



AMIS Plus Online Data Entry Instructions

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Direct link to data entry: <https://dataportal.amis-plus.ch/dataportal/login.xhtml?ifwid=rLAIbBpx7R4aao9QHOnZIO4Rsn2-xJiIT4OUENiq:3>

To complete the questionnaire you will need

- Browser type: Chrome, Firefox, Microsoft Edge, Opera or Safari etc. We do not recommend Internet Explorer.
- Online Internet access to the following URL: <https://amis-plus.ch/>
- To set your password once you receive the corresponding link from the AMIS Plus Data Center.

Navigating Survey Manager

- At <http://www.amis-plus.ch> click on «Tools» and then «AMIS Online Questionnaire» to open the «Survey Manager». Login using your email address and password.
- Once logged in, you will find information regarding your login, general news about the study portal as well as a weekly update of the number of cases included in our study.
- Click on your name (upper left corner) and then «Account» to change your password or data in your profile. Alternatively, you can also access your profile by clicking the «Account» button in the upper right corner. Right next to it you will find the «Log off» button.

Entering New Cases

- Use the «Shortcut» «Start new survey» on the right-hand side for direct access or alternatively, you can first click on the «Surveys» button on the left-hand side.
- You can write a comment before you start entering the actual data. This comment will only be displayed in the column with the arrow on the far left, which contains various information in the «Surveys» menu. It won't appear in the PDF file or be used in the data analyses.
- Click on «Start» to begin data entry.
- Use the dropdown menu «Question index» (in the upper right corner) to switch between the individual sections. The functions «Resume later» and «Exit and clear survey» allow you to complete the entry at a later time or to delete all entries and start again from the beginning.
- Please pay attention to the format when entering the data and check for mistakes.
- Once you have completed the data entry, you must confirm that you have filled in all the information correctly and truthfully. As soon as you click «Submit» the case is closed. You cannot open closed cases! If you still need to make any changes, please contact the AMIS Plus Data Center (info@amis-plus.ch).
- After you have submitted the case, you will be redirected to the «Surveys» menu, where you can enter another case.



List of cases entered

- Under «Surveys» you will see the list of the last 2000 cases started and completed.
- These cases can be viewed and printed out in PDF (click on the PDF symbol).
- The column on the far left with the arrow contains important patient information, such as patient ID, gender, date of birth, admission, diagnosis, PCI and follow-up acceptance. Any comment you wrote before starting the case will also appear here.
- You can export a list of all your cases (including the patient information) as a CSV file by clicking onto «CSV-Export (*.csv)».
- To continue data entry for incomplete cases, simply click on «Start» (play icon under «Actions») to continue where you left off.
- The «Edit» button (right next to the «Start» button) allows you to edit the comment created at the beginning before starting data entry.

Searching for cases

- You can search and order cases according to various criteria (patient ID, creation date, author, status). Simply click the respective column in the «Surveys» menu and enter your search criterion.
- The «Follow-up Consents» search button (in the upper right corner) has additional search criteria such as gender, date of birth, follow-up consent etc.

FAQ

1. Can I fill out part of the questionnaire now and continue at a later time?

You can close the questionnaire by clicking on «Resume later» and continue again at a later time by logging in again. In the «Surveys» menu you will find a list of all the open cases labelled «incomplete». Click on «Start» (play icon under «Actions») to continue where you left off.

2. Single and multiple answers

Where answer lists are circular only one answer is possible.

Where answer lists have rectangular boxes, multiple answers are possible.

3. How do I delete incorrect entries?

The following options are available for deleting incorrect entries:

- For multiple-choice questions (rectangular answer boxes), the entry will disappear by clicking on the box again.
- For single-reply questions (circular answer fields), you can switch between the individual answers by clicking on the answer fields. If none of the answers apply, incorrect entries cannot be deleted. However, if you detect the error before you hit the «Next» button, click the «Back» button in the browser. This will delete the entries on the current page. Otherwise, write a comment at the end of the section that the wrong answer should be deleted.



- Please note that «Exit and clear survey» will delete all entries (except the comment) and you will have to start entering data from the beginning again.

4. What happens if I close the browser during data entry?

Data entries can be interrupted at any time and resumed later. Each answer is saved on the server as soon as the «Next» button is pressed. If the input is interrupted through clicking on the «Back» button of the browser or by accidentally closing the browser, it is possible to continue working on the same page afterwards. However, all information already entered on that page will be lost and you will have to enter the data for that page again. Therefore, it is recommended to always fill out the current page completely before aborting.

What to do should the following problems occur?

1. No connection to the Server possible (File not found ...)

Your firewall settings need to be adjusted. Please contact Ownship support directly at support@ownship.ch. Please be sure to include a screenshot if there is an error message.

2. Login not possible

If you have forgotten your password, you can set a new one under «Reset password». Please note that for data protection reasons, the password must be renewed every 3 months. If you miss the 3-month renewal, simply «Reset password».