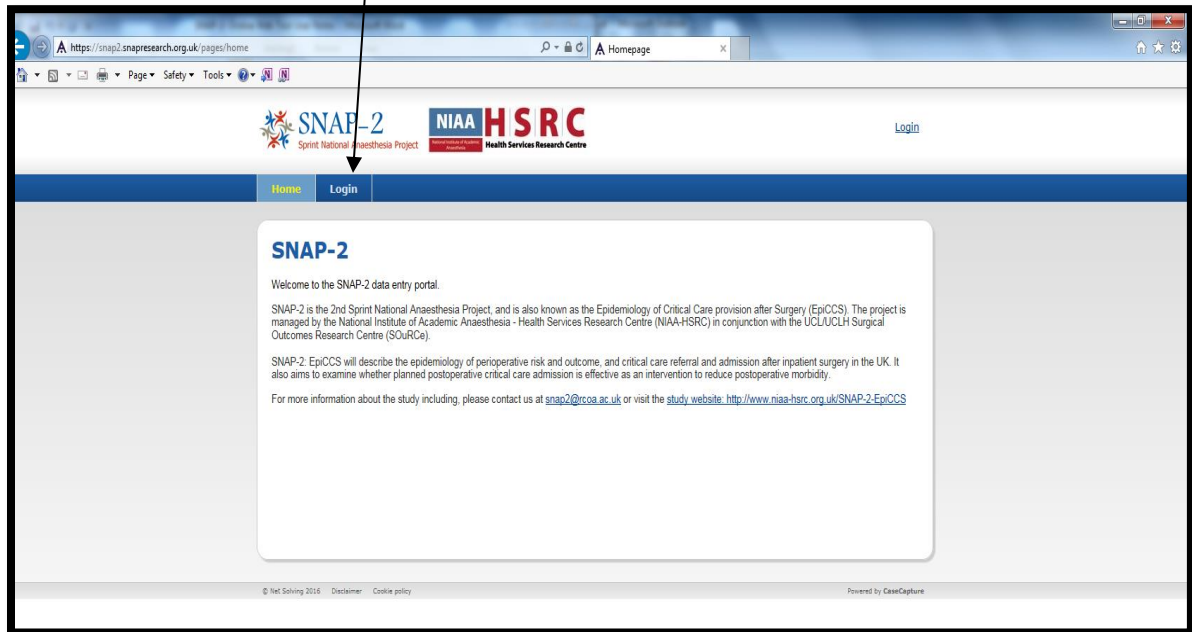


How to access the online web tool

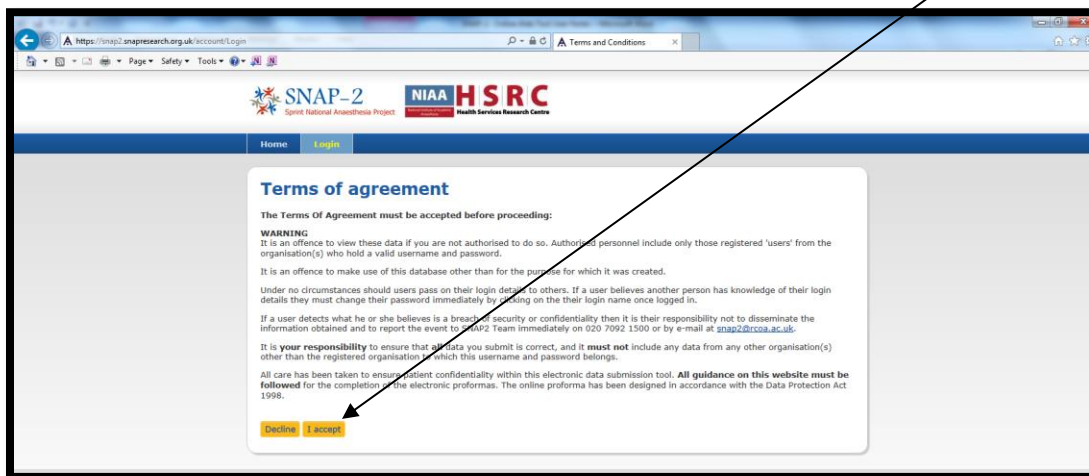
1. To access the web tool enter the following web address:

<https://snap2.snapresearch.org.uk>

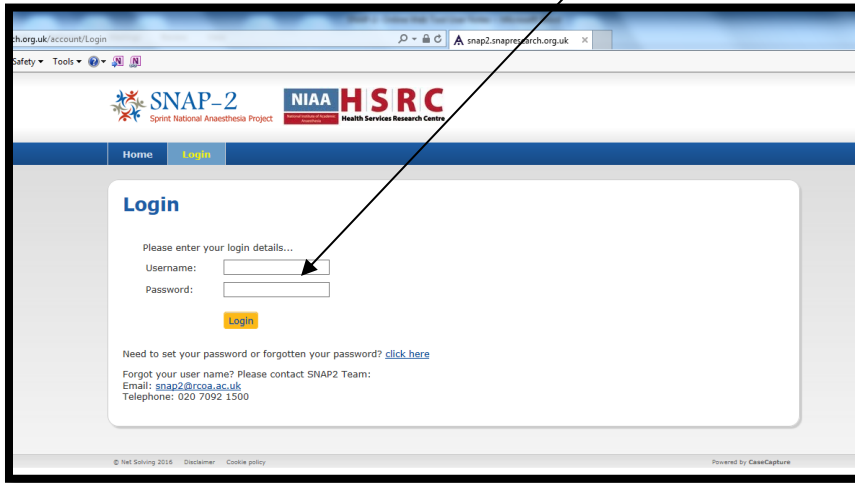
2. You will see the welcome page below, to enter the site click on 'Login'.



3. You will be taken to the Terms of Agreement page. Please read through and click on 'I accept to continue'.

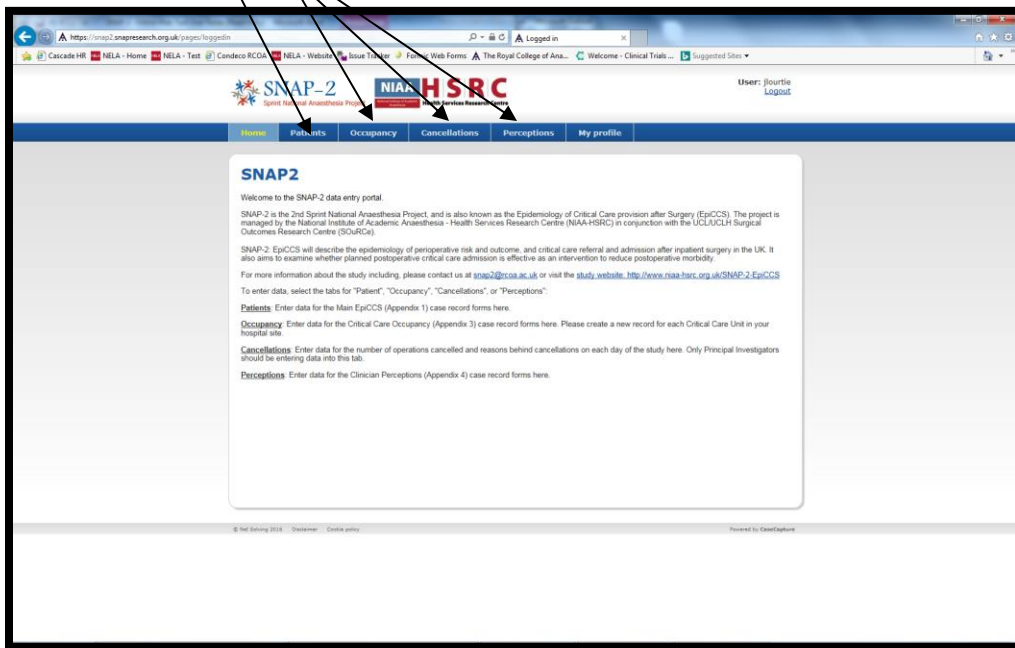


4. To login please enter your User name and Password.



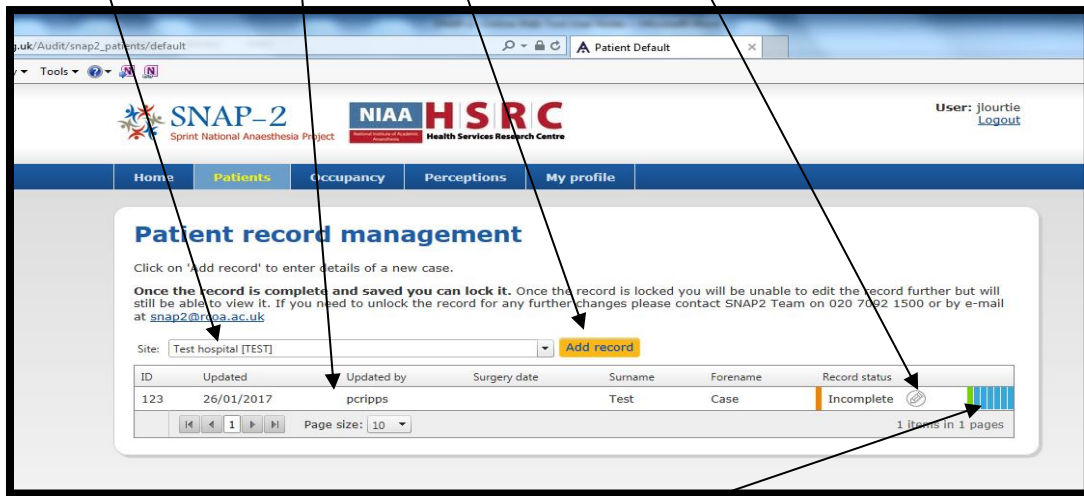
Accessing the Data Entry and Management Screens

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.

The screenshot shows the 'Patient' data entry screen. At the top, there is a navigation bar with the text 'Patient' and a status bar indicating 'Complete', 'Incomplete', 'Errors', and 'Not saved'. Below this is a tabbed interface with seven tabs: 1. Demographics, 2. Procedure details, 3. Preassessment and Intraoperative details, 4. Immediate Postop Details, 5. Day 7 Follow up, 6. Day 60 Follow Up, and 7. Quality of recovery. The 'Demographics' tab is active, showing a list of fields: 1.1. Hospital Id / patient label, 1.2. Patient surname, 1.3. Patient first name, 1.4. Date of birth, 1.5. Gender, 1.6. Postcode, 1.7. NHS / CHI / HSC number, and 1.8. Ethnicity. A 'Save' button is located on the right side of the form.

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.

The screenshot shows the 'Patient' data entry screen with data entered into the 'Demographics' section. The 'Demographics' tab is highlighted in green, indicating it is complete. The fields are filled with: 1.1. Hospital Id / patient label: 123, 1.2. Patient surname: Test, 1.3. Patient first name: Case, 1.4. Date of birth: 09/01/1968, 1.5. Gender: Male, 1.6. Postcode: CR8 5RT, 1.7. NHS / CHI / HSC number: 436 456 5563, and 1.8. Ethnicity: White (English/Welsh/Scottish/Northern Irish/British). The 'Save' button is still visible on the right side of the form.

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

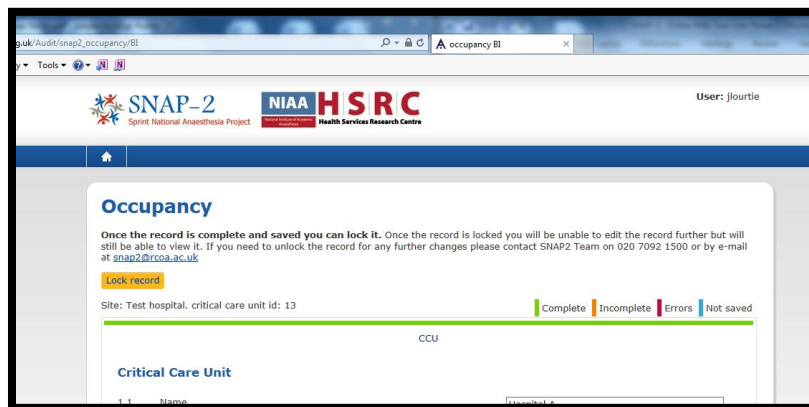
8. Once all the tabs have turned green you are able to lock your data. Click on the 'Lock record' button, this will lock your data and mean that you can view but no longer change the data.



9. **Occupancy: Enter data for the Critical Care Occupancy**

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.

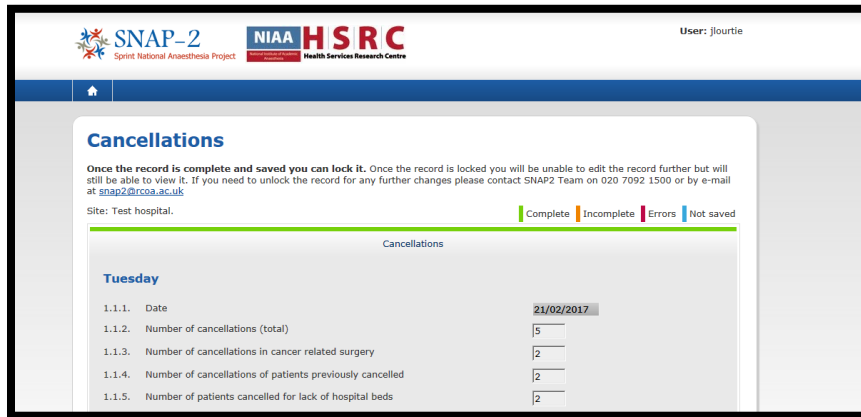
The 'Occupancy' study is made up of 1 section. Once the Tab turns green you can lock the data by clicking on the 'Lock record' button.



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.**



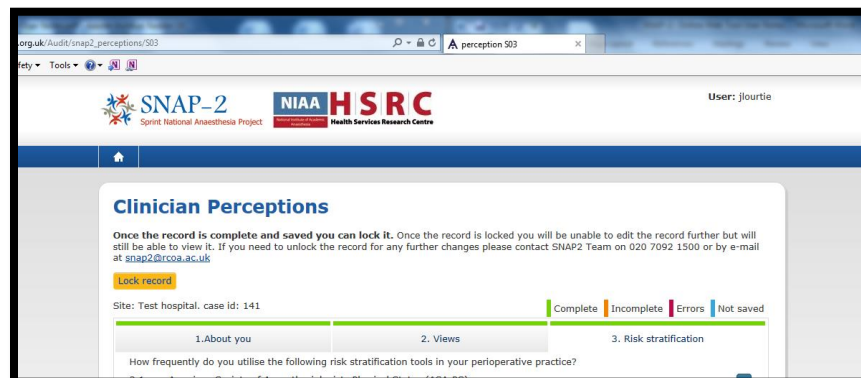
The screenshot shows the 'Cancellations' survey form. At the top, there are logos for SNAP-2 (Sprint National Anaesthesia Project) and NIAA HSRC (Health Services Research Centre). The user is identified as 'jfourtie'. Below the logos, there is a navigation bar with a home icon. The main content area is titled 'Cancellations' and includes a warning: 'Once the record is complete and saved you can lock it. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact SNAP2 Team on 020 7092 1500 or by e-mail at snap2@coa.ac.uk'. Below this, there is a 'Site: Test hospital.' label and a progress indicator with four tabs: 'Complete' (green), 'Incomplete' (orange), 'Errors' (red), and 'Not saved' (blue). The main form area is titled 'Cancellations' and has a sub-section for 'Tuesday'. It contains five numbered questions with corresponding input fields:

Question ID	Question	Answer
1.1.1.	Date	21/02/2017
1.1.2.	Number of cancellations (total)	5
1.1.3.	Number of cancellations in cancer related surgery	2
1.1.4.	Number of cancellations of patients previously cancelled	2
1.1.5.	Number of patients cancelled for lack of hospital beds	2

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.

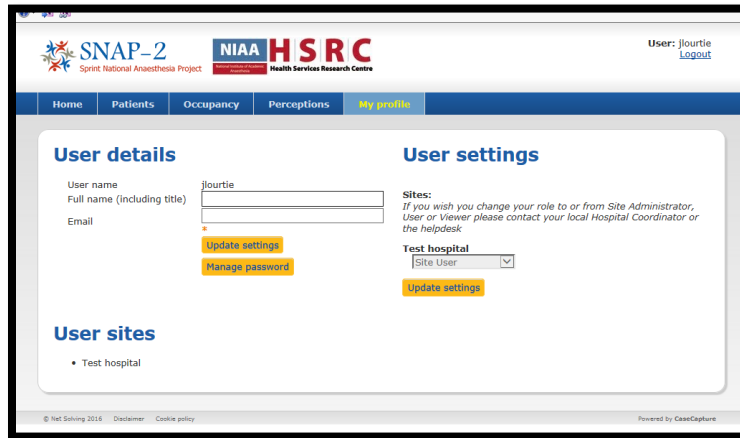


The screenshot shows the 'Clinician Perceptions' survey form. At the top, there are logos for SNAP-2 (Sprint National Anaesthesia Project) and NIAA HSRC (Health Services Research Centre). The user is identified as 'jfourtie'. Below the logos, there is a navigation bar with a home icon. The main content area is titled 'Clinician Perceptions' and includes a warning: 'Once the record is complete and saved you can lock it. Once the record is locked you will be unable to edit the record further but will still be able to view it. If you need to unlock the record for any further changes please contact SNAP2 Team on 020 7092 1500 or by e-mail at snap2@coa.ac.uk'. Below this, there is a 'Lock record' button and a 'Site: Test hospital, case id: 141' label. There is a progress indicator with four tabs: 'Complete' (green), 'Incomplete' (orange), 'Errors' (red), and 'Not saved' (blue). The main form area is divided into three sections: '1. About you', '2. Views', and '3. Risk stratification'. The first section is currently active and contains the question: 'How frequently do you utilise the following risk stratification tools in your perioperative practice?'

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



THE ASSOCIATION OF ANAESTHETISTS
of Great Britain & Ireland