

**Guide to Using the Online ARROW Study Platform (ALEA)**

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## 1. Registering for ALEA

To participate in the ARROW study you will first need to register for an account to access the online data collection platform, hosted by ALEA. To do this, please email from a trust email account to [arrowsurgerystudy@gmail.com](mailto:arrowsurgerystudy@gmail.com) with your name, grade, hospital trust and city.

## 2. Logging in

The online platform can be accessed at:

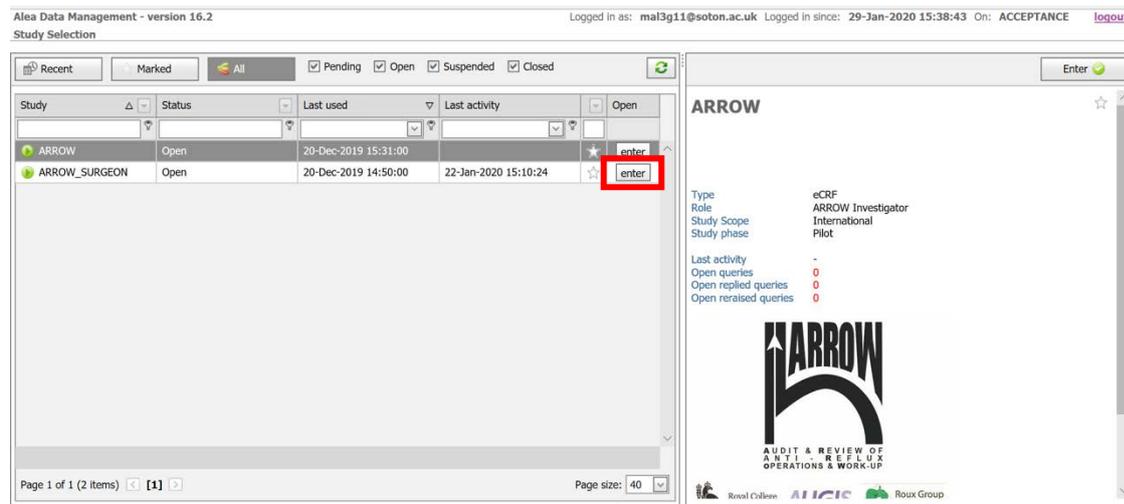
<https://prod.tenalea.net/ciru/DM/>



Enter your log in details in the above form. The email address you provided will be your username.

The first time you login or if you have forgotten your password you will have to click the [I forgot my password/I never logged in before](#) link

This will take you to the below homepage, from which you can access the surgeon's survey "ARROW\_SURGEON" and the main "ARROW" patient audit by clicking the "enter" button of the respective form (highlighted in red below). Before adding patients, you will need to complete the surgeon's survey (see section 3).



Alea Data Management - version 16.2  
 Logged in as: mal3g11@soton.ac.uk Logged in since: 29-Jan-2020 15:38:43 On: ACCEPTANCE [logout](#)

Study Selection

| Study         | Status | Last used            | Last activity        | Open                  |
|---------------|--------|----------------------|----------------------|-----------------------|
| ARROW         | Open   | 20-Dec-2019 15:31:00 |                      | <a href="#">enter</a> |
| ARROW_SURGEON | Open   | 20-Dec-2019 14:50:00 | 22-Jan-2020 15:10:24 | <a href="#">enter</a> |

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**ARROW**

Type: eCRF  
 Role: ARROW Investigator  
 Study Scope: International  
 Study phase: Pilot

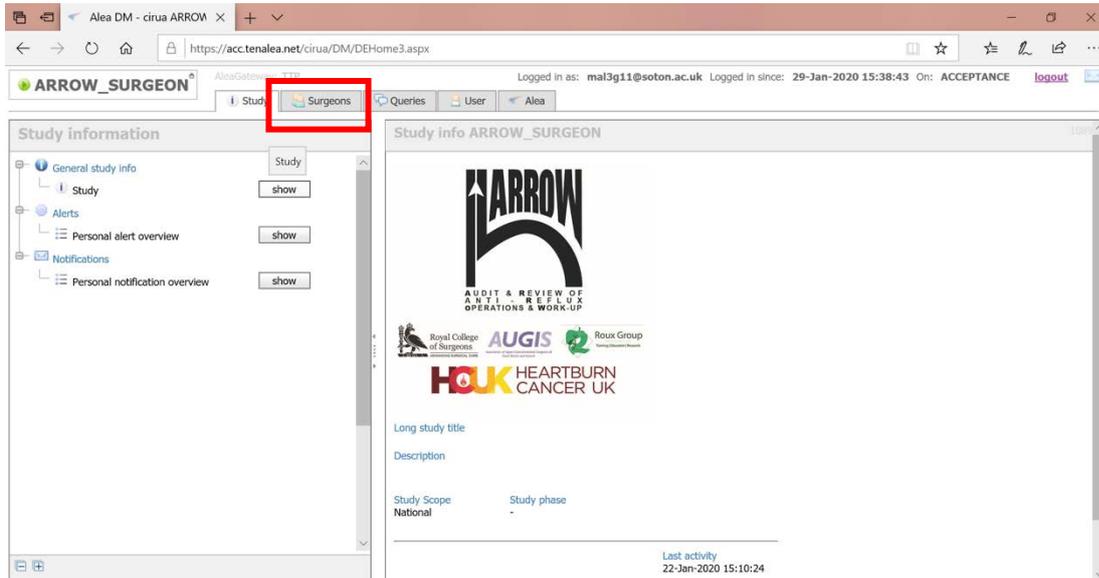
Last activity: -  
 Open queries: 0  
 Open replied queries: 0  
 Open reraised queries: 0

**ARROW**  
 AUDIT & REVIEW OF  
 ANTI-REFLUX  
 OPERATIONS & WORK-UP

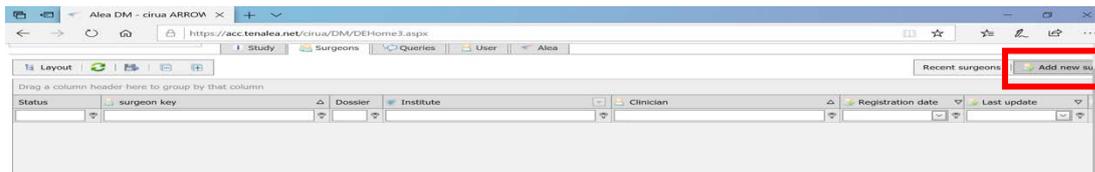
Royal College of Surgeons (RCS) Roux Group

### 3. Registering new surgeons

Click “enter” on the ARROW\_SURGEON section above to access the surgeon page below.



Click the “Surgeons” tab. This will take you to a page giving an overview of registered surgeons at your trust and is where you can add new surgeons.

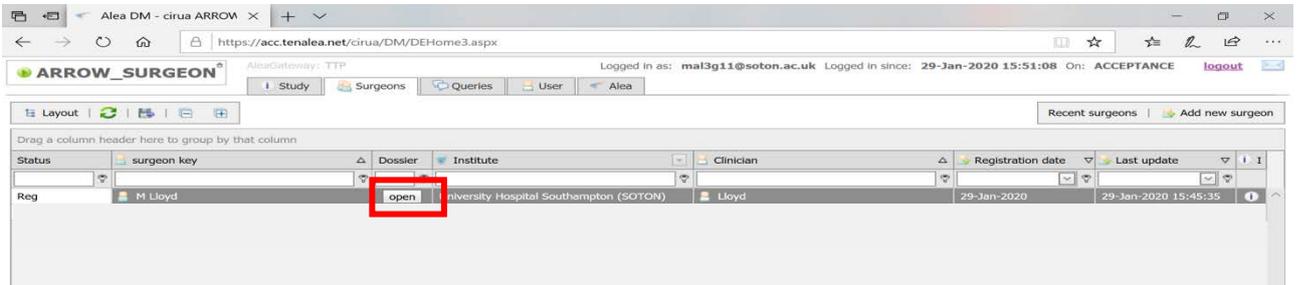


Click the “Add new surgeon” button (highlighted in red above) in the top right corner to add a new surgeon.

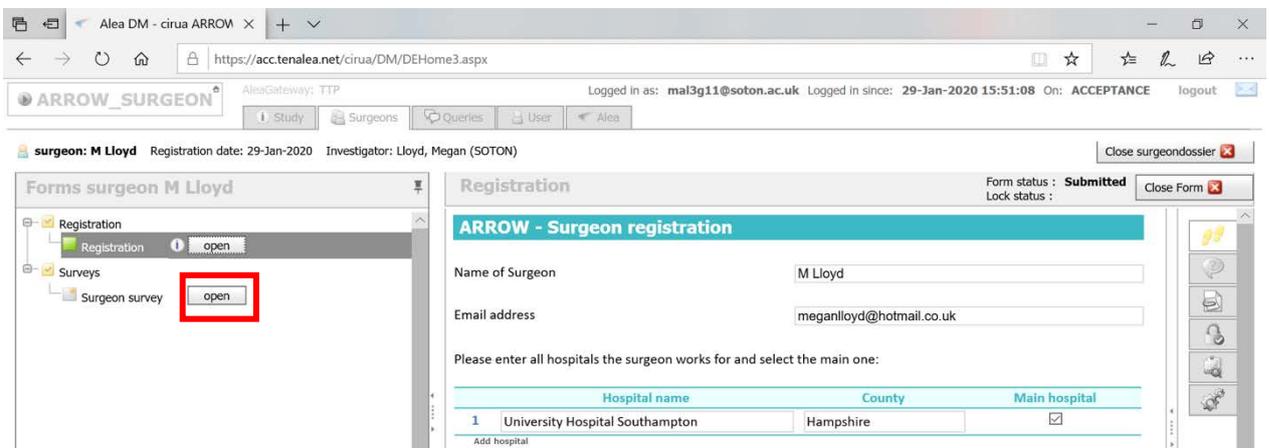
Fill in the above surgeon registration form, click “submit”, then click the “close registration form” box in the top right corner to return to the surgeon overview page. The new surgeon should now appear on the list. For each surgeon you will need to complete the surgeons survey (see section 4).

### 4. The surgeons survey

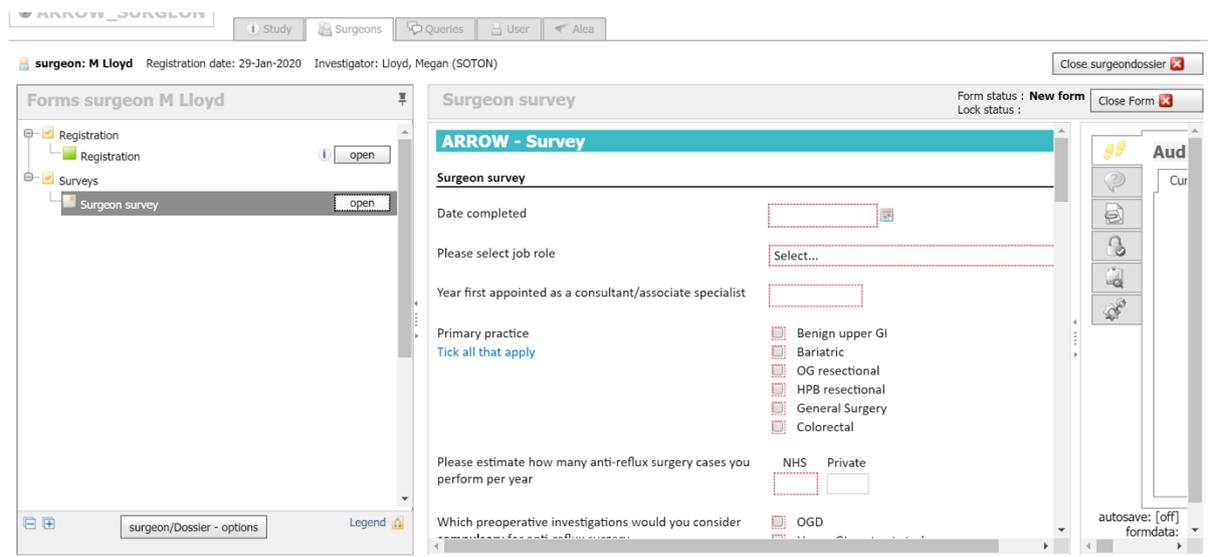
On the surgeon overview page, click “open” next to the appropriate surgeon to access the surgeon survey.



Click “open” next to “Surgeon survey” on the left side menu below.

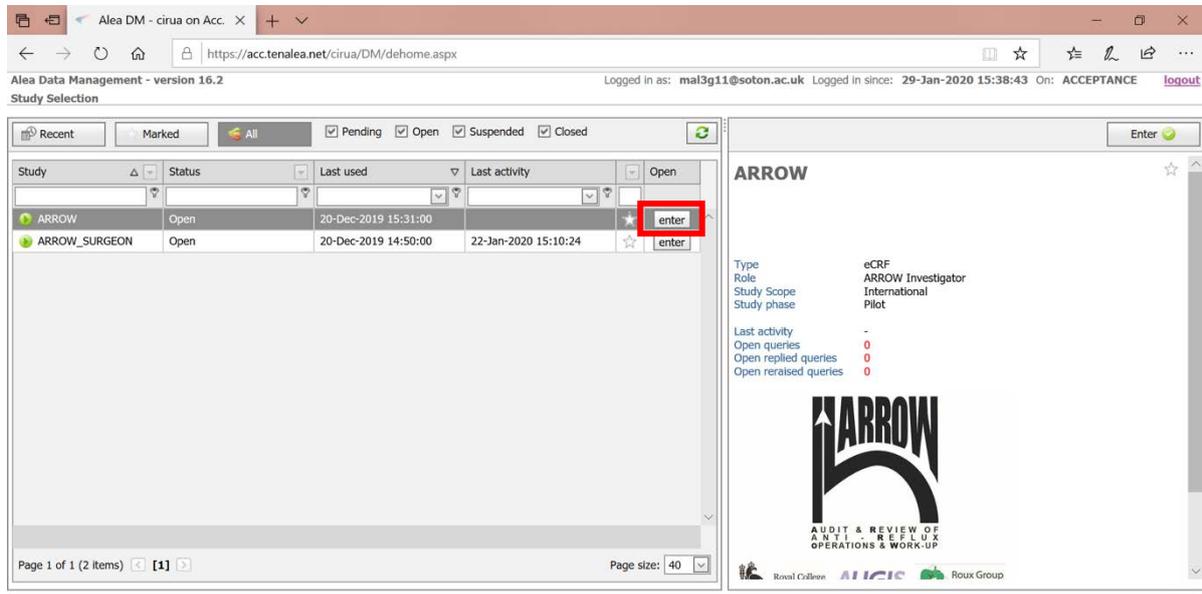


Then complete the surgeon survey. NB – you may need to complete all fields to continue. If you are filling in data for the lead surgeon for your trust, at the end of the surgeon survey selecting the “lead surgeon” option will open the mandatory lead surgeon survey. After completing the survey(s), click the “close form” button in the top right corner.

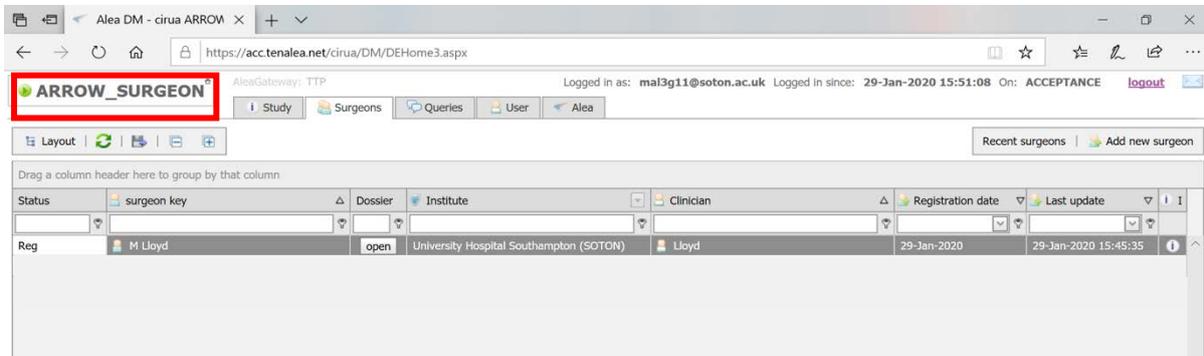


### 5. Accessing the patient ARROW audit

To access the patient ARROW audit from the main homepage, click the “enter” button to the right of the “ARROW” section below.

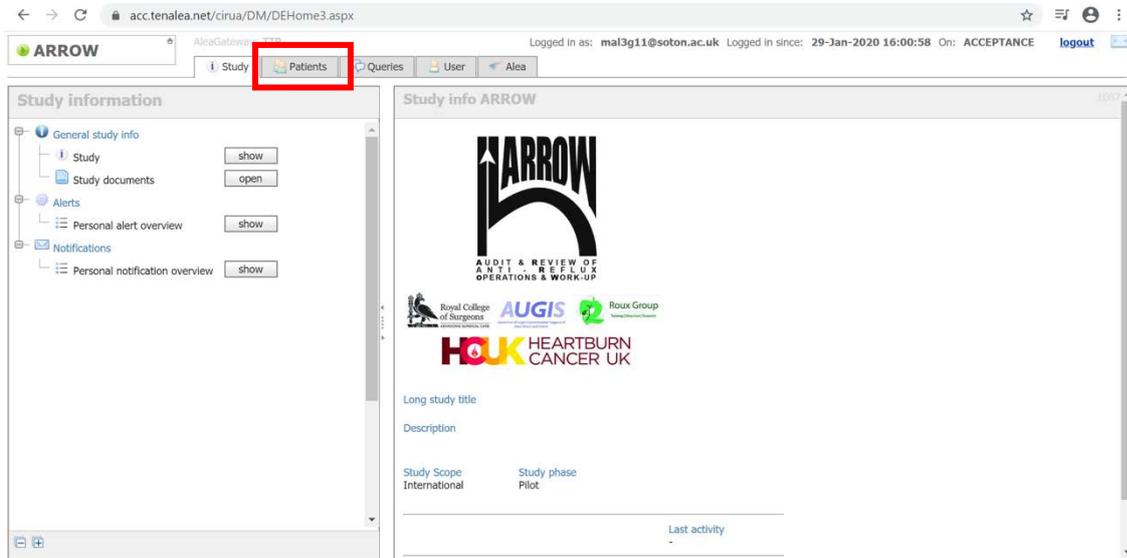


Alternatively, to switch to the main patient ARROW area from the ARROW\_SURGEON area, click the ARROW\_SURGEON button in the top left corner to change survey (highlighted below).

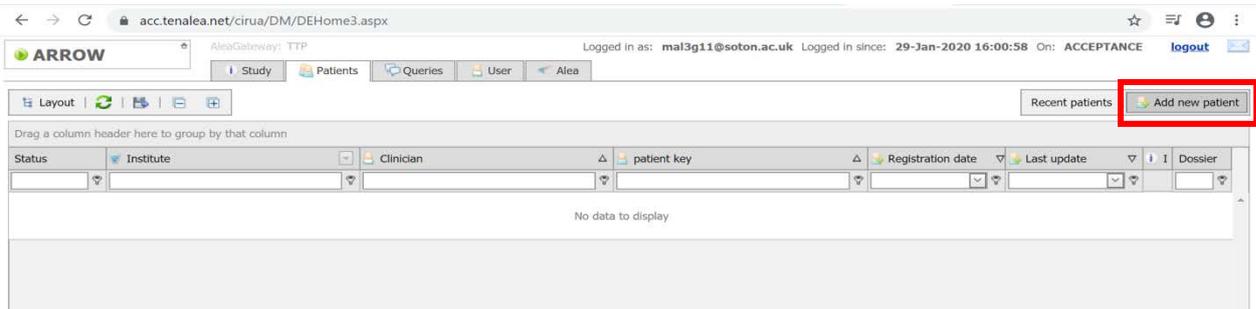


## 6. Adding a patient

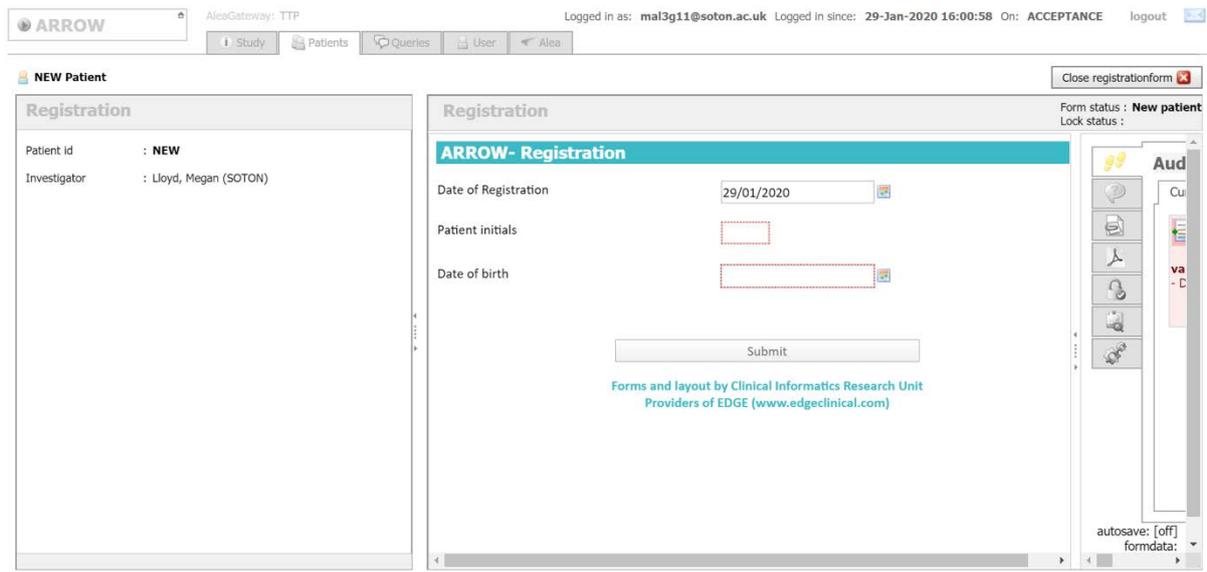
From the patient ARROW area, select the “patient” tab, highlighted in red below.



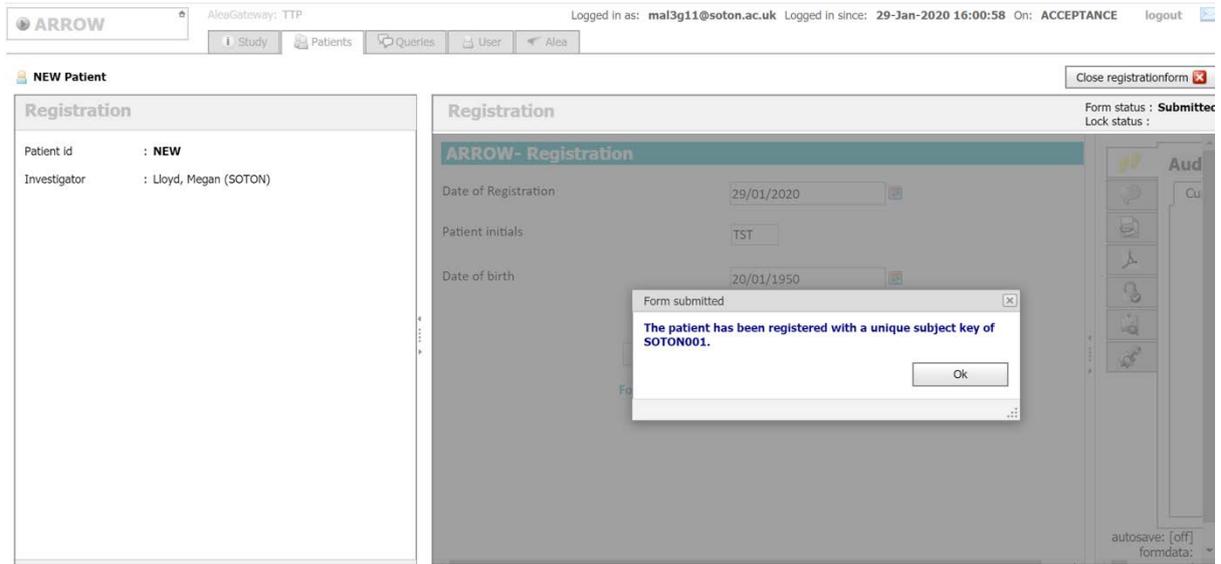
This will take you to a page where you can view and access the patients added to the audit at your trust. To add a new patient, click the “Add new patient” button in the top right corner.



Complete the registration questions then click “submit”.

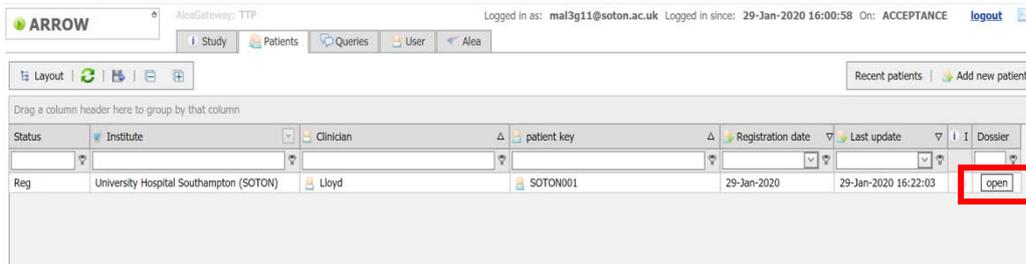


Submitting the form will result in a pop up detailing the unique subject key for this patient. Patients will only be identifiable on the ARROW platform by this unique identifier. **Each trust should keep its own record on NHS computers linking this identifier to the patient details.** Next click the “Close registration form” to return to the patient overview page.

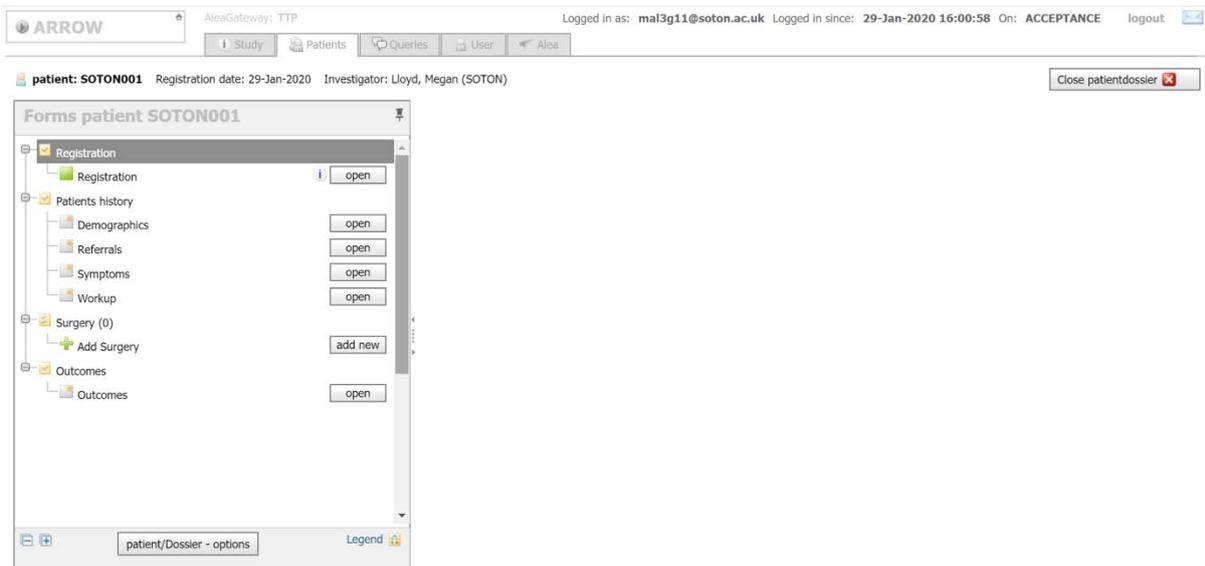


## 7. Patient Survey

Once a patient has been registered, the ARROW survey can be completed by clicking “open” on the right side of the appropriate patient, highlighted below.



From here, each section of the audit can be completed in turn by clicking the “open” button from the left hand side menu.



Each part of the form will need to be completed before submitting. Close the form then click the “open” button from the next section on the left hand menu.

