Dr. Susan Love Research Foundation in partnership with the Beckman Research Institute at the City of Hope

THE HEALTH OF WOMEN STUDY (HOW)

USER MANUAL

Contents

Chapter 1: Introduction to the Manual

This chapter outlines the Health of Women User manual and gives you a brief description of all the chapters in this manual.

Using the Health of Women User Manual

This section outlines the organization of the Health of Women End User manual.
Topics in this chapter include:

- Introduction
- Organization
- Document text conventions

Introduction

The Health of Women User manual outlines the Health of Women Study software application. The documentation includes information and instructions for the user, and suggests ways to maximize the utility usefulness of the Health of Women application. This manual is intended for the registered members of the Health of Women Study.

This study relies on javascript to make completing the questionnaire simple and efficient for you. We have certified the javascript libraries to ensure that they contain only code from our developers. To complete the forms, you will need to enable javascript in your browser. Some organizations consider the use of javascript to be a security risk. If you are concerned about the potential risks, you should disable javascript in your browser after completing the questionnaire.

Organization

This manual contains the following chapters:

Table 1: User Manual Chapter Organization

Chapter	Description
Introduction to Health of Women	This chapter outlines a high-level overview of Health of Women workflow, data, and features.
First Few Steps – How to Register	This chapter outlines the process to register as a Health of Women member
Introduction to your Research Health Information	This chapter outlines the process of adding, saving, and tracking your research health data.
Changing contact information	This chapter outlines the steps to change your contact information.
Printing	This chapter outlines steps to print your research health data.
Re-setting your password	This chapter outlines the steps to re-set your password.

Document Text Conventions

The following table outlines the conventions used in this manual:

Table 2: Text Conventions

Bold	Used to highlight the User Interface objects in procedures and FYI, or both.
Italic	Used to denote words that need user attention.
	Notes of particular interest to the end user.
Note	Used to provide additional information.
Caution	Used to caution the user against performing certain activities.
Numbered Screenshots	Used to denote the workflow of the procedures.

Chapter 2: Introduction to the Health of Women Study

The main goal of the Health of Women Study application is to provide a user-friendly and intuitive system to assist you in entering your research health data.

Overview of Health of Women Study Features at a High Level

This section provides a high level overview of the features in the Health of Women Study application.
1. Quick Links and Menus
2. Contacting the Dr. Susan Love Research Foundation
3. Changing the font size
4. Your Workflow

Quick Links and Menus
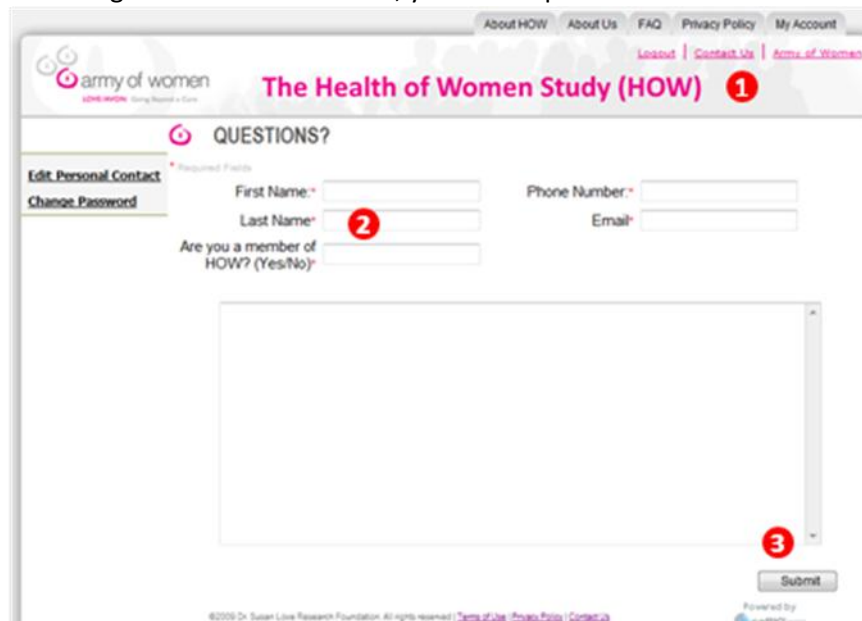
The Quick Links feature provides easy, accessible links to pages located with the Health of Women Study as well as external sites. The Quick Link feature is located in the top right hand corner of each page.

Contacting the Army of Women

Within the Quick Links feature, you will find a **Contact Us** link.   This allows you to send questions or comments directly to the Dr. Susan Love Research Foundation, the organizers of the study.

1. After clicking on the **Contact Us** link, you will be presented with the following screen:

2. Enter your contact information such as your **First Name**, **Last Name**, **Phone Number**, and **Email.** Please also enter your question or comment
3. Click the **Submit** button.
4. You will be presented with a Thank You page.

Changing the Font Size

On each page, you will find the ability to increase or decrease the font size. The system allows you to increase the font size by 2 points and decrease by 1 point.

Your Workflow

The Health of Women study application provides you with a workflow to help track the status of your sections and modules. This workflow is located on the left hand side of each module section.

For sections that you have completed, the section name will be displayed preceded by a closed circle.

● My Reproductive Health

For sections that you have not yet completed, the section name will be displayed preceded by an open circle.   **BOLD** section names indicate that you are currently working on that section.

○ **About Me**

Chapter 3: Few First Steps – How to Register

The Health of Women Study is an extension to the Army of Women; therefore, you must first be registered with the Army of Women (www.armyofwomen.org) before receiving access to the Health of Women Study.

Setting up Your User Account

Before you can access the Health of Women study, your account must be created. The following figure shows the process of registering with the Health of Women Study.
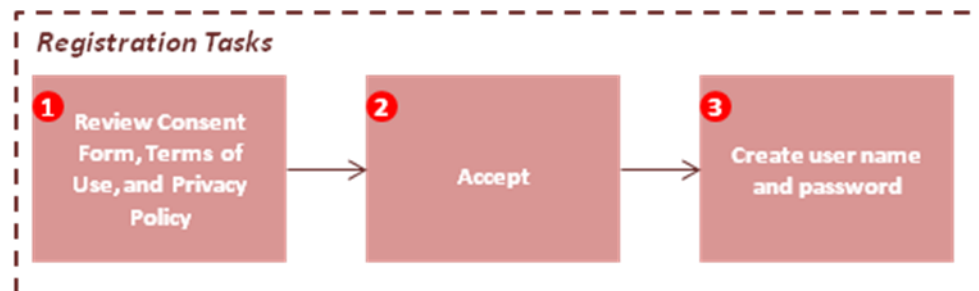
Figure 1: Registration Tasks

Registration process:

1. Click the **Start Consent** button.   The Consent Form is displayed.

2. After reading the Consent form, Terms of Use, and Privacy Policy, you will be asked to Accept.

3. If you click the Accept checkbox, you will be presented with the next step, creating your user account.
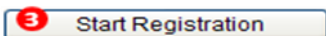
4. Enter your details like **Username**, **Password**, **Security Hint**, and so on.

Register to Participate:

Create User Name: ❹

Create a Password:

0% Enter your password above

having trouble creating your **password?**

Your password must be between 8 to 10 characters, with a mix of alpha-numeric and special characters, such as $, @, and ! When your password is considered "strong" , as indicated by the colored meter, the REGISTER button will appear.

Confirm Password:

Email Address:

Security Question: Select one ▾

Security Answer:

Please note that your answer is case sensitive

F.Y.I.	You will be asked to enter a unique name and password that is different from your Army of Women username and password. We are asking you to create a new account for HOW because in this account, you will be storing confidential, secure research health data.

Note: Your password must contain at least 8 characters, with a mix of alpha-numeric and special characters such as $, @, and !. Enforcing these rules adds an extra layer of protection to your research health data.

Note: The answer to your security question is case sensitive.

5. Click the **Register** button.
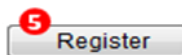
❺ Register

6. If your registration is successful, you will be presented with this message and you can begin to enter your research health data:

❻ **Congratulations!**
You are now registered with the Health of Women Study (HOW) and are one step closer to helping us eradicate breast cancer once and for all.

Please Click **here** to begin to fill out your research data.

Please note: This study relies on javascript to make completing the questionnaire simple and efficient for you. We have certified the javascript libraries to ensure that they contain only code from our developers. To complete the forms, you will need to enable javascript in your browser. Some organizations consider the use of javascript to be a security risk. If you are concerned about the potential risks, you should disable javascript in your browser after completing the questionnaire.

7. You will also receive a confirmation email.

WELCOME TO THE HEALTH OF WOMEN STUDY

User Name: SDOLSON

Thank you for signing up for the Health of Women study (HOW), the first ever online "cohort" study of one million women. Please make sure you keep your HOW password and login in a secure location. If you lose your login or password, please visit http://how.armyofwomen.org/HOW/Home/LostPassword.do to retrieve the information.

By signing up for the HOW study, you will receive from us "modules" with personal research data questions. Each module will focus on a different health topic. We will send you periodic "Call-to-Action" emails inviting you to take part in a new module. We also will ask that you let us know when you change e-mail addresses or move so we don't lose touch with you.

We plan to follow the members of HOW over the next twenty years, but we plan to release results from the study periodically to the members of HOW. The 20 year follow up will allow us to track lifestyles, environmental exposures and other potential causes of breast cancer incidence over time.

You are free to drop out of the study at any time. To withdraw from participation, you will need to call the Dr. Susan Love Research Foundation at **866-569-0388** or send an email to how@dslrf.org and let us know you would like to withdraw. Any information that you have already provided will not be deleted, but your contact information will be removed and will no longer be linked to the data. Withdrawing from the HOW study will in no way affect your status as an Army of Women member. You will continue to receive Call-to-Action emails from the Army of Women about other research studies. The HOW study is being conducted by the Dr. Susan Love Research Foundation and is just one of the studies that the Army of Women is recruiting women to join.

Thank you again for signing up and helping us move breast cancer beyond a cure.

The Dr. Susan Love Research Foundation

Chapter 4: Introduction to Your Research Health Data

As a member of the HOW study, you will be receiving "modules" that will ask key questions about your health and family history. Each new module is released as part of a "call to action" email. Each module will be dedicated to a specific topic and the topics will include data about your health history, reproductive health, cancer history (for those with breast cancer) and much more. The modules will eliminate the need to ask every single question about your health history at once.

Your Personal Home Page

You personal home page is available to assist you in keeping track of what sections are available to you, what information you have entered, and what sections you have completed. When you log in for the first time, your home page explains how to start entering information and what sections are available to you. As you begin entering your information, your page will reflect your current status for each section.

This page provides several key features:

1. List of available sections with their corresponding status
2. Ability to Print your research health data
3. Ability to view the Consent Form
4. Information on how to contact the Dr. Susan Love Research Foundation
5. Ability to change your password

Saving your Research Health Data

In each section, you have 2 options for saving your research health data:

1. **Save and Go Back** – This button saves your data and takes you to the previous section, as indicated in the workflow.
2. **Save and Go Forward** – This button saves your data and takes you to the next section, as indicated in the workflow.

Note: If you are working on the last section in the workflow, and you click on the Save and Go Forward button, you will be taken to your personal home page.

F.Y.I.	You will be asked to select an answer for each question before saving. There is an option for "I'd rather not say" for those questions that you do not feel comfortable answering.

Completing your Research Health Data
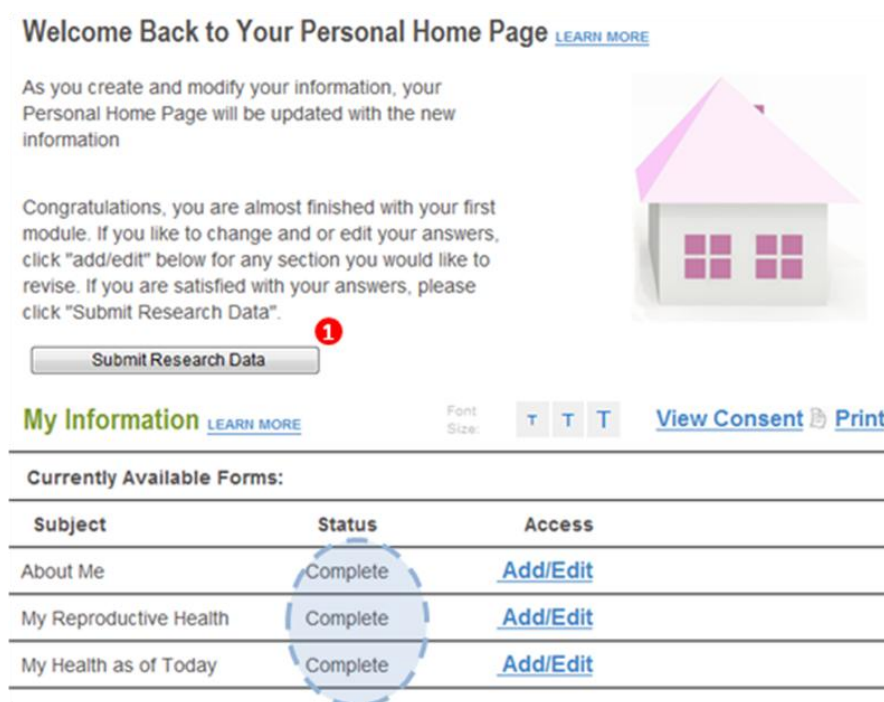
When you have completed each section and have saved your research health data, your workflow will look like the following:

You are now ready to submit your research health data. Your sections will all be marked as Complete. If needed, you may still click on one of the **Add/Edit** links to modify your data.

- About Me
- My Reproductive Health
- My Health as of Today
- My Breast Cancer

To complete your research health data:

1. Click on **Submit Research Data.**

2. After you have clicked the button, you will see this message. Click **OK**.

3. Your sections are now "locked" and no further changes can be made. The Add/Edit will be changed to View/Print.

Currently Available Forms:

Subject	Status	Access ❸
About Me	Complete	View/Print
My Reproductive Health	Complete	View/Print
My Health as of Today	Complete	View/Print

Chapter 5: Changing Contact Information

Once your module is submitted, you still have access to update your personal contact information if necessary.

1. On your Personal Home Page, click on **Edit Personal Contact.**

2. Fill out your data and click **Save**.

Chapter 6: Printing

At any point in entering your research health data, you have the ability to print your data. The Print feature is located on every page.

When you click this icon, your research health data will be displayed in a printable format.

Chapter 7: Re-setting your Password

If you forget your username or password, the Health of Women application provides the ability to retrieve this data.

1. From the main login page, click on the **HELP** link.

2. You will then be asked to indicate if you wish to receive your username or a temporary password. Enter your email address.

3. Click **Continue**

4. Enter your security answer and click **Continue**. Your security answer is case sensitive.

5. You will then receive an email with the information that you requested and further instructions.

> Your temporary password has been sent to your email address. Use this password to login.
> After login, you will be directed to create a new personal password. Please keep this
> password in a safe place.

6. As soon as you log back into the Health of Women, you will be prompted to re-set your password. Enter your **New Password**, **Confirm Password**, and click on **Submit**.