WHO COVID-MISC DATABASE PLATFORM

(Multisystem Inflammatory Syndrome in Children and Adolescents)

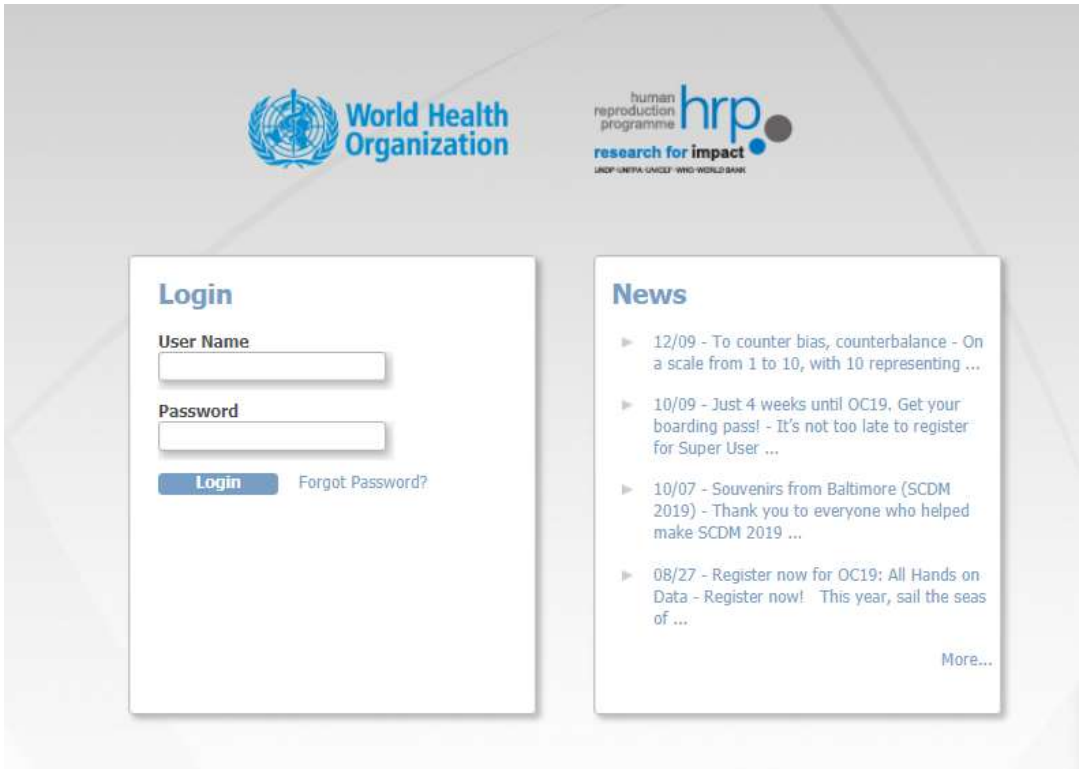
Instructions for OpenClinica Electronic Data Capture (EDC) System

(version 1.0)

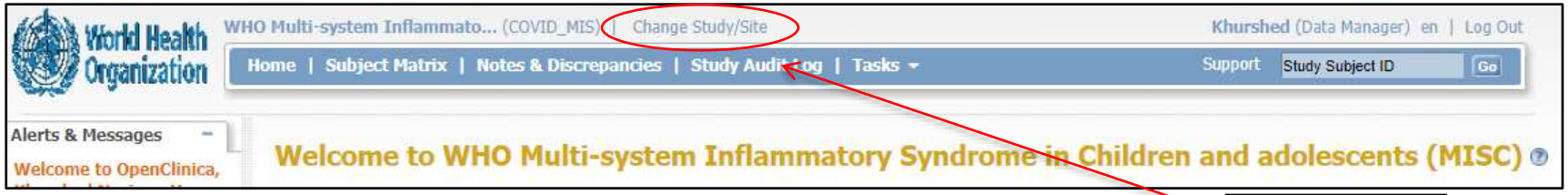
FOR TECHNICAL ASSISTANCE OR
TO REQUEST DATA PLATFORM ACCESS,
PLEASE EMAIL
SIS@who.int

Step 1. Go to https://who.eclinicalhosting.com/OpenClinica/pages/login/login

Step 2. Log in with Username and Password.

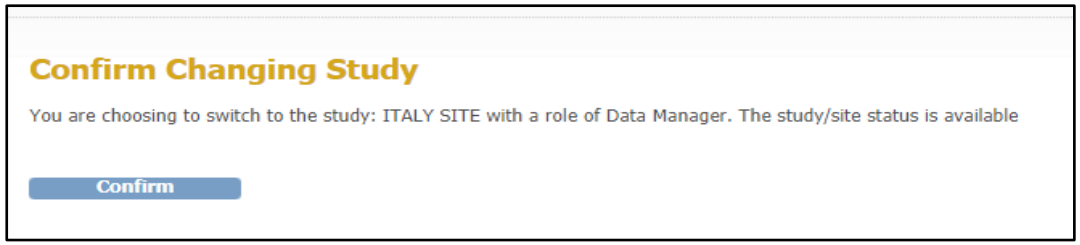


Step 3. Welcome Dashboard, change study/site if you are entering data to more than one site.



Click here to change study if entering data for more than one site

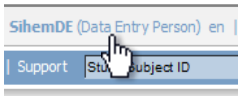
Follow these steps:



Step 4. Change password and set security question (mandatory at first login).

1. Click on menu item **"Tasks" - "Update profile"**, OR on your name in top right corner:

OR

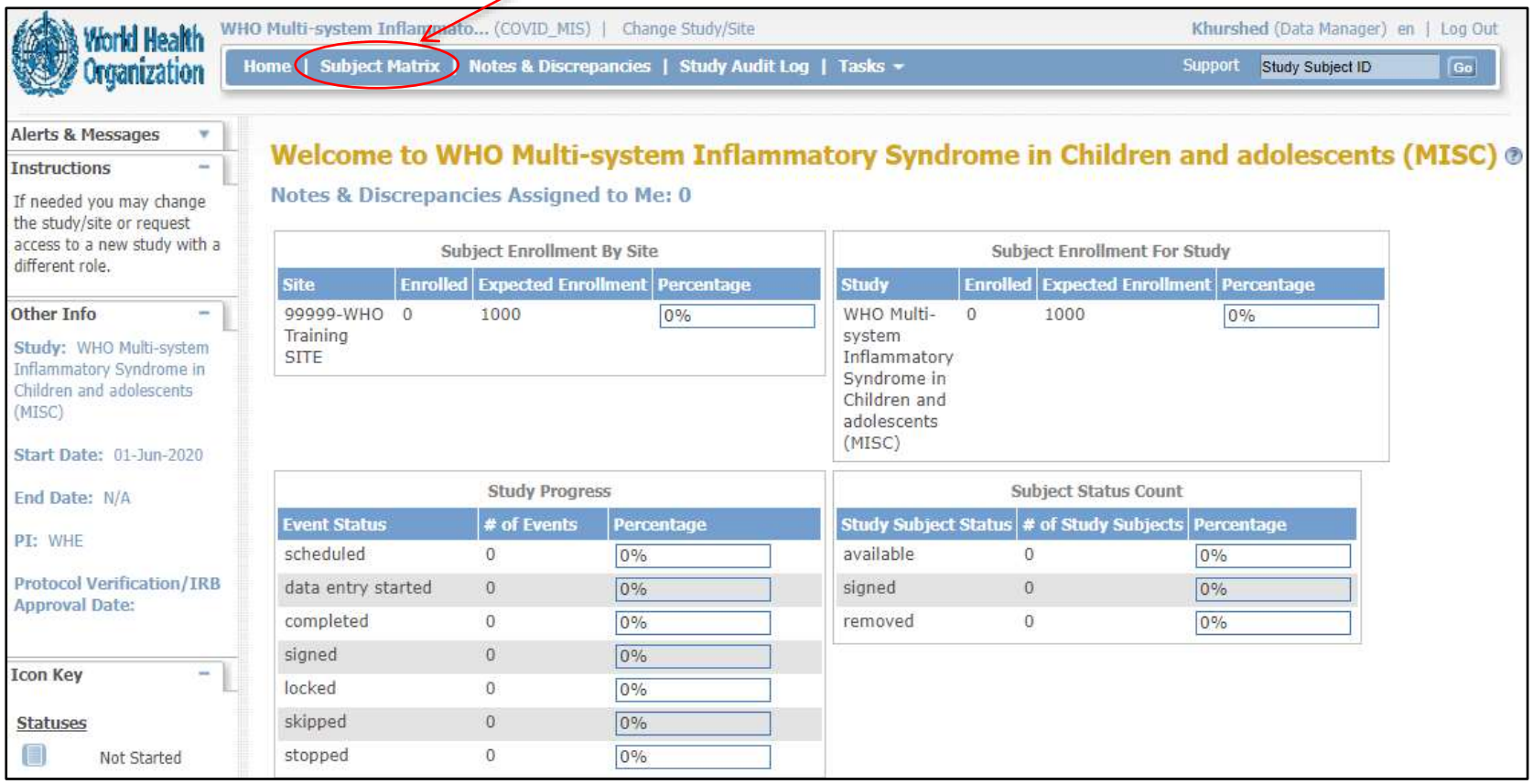


2. "Change User Profile" page will open.

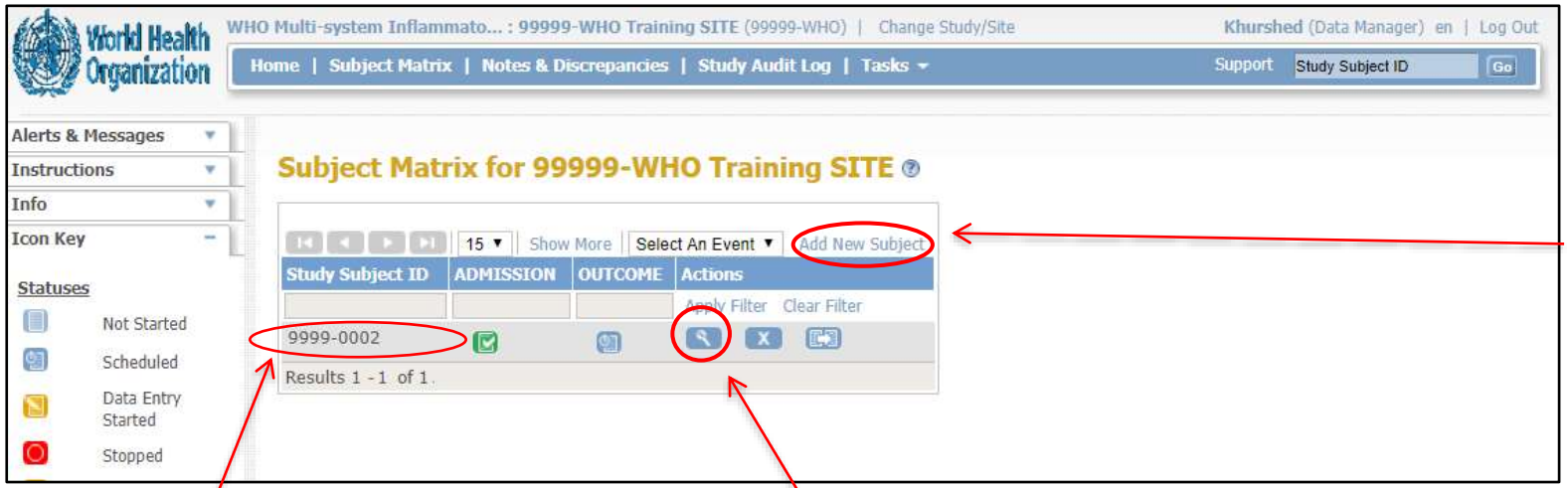
3. Check and/or fill in the following items:
   - "**Email**"**:** should be your valid email address
   - "**Password Challenge Question and Answer**"**:** You can use it to reset your own password.
   - "**Old password**"**:** password you used to log into the system.
   - "**New password**"**:** A password of your choice, something you can easily remember. The new password should be at least 8 characters long, with one capital letter, one number and one special character (!@#$%^&).
   - "**Confirm new password**"**:** Retype the new password.

4. Click the button **"Confirm Profile Changes"**.
   From now on use the new password for logging into the system.
   Keep it in a safe place and **do not share it with anyone else**.

Step 5. From Welcome Dashboard, click on Subject Matrix option to start the data entry process.



Step 6. On Subject Matrix, Click on Add New Subject to create a new record or click on icon to view/enter data for an existing pt.

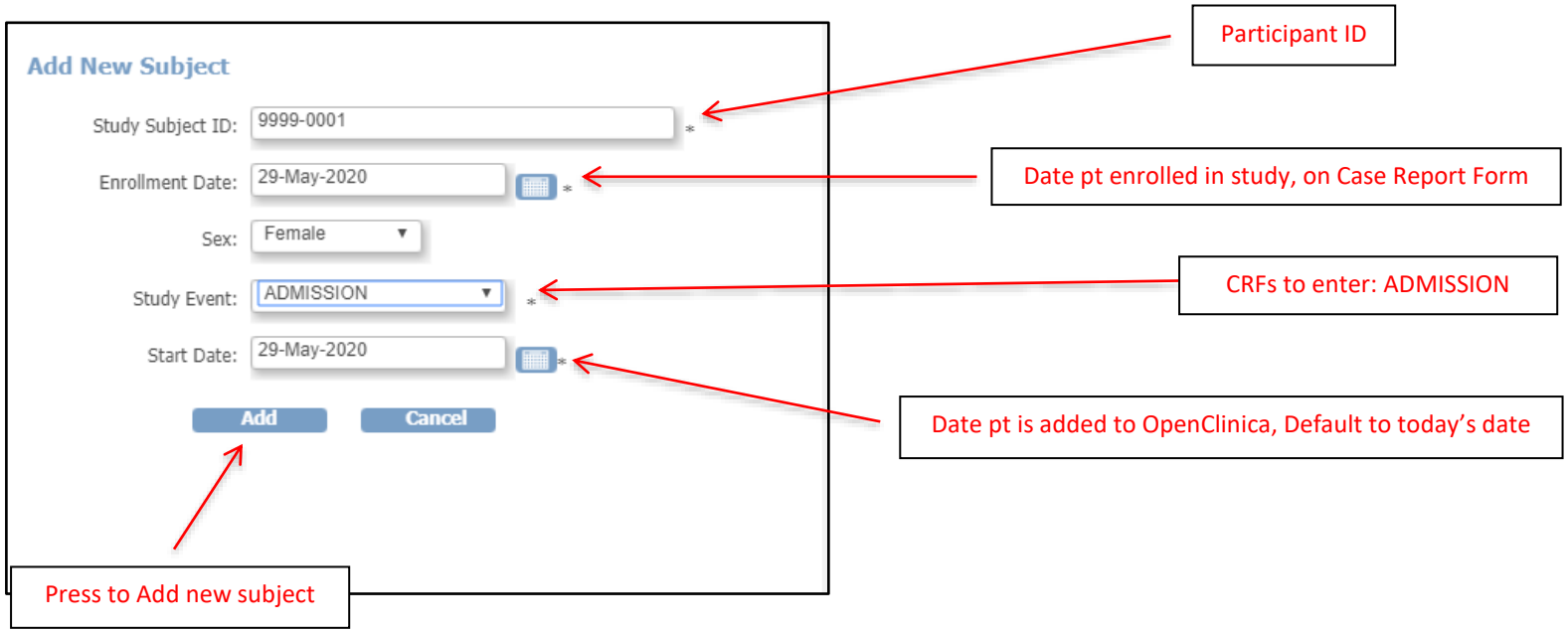


Click here to start new patient

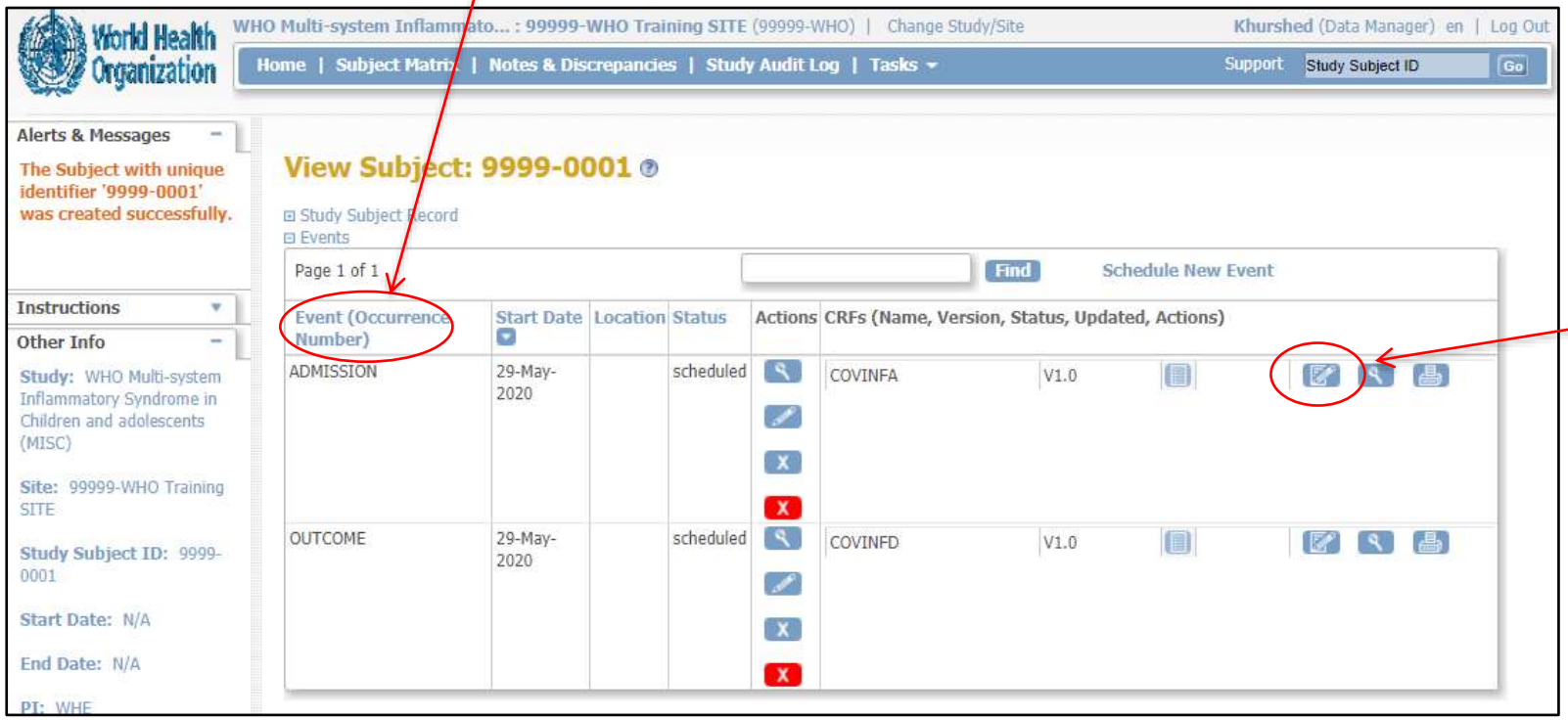
View subject info

Existing pts

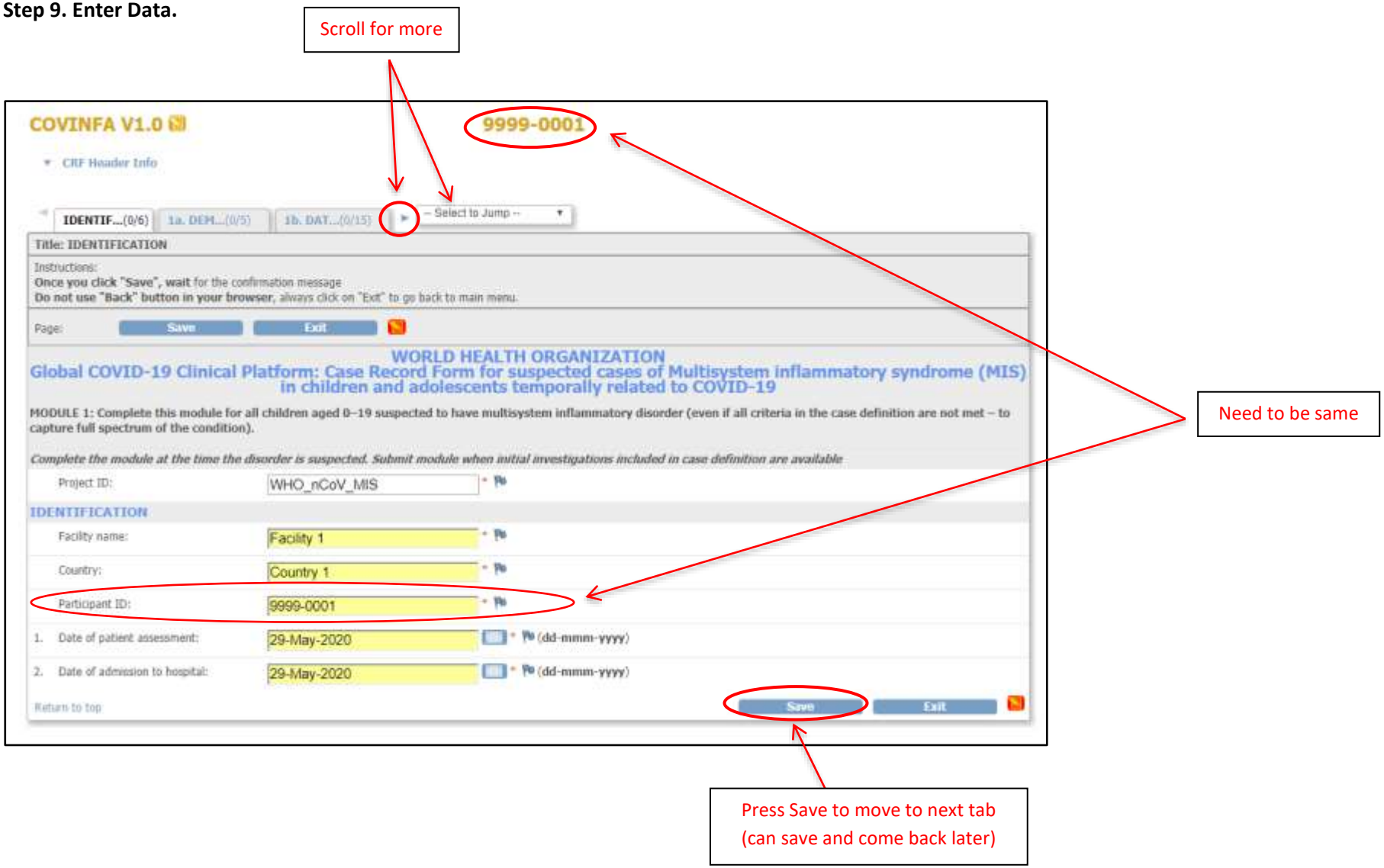
Step 7. To add new subject, complete and press Add.



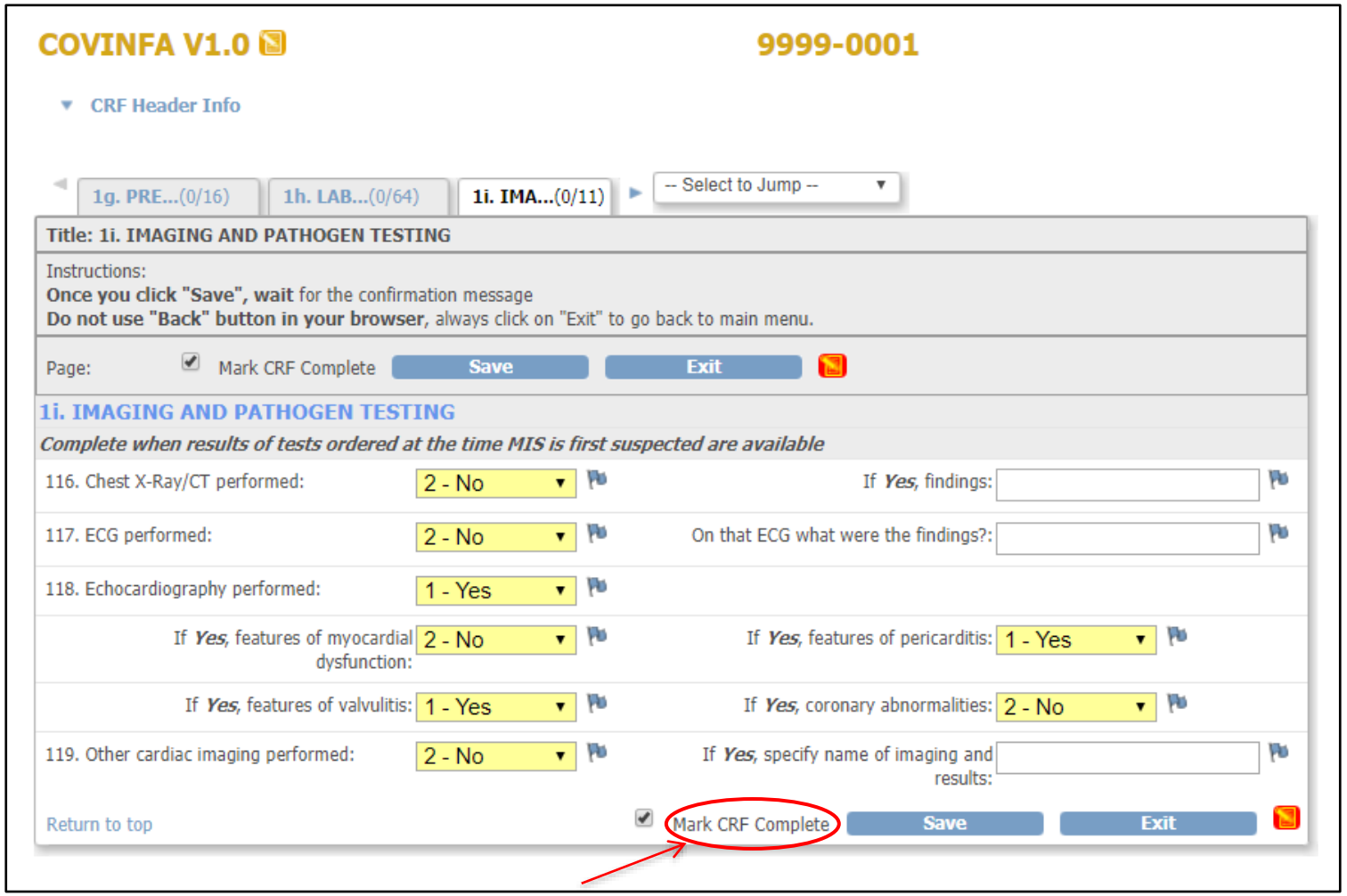
Step 8. On Subject-specific Dashboard Click on Event (Occurrence Number) to sort if not alphabetically sorted already. Click on icon shown to enter data for Subject.



Step 9. Enter Data.

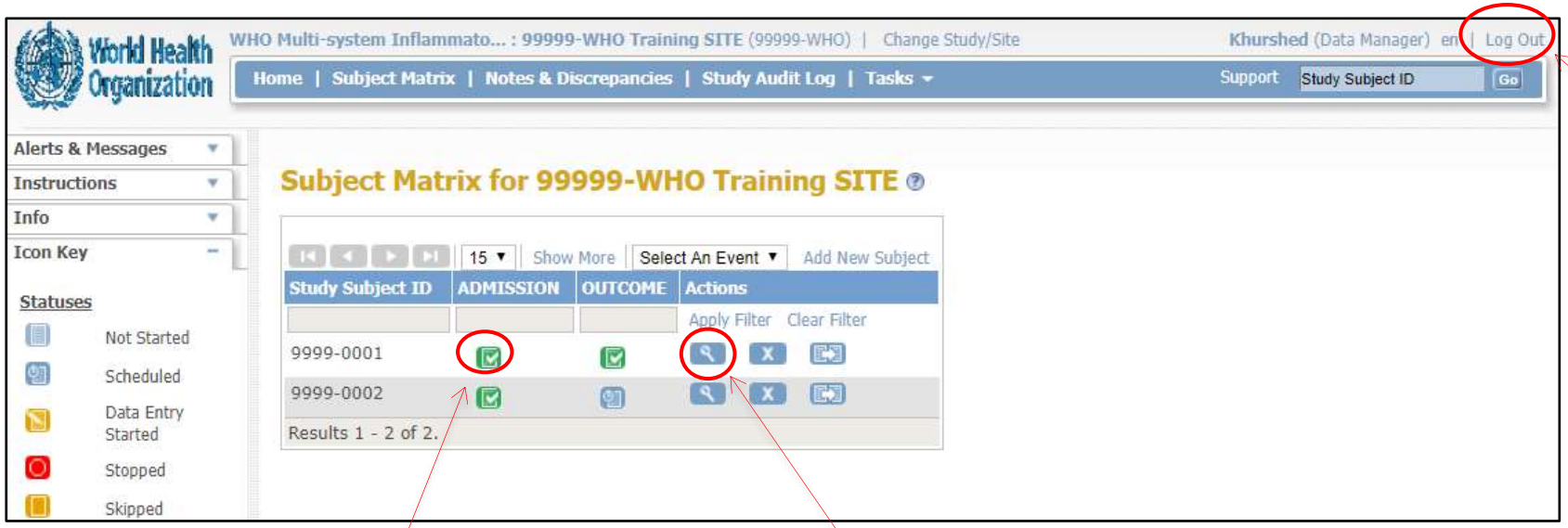


Step 10. When data entry is complete, check box to mark complete and press save to submit data.



Check here and press Save when complete.
That will submit the form.

Step 11. When data entry is done, go back to Subject Matrix and select to view subject or to log out.



Log out to exit

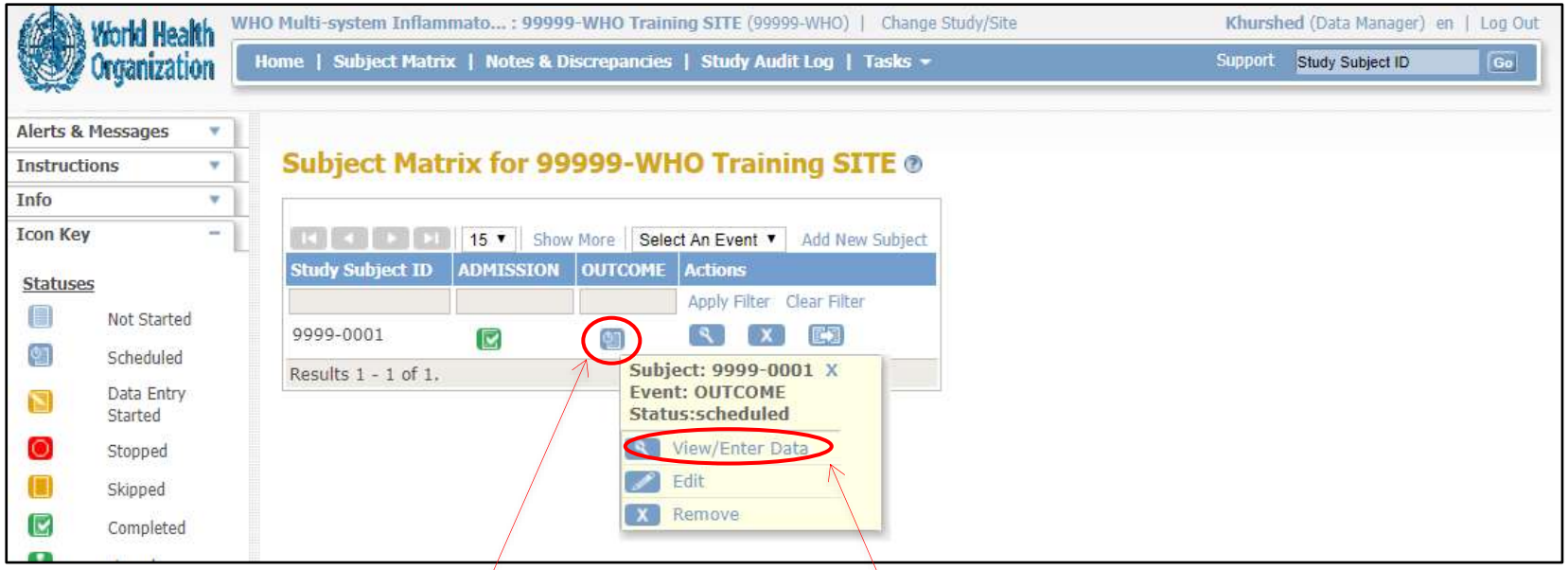
Green if completed

Yellow if saved but not completed yet

Click on icon to view subject

Step 12. If participant discharged or dead, complete the Outcome form.

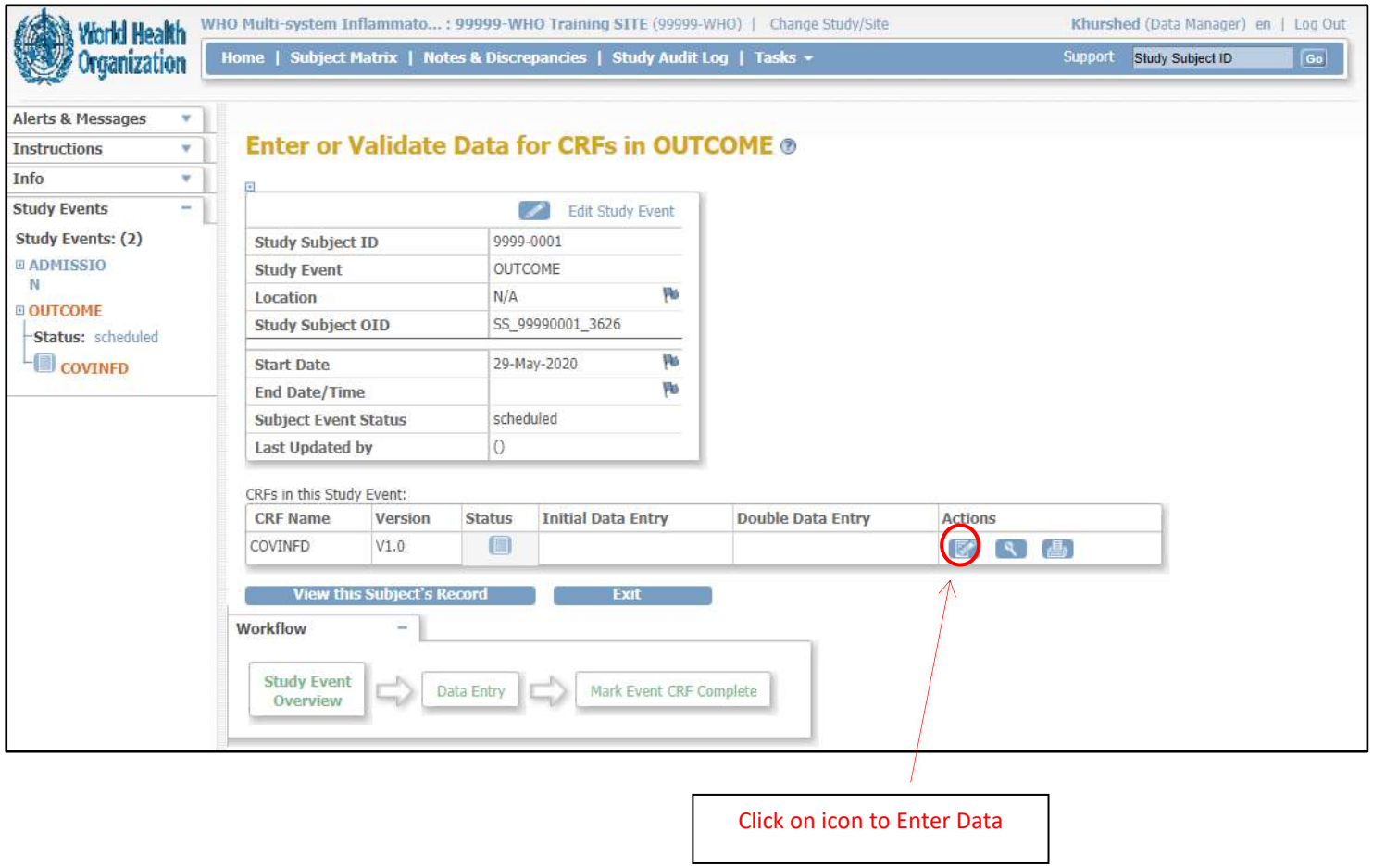
Go to Subject Matrix and click on the View/Enter Data for Outcome form.



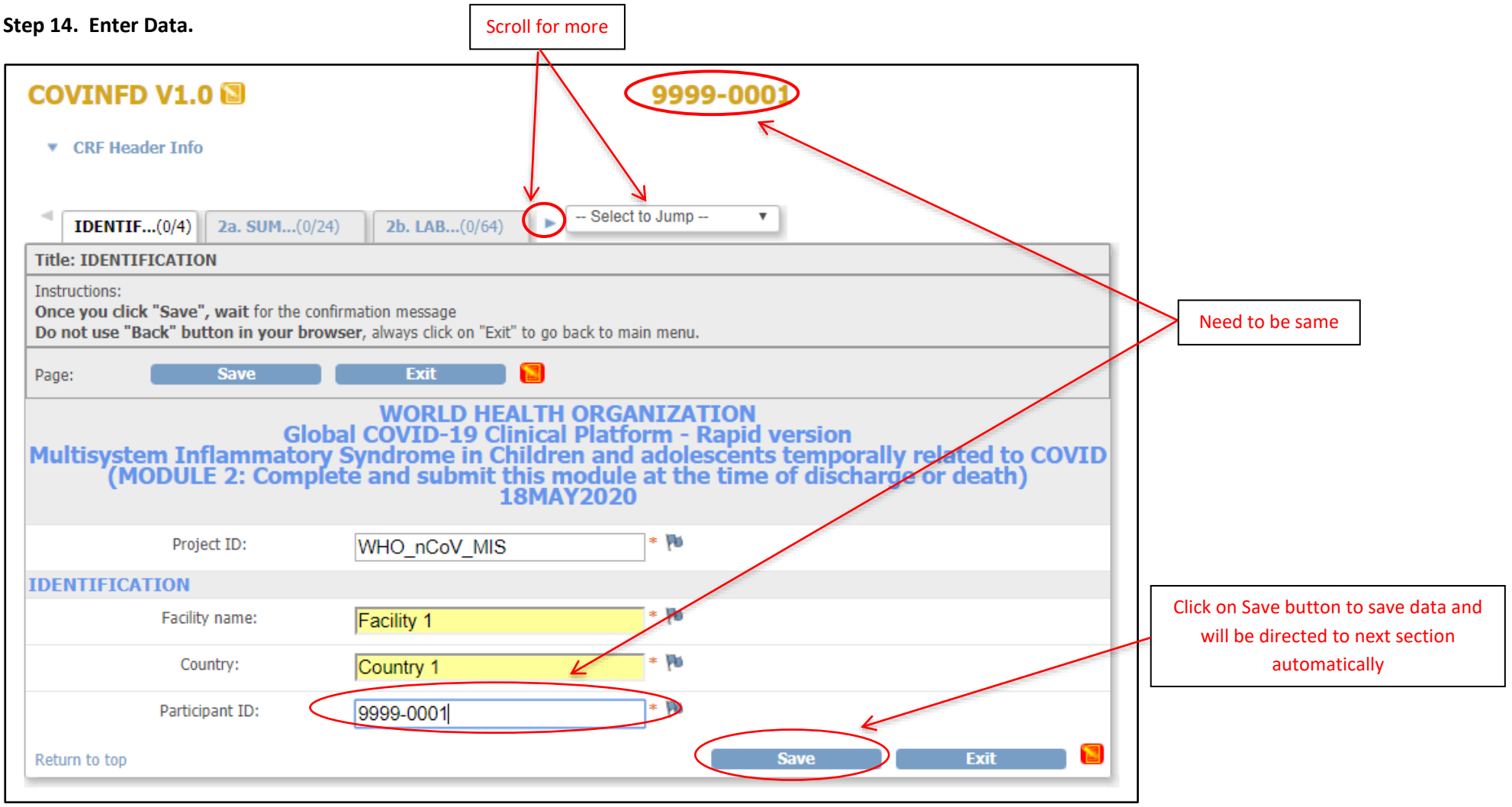
Click on icon to open popup menu

Click on icon to start data entry for Outcome

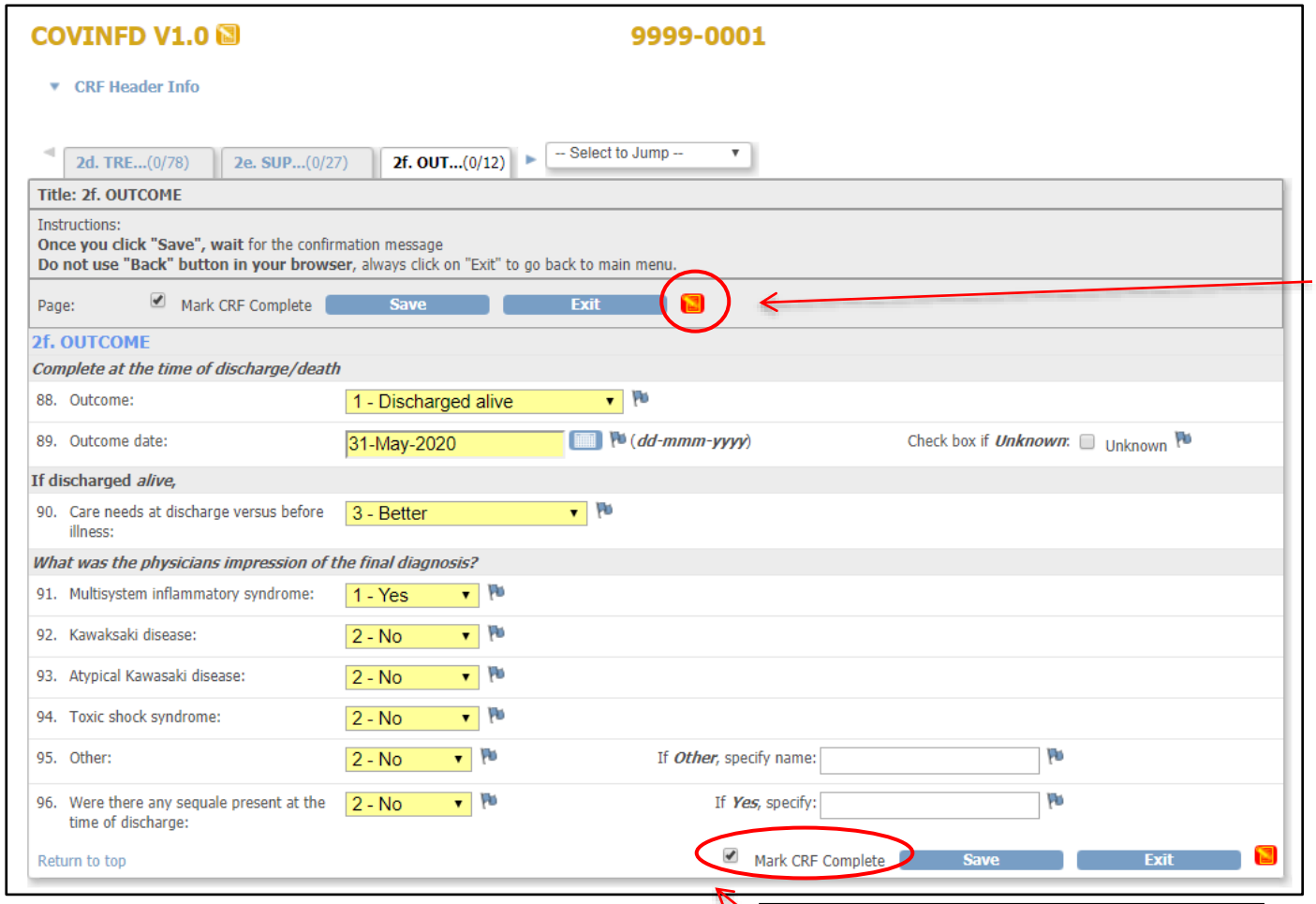
Step 13. Press Enter Data to start the data entry for Outcome form.



Step 14. Enter Data.



Step 15. Mark the form complete.



Red icon signals data have been modified but not saved yet.

Check here and press Save when complete. That will submit the form.

END.