![SNAP-2 Sprint National Anaesthesia Project] **Online Web tool user notes**
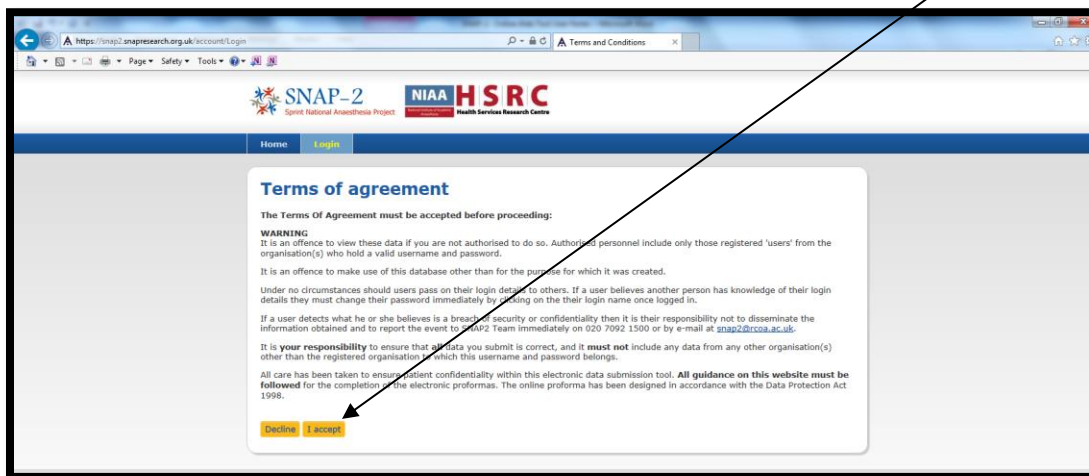
How to access the online web tool

1. To access the web tool enter the following web address:

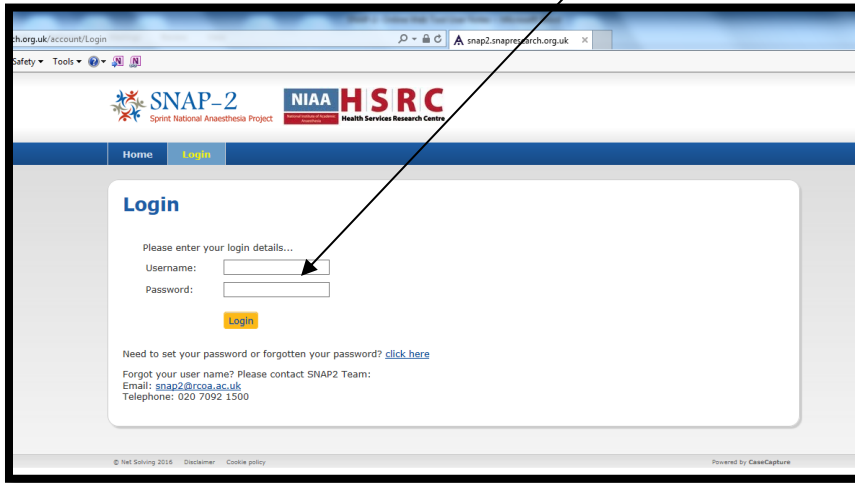   https://snap2.snapresearch.org.uk

2. You will see the welcome page below, to enter the site click on 'Login'.
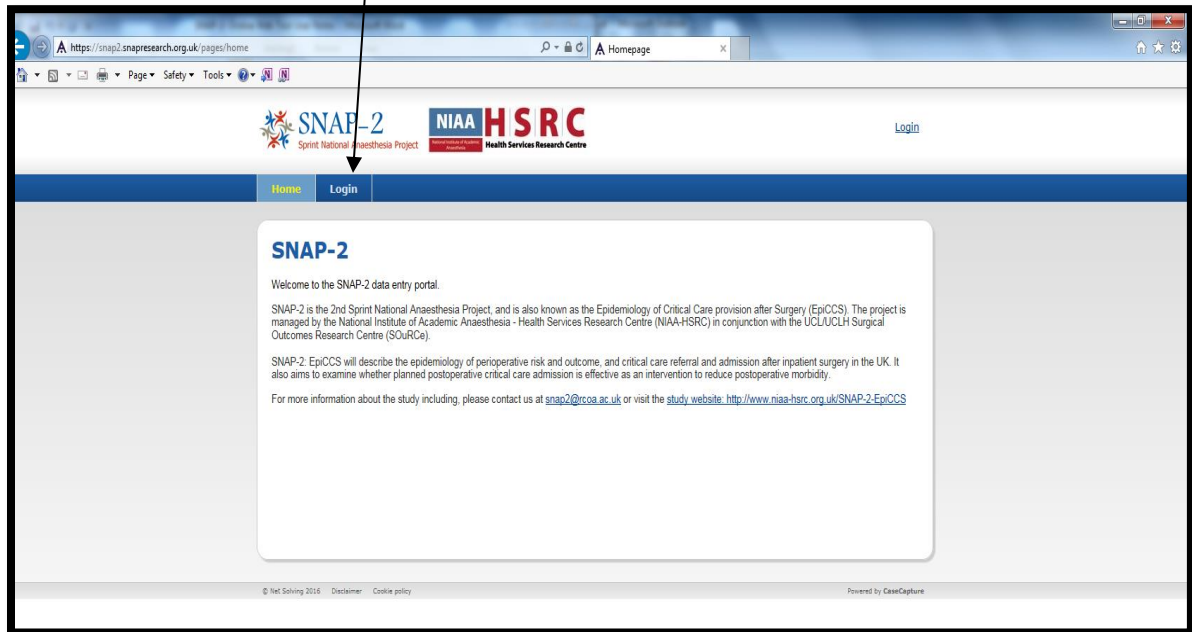
3. You will be taken to the Terms of Agreement page. Please read through and click on 'I accept to continue.

**4.** To login please enter your User name and Password.

Accessing the Data Entry and Management Screens

5. When you login you will be taken to the home screen. From the main menu you can select to enter data into the various SNAP-2 elements:
   a. Patients: Enter data for the Main EpiCCS study
   b. Occupancy: Enter data for the Critical Care Occupancy
   c. Cancellations: Enter data for the number of operations cancelled
   d. Perceptions: Enter data for the Clinician Perceptions
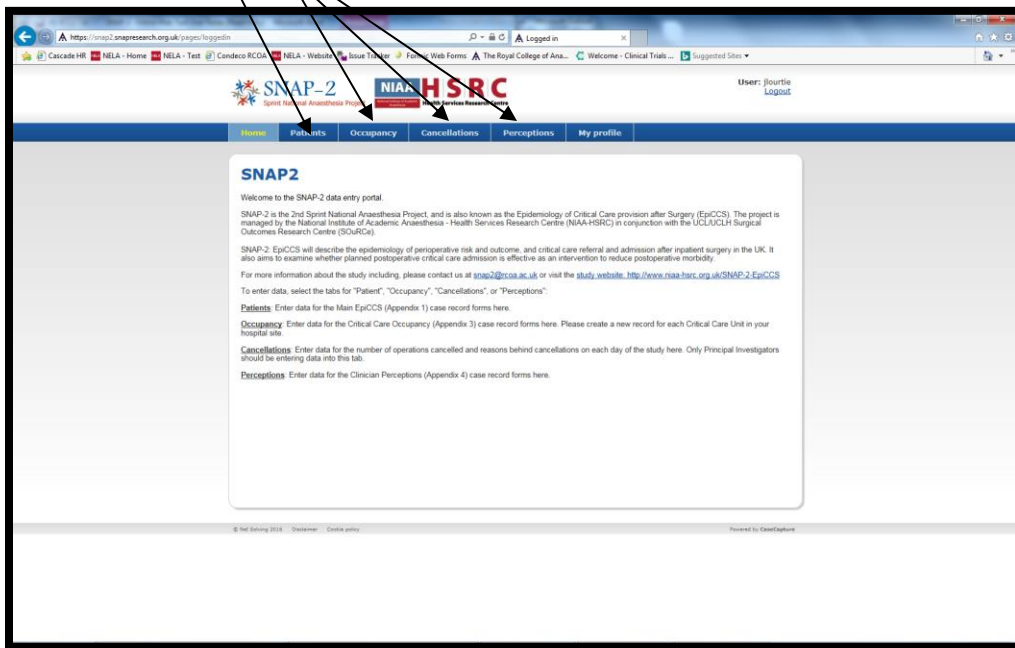
6. Patients: Enter data for the Main EpiCCS study

Click on 'Patients' to access the Patient record management screen. You will see the name of your hospital and a list of all the records entered at your hospital site. From this screen you can add a new record by clicking 'Add record' or edit incomplete record.
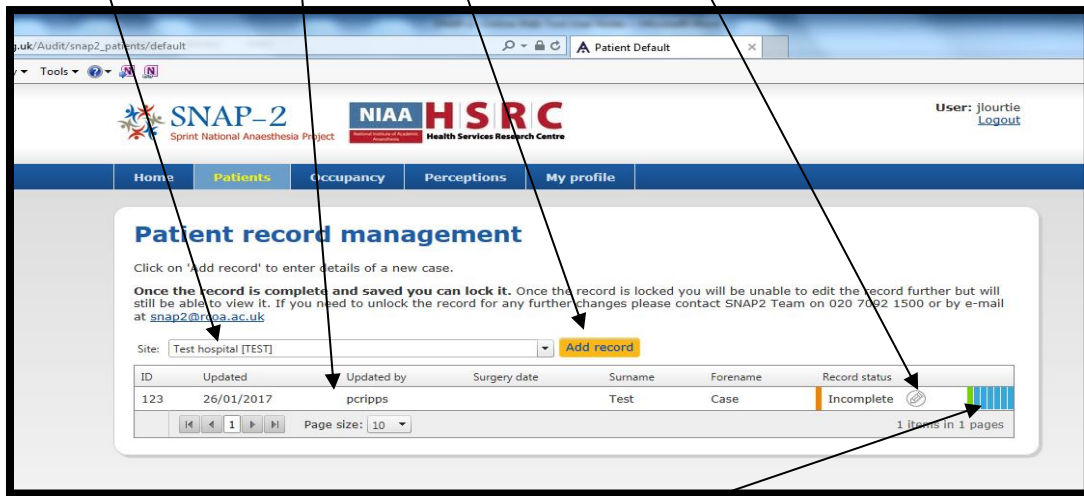
You will also be able to see how advanced a record is to being complete by looking at the colours on the right hand side.

Each rectangle represents a different section. Each colour represents the current state:

Green – Complete

Orange – Incomplete

Red – Errors

Blue – Not Saved

7. When you click on 'Add record' you will be taken to the data entry screen below and you can begin entering data. The 'Patient' study is divided into 7 sections. To move through the data entry form click on the sections tabs.

As you enter data you can save the form by pressing the 'Save' button at the side of the form.

If all the data in that section is complete and saved the tab will turn green.

If you need to return to the Patient record management screen at any time just click on exit (or save, then exit).

8. Once all the tabs have turned green you are able to lock your data. Click on the 'Lock record' button, this will lock your data and mean that you can view but no longer change the data.

9. <u>**Occupancy: Enter data for the Critical Care Occupancy**</u>

Click on Occupancy to access the Occupancy record management screen. You will see the name of your hospital and a list of all the records entered at your hospital site. From this screen you can add new record by clicking 'Add record' or edit incomplete record.
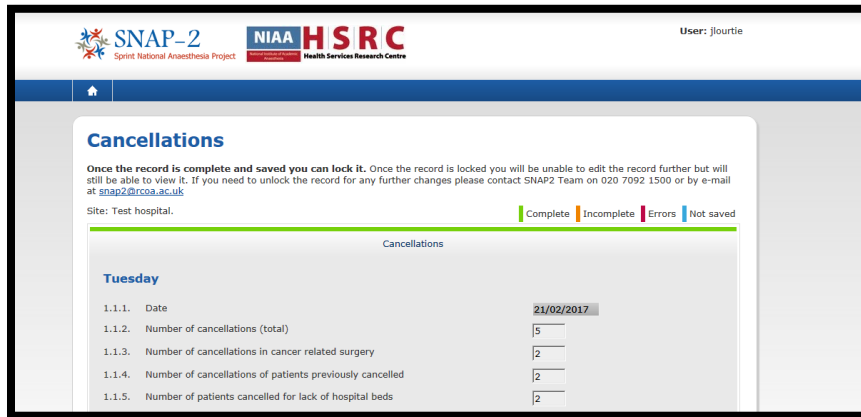
The 'Occupancy' study is made up of 1 section. Once the Tab turns green you can lock the data by clicking on the 'Lock record' button.
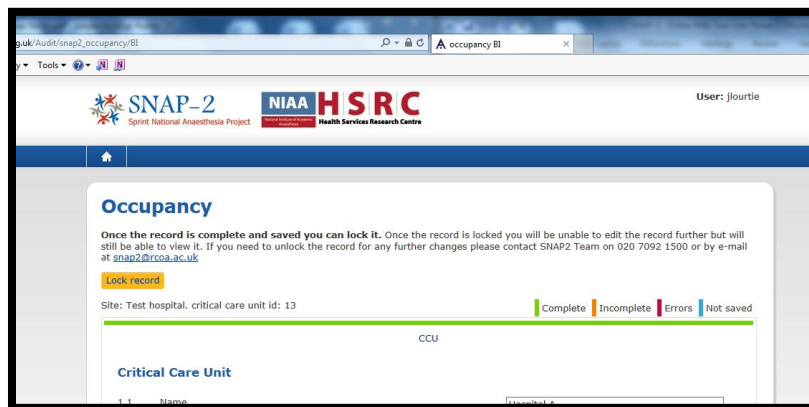
10. Cancellations: Enter data for the number of operations cancelled

Click on 'Cancellations' to access the Cancellations survey. You will see the name of your hospital and a list of questions to be answered.

IN this section enter data for the number of operations cancelled and reasons behind cancellations on each day of the study. ***Only Principal Investigators should be entering data into this tab.***
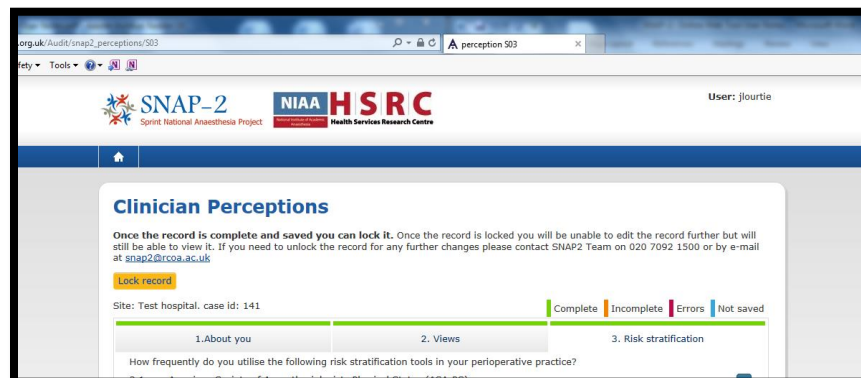

11. Perceptions: Enter data for the Clinician Perceptions

Click on 'Perceptions' to access the Clinical Perceptions record management screen. You will see the name of your hospital and a list of all the records entered at your hospital site. From this screen you can add new record by clicking 'Add record' or edit incomplete record.

The 'Occupancy' study is made up of 3 sections. Once all the Tabs turn green you can lock the data by clicking on the 'Lock record' button.
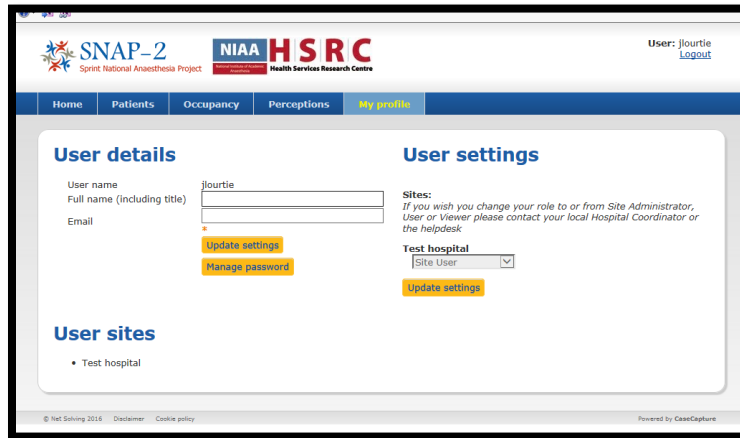
12. On the main menu you can also access your profile by clicking on 'My Profile' button.

Here you can update your details like, Title, Name, email address. You can also see which Hospital site you have access to.

You can also change or update your password by clicking on 'Manage Password'.

The SNAP-2 Helpdesk:
E-mail: snap2@rcoa.ac.uk