

## Data Inventory Online Survey Tool

Thank you for participating in the EuroCoord WP4.4 Data Inventory online survey!

By clicking the link sent to you by email your default internet browser will pop-up showing the first tab of the survey with a small window showing a progress bar for the data loading process.

### **IMPORTANT!**

*Due to the large amount of items in this survey some browsers can be faster than others regarding the initial data loading times. Google Chrome, Opera and Mozilla Firefox seem to be some of the fastest ones. Microsoft Internet Explorer version 8 or higher works fine too (although with a little bit slower initial data loading times). Note that earlier versions of Internet Explorer are not supported (for more information and solutions please see at the end of this document).*

The webpage which will be shown in your browser will have:

- a) A series of tabs on top
- b) A progress bar at the top right corner
- c) 3 buttons towards the bottom of the page

You don't have to fill this survey serially. You can move to whatever tab you want at any time.

The progress bar will show which percentage of the required fields has been filled-in.

You can press the "Save data" button to save the data into the database. Of course, if you change some of your answers and save the data again, only the latest version will be saved.

The "Highlight Missing Fields On/Off" button will put a red frame around the fields not yet completed. Pressing it once more will remove this red frame.

The "Finalize" button should be used only if you have finished entering data. You won't be able to change your data afterwards. *Note: don't forget to press this button once you are done with this survey; otherwise we will assume that you are still completing it or making changes.*

## The tabs explained

### 1. Cohort description

Most fields here accept free text except for “Year of creation of the cohort” (which requires a number e.g. 1996), 2 date fields (“What is the closing date of the database you use to answer the questions in this survey” and “Date of most recent data update”) and a radio box (“Do you think that there are any issues with selection bias in the way you recruit patients”) where if you click “yes” you will be prompted to explain using the corresponding text box.

*Note: All text boxes showing two short diagonal lines at their bottom right corner can be enlarged by dragging this little symbol.*

### 2. Summary Statistics

Here you will have to provide some summary statistics in terms of numbers (not percentages) like for example how many HIV patients are included in your cohort, how many deaths have been recorded etc.

If you think that some of the fields are not applicable (for example you probably do not collect socio-economic information) please leave them blank.

### 3. Overlap

Use the radio buttons in the “Main” column to indicate the network to which you contribute the majority of your data. Only one of the 6 networks can be your “main” network. If you contribute data of a smaller proportion of individuals in your cohort to other networks too please use the check boxes (column “Other”). You can optionally give approximate percentages of your total number of patients corresponding to each network.

### 4. Data Collection (HICDEP)

In this section you will have to indicate which of the items included in the latest HICDEP data exchange protocol are collected in your cohort. This section is further divided into sub-tabs each of them corresponding (roughly) to HICDEP tables. Your answers can be entered using

a) radio buttons (“yes”, “no”, “occasionally” and “N/A”). N/A (meaning Not Available) will indicate that, for whatever reason, you did not provide this information.

b) drop-down menus like for example “Yes (HICDEP format)”, “Yes (non HICDEP format)” and “No”. If you don’t select any of these option the answer in this question will be assumed to be “N/A”.

*Note that in some cases (like for example in the “Mode of infection” question there is a link showing the HICDEP coding.*

*Note also that if your answer to such questions is “Yes (non HICDEP format)” you will be able to provide your coding scheme in a new text box (use semicolons to separate categories)*

### 5. Data Collection (Non-HICDEP)

This is similar to section 4 {Data Collection (HICDEP)} but without the sub-tabs

#### *6. Additional Info*

In this section you can inform us about other data you collect in your cohort (not included in the previous two sections). You can just briefly specify these items in the text box or, if this is not possible, send us a copy of the questionnaire you use to collect the data or a description of your electronic database.

*Note: If you upload multiple files, only the LAST FILE will be saved*

#### **IMPORTANT: Information for those having access to Microsoft Internet Explorer version 7 or earlier**

You most probably will not be able to use this online survey tool with Microsoft Internet Explorer (IE) version 7 or earlier. If this is the only browser you have available there are two solutions:

- a) Upgrade to IE version 8 or higher. IE version 8 is compatible with older MS operating systems like Windows XP
- b) Install an alternative internet browser like Google Chrome, Mozilla Firefox or Opera. All these browsers have also “portable” versions which means that you don’t have to install anything; you just download a zip file containing a folder which includes the executable file.

In case none of the suggested solutions work, you would provide a paper-questionnaire.

For any assistance or clarifications you can send an email to Nikos Pantazis (email address: npantaz@med.uoa.gr)