The Colorectal Cancer Database is a system of tables and data fields which are accessed via a web based application/front end. Because it is web based it can be accessed wherever you can connect to the internet via a web browser. No additional software is required.

As of April 2010, the web application has been configured to work with Mozilla Firefox, Safari and Internet Explorer Version 6 or greater. All screen shots in this version of the User manual are taken from Mozilla Firefox.

Within the database, the data is organised as a series of patient records referred to as Patients. Each patient has a number of associated data groupings as shown in the following structure:
Conventions used in this manual:

- The terms ‘database’ and ‘system’ are used to refer generically to the web based application and database files as a single entity unless otherwise specified.
- Screen names, page titles and labels are indicated in **bold**. E.g. New Patient screen:

```
**New Patient**
```

- Action buttons and links are indicated in **underline**. E.g.

```
**Save**  **Cancel**
```
• Data fields are indicated in italics. E.g.

<table>
<thead>
<tr>
<th>UR Number</th>
<th>First name</th>
</tr>
</thead>
</table>

• The term ‘select’ is used to indicate a single left mouse click on an action button or link.
• Options for selection include:
  o **Drop down** lists where a single option is selected. E.g.

  **Hospital**

  Alfred
  Avenue
  Cabrini Brighton
  Cabrini Malvern
  Cotham
  Jessia MacPherson

  o **Checkbox** selections where multiple options can be selected. E.g.

  **Preop staging modalities**

  - [x] CT chest
  - [x] CT abdomen/pelvis
  - [ ] MRI
  - [ ] PET

• In many cases **Yes/No** selections are required.
  o Where the selection is **No**, the user moves onto the next data field.
  o Where the selection is **Yes**, additional data fields are available for selection. E.g.

  **Mets on preoperative staging**

  **Serum CEA performed**

  **Level of serum CEA** µg/L
All data fields are required however a field may be left blank in which case the record is saved with errors. This feature allows for the scenario where data is not available at the time and is to be entered at a later date. E.g.

![Error Screen]

Where all data fields are entered correctly, a successful save is indicated as follows:

![Save Successful]

In the case where an incorrect selection is made and a user wants to remove the selection to leave the field empty, the following actions can be used:

- For a drop down list, select the blank option at the top of the list. E.g.:

![Dropdown List]

- For a checkbox, simply recheck the option to remove the check mark.

Within a patient record the breadcrumb trail can be used to navigate back to previous screens by selecting the required link. E.g.

![Breadcrumb Trail]