Re-enter new password to verify
- iv. click “Change Password” to save



Change Your Password

Old Password

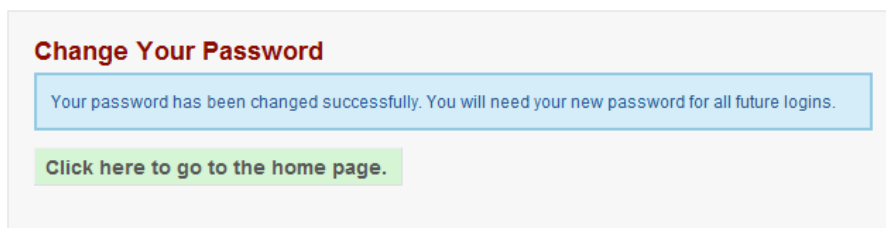
New Password

Verify New Password

[Change Password](#)

[Click here to go to the home page.](#)

- v. You will get a message indicating your password has changed

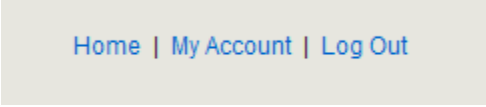


Change Your Password

Your password has been changed successfully. You will need your new password for all future logins.

[Click here to go to the home page.](#)

- vi. Click “Log Out” in the top right of the screen and enter your user name and new password as indicated above to re-enter site



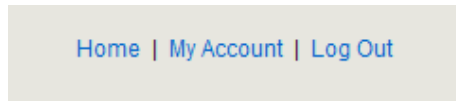
Home | My Account | Log Out

USF ETAC HCV/HIV Data Website Manual

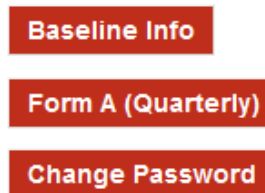
3. Entering Baseline Clinic Information

NOTE: It may be helpful for some sites to complete the paper forms found at <http://usfetac.com> prior to entering data on this site.

- a. Click “My Account” in the top right of the screen



- b. On the left side of the screen, click “Baseline Info”

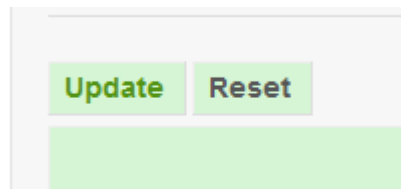


- c. Enter appropriate data requested, including an notes for data entered.

A form titled "Baseline Information" with a light gray background. It contains several input fields with labels and values:

- Number of HIV patients: 400
- Number of HIV/HCV patients: 100
- Number of HIV/HCV patients who are...:
 - Male: 49
 - Female: 49
 - Transgender: 2
- Number of HIV/HCV patients who are...:
 - American Indian or Alaska Native: 20
 - Asian: 20

- d. Click “Update” at the bottom, left side of window to save information entered



- e. You will see a message indicating your data entered was saved/updated

Baseline Information

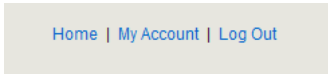
A white rectangular box with a thin gray border. It contains the text "Your information has been updated successfully." followed by a blue text link "Go back".

USF ETAC HCV/HIV Data Website Manual

4. Entering Form A (Quarterly) Information

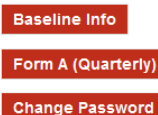
NOTE: It may be helpful for some sites to complete the paper forms found at <http://usfetac.com> prior to entering data on this site.

- a. Click “My Account” in the top right of the screen



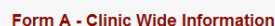
[Home](#) | [My Account](#) | [Log Out](#)

- b. On the left side of the screen, click “Form A (Quarterly)”



[Baseline Info](#)
[Form A \(Quarterly\)](#)
[Change Password](#)

- c. Click “Add a New Report” – *NOTE: Previously entered reports can be seen here. Click the respective time period to view the previous report entered.*

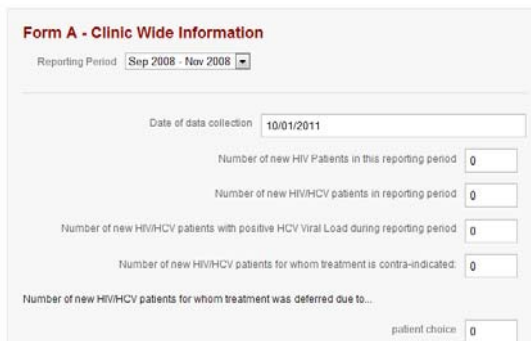


Form A - Clinic Wide Information

Sep 2010 - Nov 2010

[Add a New Report](#)

- d. Selected appropriate reporting period from drop-down menu and enter appropriate data for the time period



Form A - Clinic Wide Information

Reporting Period: Sep 2008 - Nov 2008

Date of data collection:

Number of new HIV Patients in this reporting period:

Number of new HIV/HCV patients in reporting period:

Number of new HIV/HCV patients with positive HCV Viral Load during reporting period:

Number of new HIV/HCV patients for whom treatment is contra-indicated:

Number of new HIV/HCV patients for whom treatment was deferred due to...
patient choice:

- e. Click “Update” at the bottom, left side of window to save information entered



[Update](#) [Reset](#)

- f. You will see a message indicating your data entered was saved/updated

Form A - Clinic Wide Information

Your information has been updated successfully.

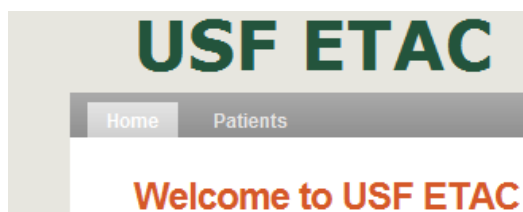
[Go back](#)

USF ETAC HCV/HIV Data Website Manual

5. Entering a New Patient

NOTE: It may be helpful for some sites to complete the paper forms found at <http://usfetac.com> prior to entering data on this site.

- a. Once logged in, click “Patients” on top right of the “Home” screen



- b. Click “Create a new Patient” on top left of screen

Create a new Patient

- c. Enter “Patient ID” and other demographic/basic informatio for this patient and click “Save” at bottom of screen –*NOTE: BMI is automatically calculated based upon weight (kg) and height (ft/in) entered*

New Patient

Patient ID

Age

Gender Male Female

Race

Ethnicity Hispanic/Latino(a)/Spanish Non-hispanic

Weight kg Height ft in BMI

Notes

Save **Reset** **Cancel**

Go back to the list

USF ETAC HCV/HIV Data Website Manual

- d. Upon click "Save," a summary page will appear with the informat just entered
NOTE: On this page, you can click "Edit" on the top left of screen to edit patient demographic/basic information

The screenshot shows a web interface for a patient summary. At the top, there is a header with the USF ETAC logo and the text 'Test USF ETAC SITE'. Navigation links for 'Home', 'My Account', and 'Log Out' are in the top right. Below the header is a navigation bar with 'Home' and 'Patients' tabs. The main content area displays patient information for 'Patient: TEST ID'. On the right side of this section are 'EDIT' and 'DELETE' buttons. The patient details include: Age 67, Gender Male, Race Asian, Ethnicity, Weight 185 kg, Height 5 ft 10 in, and BMI 58.5. There is a 'Notes' section with the text 'Enter any notes here.....'. Below this is a 'NEW TREATMENT' button. At the bottom, it says 'Treatments None found' and a 'Go back to the list' button.

USF ETAC Test USF ETAC SITE

Home | My Account | Log Out

Home Patients

Patient: TEST ID EDIT DELETE

Age 67
Gender Male
Race Asian
Ethnicity

Weight 185 kg
Height 5 ft 10 in
BMI 58.5

Notes Enter any notes here.....

NEW TREATMENT

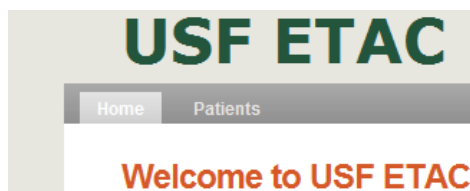
Treatments None found Go back to the list

USF ETAC HCV/HIV Data Website Manual

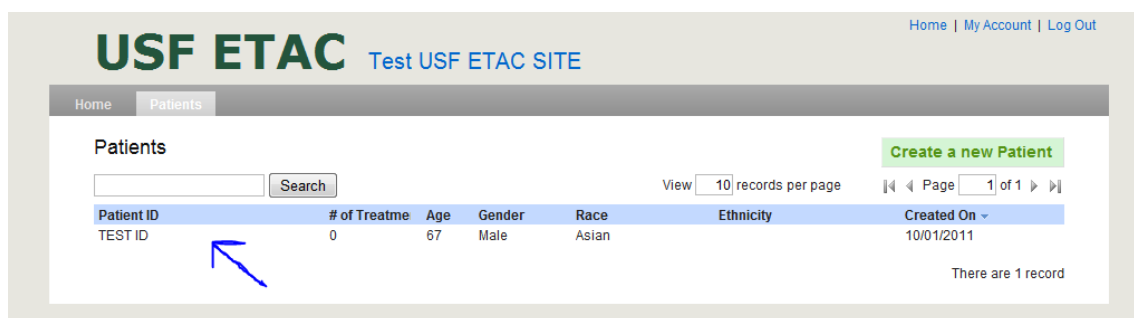
6. Entering Patient Treatments (Forms B-F)

NOTE: It may be helpful for some sites to complete the paper forms found at <http://usfetac.com> prior to entering data on this site.

- a. Once logged in, click "Patients" on top right of the "Home" screen



- b. Click patient for which you would like to enter a new form (Treatment)



- c. Click "New Treatment"



USF ETAC HCV/HIV Data Website Manual

- d. Select “Treatment Week” from drop-down box, which correlates to Forms B-F found on the <http://USFETAC.com> Project website, enter appropriate data, and click “Save” at bottom of screen

Patient: **TEST ID**

New Treatment

Treatment Week

Was this patient previously reported as deferred treatment? Yes No

HCV Genotype	<input type="text"/>	Date	<input type="text"/>		
HCV RNA	<input type="text"/>	Date	<input type="text"/>		
Most recent HIV VL	<input type="text"/>	Date	<input type="text"/>	Log	<input type="text"/> log ₁₀
Most recent CD4	<input type="text"/>	Date	<input type="text"/>	CD4 %	<input type="text"/>

AIDS defining event since baseline? Yes No

Labs Date

- e. Upon clicking “Save,” a summary page will appear with the informat just entered
NOTE: On this page, you can click “New, Edit, or Delete” on the top left of screen to enter a new form, edit, or delete the patient form you just entered

NEW **EDIT** **DELETE**

USF ETAC HCV/HIV Data Website Manual

7. Viewing Previously Entered Forms

- a. Viewing Baseline and Form A (Quarterly) Reports
 - i. Log in to website as described above
 - ii. Click “My Account” on top right of screen
 - iii. Click report you wish to review
- b. Viewing Patient Treatment Forms
 - i. Log in to website as described above
 - ii. Click “Patients” on top right of screen
 - iii. Click patient you wish to view, including the specific forms that were previously entered and you wish to view once the individual patient screen opens

8. Data Site Assistance

Please contact the Data Manager for any assistance with this site.

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Fax: (239) 244-9276

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