## Instruction: QoL questionnaire web survey, the Neo-Act-study

To open a new QoL questionnaire web survey and to create a study participant specific code letter:

1. Please open your web browser and save the link as favorite: <a href="https://data.dynareg.se/neoact">https://data.dynareg.se/neoact</a>

| Neo-A        | ct studie  | n |  |
|--------------|------------|---|--|
| Logga in!    |            |   |  |
| Organisation | 201        |   |  |
| Användarnamn | CHRISTOFER |   |  |
| Lösenord     | ••••••     |   |  |
| OK           |            |   |  |

Generic system created by Christofer Lagerros (c) 2001-2022 version 2022-08-19

Enter your site number, your personal user name and your individual password. Proceed to log in by "OK".

2. Enter study ID of the participant in the "Patient ID" box. The study ID is a number is your site number followed by 3 digits e.g. 201001, 201002, 201003...

| Patient ID 201001 OK                            | Log out Project Report | Search Statistics | Administration 201 V |
|---|------------------------|-------------------|----------------------|
| Fill in new form:                               |                        |                   |                      |
| Nothing is registered for<br>"Fill in new form" | this patient y         | et - choos        | е                    |

Please select QoL under the dropdown "Fill in new form"

3. If nothing is registered yet on this participant then you have to chose "Fill in new form"->"QoL". Otherwise the page display the status of the Quality of life forms for the current participant. The information about answered surveys are updated by an interval on approx. one hour so it can take some time before a survey answer is displayed here.

| Patient ID 101001 OK       |              | Log out Project F | Report Search Stat | istics Administration 101 V    |
|----------------------------|--------------|-------------------|--------------------|--------------------------------|
| Fill in new form:          |              |                   |                    |                                |
| Quality of Life Administr  | ation for th | e Neo-Act Study   | y                  |                                |
| Patient Language Swedish V |              |                   |                    |                                |
|                            |              | Started           | Finished           |                                |
| Code Baseline              | dh b         | 2022-11-25 14:07  | 2022-11-25 14:22   | Information Letter Basline     |
| Code Pre Surgery           | fr m         |                   |                    | Information Letter Pre Surgery |
| Code 1 Year                | gł zs        |                   |                    | Information Letter 1 Year      |
| Code 2 Years               | hh_3nr       |                   |                    | Information Letter 2 Years     |
| Save Reset Delete          |              |                   |                    |                                |

Chose Patient Language "Finnish" if the patient is Finnish speaking. On this picture the participant has already answered the first online questionnaire

3. Click on "Information letter Baseline" and a new web page will open from where you can print the code letter to the study participant. Later on in the study do the same for "Pre surgery", "1 Year", "2 Year". You can print out a letter multiple times if you want to do a reminder. Also it is possible to send the content of the letter e.g. by e-mail to the participant.

|           | No.44   | Skriv ut           | 1               | pappersark |
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|           |   |                    | Avbryt          | Skriv ut   |

The image displays the Print dialog for an Initial Letter.

4. To view and print Project Report:

The Project Report shows you details about when the next questionnaire is due and if the questionnaires are completed.

| Back                                 |            |
|--------------------------------------|------------|
| Select repor 🧹                       | -          |
| Neo-ACT Patient List                 |            |
|                                      |            |
| lease select the report "Neo-ACT Pat | ient List" |

| Back<br>Select repor | t Neo-ACT Patient Lis | t v              |     |            |                     |                     |     |               |                     |                      |      |           |                |                 |     |            |                 |                 |
|----------------------|-----------------------|------------------|-----|------------|---------------------|---------------------|-----|---------------|---------------------|----------------------|------|-----------|----------------|-----------------|-----|------------|-----------------|-----------------|
| Patient ID           | Created in system     | Patient Language | Cod | e Baseline | Started Baseline    | Finished Baseline   | Cod | e Pre Surgery | Started Pre Surgery | Finished Pre Surgery | Cod  | de 1 Year | Started 1 Year | Finished 1 Year | Cod | de 2 Years | Started 2 Years | Finished 2 Year |
| 101001               | 2022-11-25 12:59:24   | SE               | d   | b          | 2022-11-25 14:07:48 | 2022-11-25 14:22:49 | fh  | m             |                     |                      | gi   | 3zs       |                |                 | hl  | nr         |                 |                 |
| 101002               | 2022-11-30 13:42:33   | SE               | 1   | k          | 2022-11-30 17:52:43 | 2022-11-30 18:24:54 | 20  | :5            | 2023-04-27 17:55:05 | 2023-04-27 18:02:34  | 3    | lh5       |                |                 | 4   | it         |                 |                 |
| 101003               | 2023-02-22 12:58:04   |                  | jc  | 1          | 2023-02-22 21:37:55 | 2023-02-22 21:50:32 | k   | In            |                     |                      | z    | lfc       |                |                 | x   | gn         |                 |                 |
| 101004               | 2023-03-02 10:47:11   |                  | 4   | n          | 2023-03-05 13:34:50 | 2023-03-05 13:52:05 | 5   | b             |                     |                      | 6    | 41        |                |                 | 7   | :8         |                 |                 |
| 101005               | 2023-03-13 14:16:22   |                  | g   | e          | 2023-03-14 14:03:24 | 2023-03-14 14:20:19 | hl  | ız            |                     |                      | jh   | 5p        |                |                 | kł  | 98         |                 |                 |
| 101008               | 2023-03-27 11:19:19   |                  | w   | 37         | 2023-03-28 12:40:27 | 2023-03-28 12:57:10 | e   | 18            |                     |                      | rr 🛛 | jh        |                |                 | tr  | 3h         |                 |                 |
| 101009               | 2023-04-05 13:15:33   |                  | 2   | u          | 2023-04-05 13:41:02 | 2023-04-05 13:48:46 | 3   | 12            |                     |                      | 4    | 39y       |                |                 | 5   | gk         |                 |                 |
| <u>101011</u>        | 2023-04-06 11:49:59   |                  | x   | þ          | 2023-04-06 18:31:40 | 2023-04-06 18:48:32 | C.  | IC            |                     |                      | v!   | lef       |                |                 | b   | ue         |                 |                 |
| 101012               | 2023-04-11 09:50:57   |                  | x   | ig         | 2023-04-11 11:54:43 | 2023-04-11 12:25:55 | CÉ  | 18            |                     |                      | Vi   | ljw       |                |                 | ы   | mx         |                 |                 |
| 101006               | 2023-03-23 13:00:08   |                  | 9   | w          | 2023-03-27 00:02:24 | 2023-03-27 00:38:01 | ql  | y             |                     |                      | w    | 3hb       |                |                 | e   | ks         |                 |                 |
| 101007               | 2023-03-27 09:39:30   |                  | 1   | iu 🛛       | 2023-03-27 09:50:09 | 2023-03-28 08:33:23 | 21  | js            |                     |                      | 3    | 304       |                |                 | 4   | kb         |                 |                 |
| 101010               | 2023-04-06 11:17:12   |                  | 8   | '8         | 2023-04-07 12:07:21 | 2023-04-07 12:32:30 | d!  | h             |                     |                      | f£   | g4        |                |                 | g   | vm         |                 |                 |

The report shows the status of the eSurveys for every participant on your site. "Started" and "Finished" are the times where the participant started/finished the e-Survey. You can click a Patient ID to go to the patient and print Initial- and Reminder letters.