



AdjumedCollect

User Manual

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Great care was taken in the compilation of texts and illustrations. However, we cannot assume any legal responsibility or liability for any remaining technical or typographical errors and their consequences. However, we are always grateful for suggestions for improvement and information on errors.



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1. First Steps

If you have any questions, you can always contact us at info@adjumed.ch or start TeamViewer (<https://adjumed.com/download/TeamViewer.exe>) and then call us at 044 450 10 64.

1.1. Setting Up a New Hospital

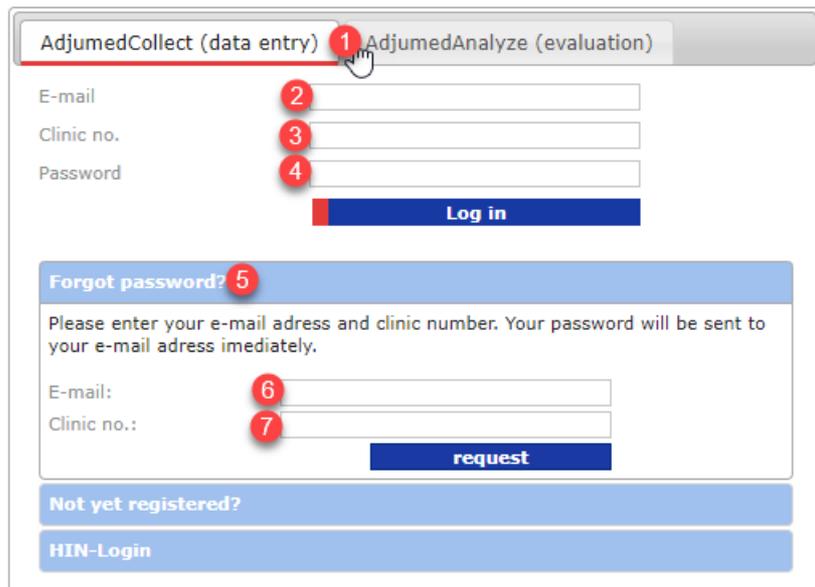
New hospital: A new hospital reports to Adjumed (info@adjumed.ch, 044 450 10 64), whereupon a hospital and a hospital administrator are set up.

New users: New users are entered and managed by the hospital administrator. They can be created in the master data (see Section 6.5.1). Please create a separate user for each person.

1.2. Login

To log into our system, please go to www.adjumed.net. Access to Adjumed.net is reserved for registered users only. If you do not have a user account, please contact your hospital administrator.

Please make sure that the option **AdjumedCollect (data entry)** (1) is selected in the screen. For login please use **e-mail address** (2), your **clinic number** (3) and your **password** (4). If you have forgotten your password, you use the function [**Forgot password?**] (5) to get a link reset your password.



The screenshot shows the login interface for AdjumedCollect. At the top, there are two tabs: 'AdjumedCollect (data entry)' (1) and 'AdjumedAnalyze (evaluation)'. Below the tabs are three input fields: 'E-mail' (2), 'Clinic no.' (3), and 'Password' (4). A blue 'Log in' button is positioned below these fields. Below the login fields is a section titled 'Forgot password?' (5) with a sub-instruction: 'Please enter your e-mail address and clinic number. Your password will be sent to your e-mail address immediately.' This section contains two input fields: 'E-mail:' (6) and 'Clinic no.:' (7), followed by a blue 'request' button. At the bottom of the interface, there are two links: 'Not yet registered?' and 'HTN-Login'.

login
your

can

to



*For interested parties there is a demo account to test Adjumed.net. Please send us your **e-mail** (6) with the information in which **project** (7) you are interested, we will immediately set up an individual user account for you.*

1.1.1 M-TAN

M-TAN stands for Mobile Transaction Number, which is required for secure two-factor authentication (as used by many banks). You will receive a code by text message to the telephone number of your choice, which you must type into the relevant field **(1)**. In this way, your identity is ensured.

After entering the correct login information, you will see the following three options:

- Yes, send access code via SMS.
- No, continue without access code.
- Logout

continue >

- **Yes, send access code via SMS:** Receive an M-TAN (six digit hyphenated code), which you can enter on the next page. Upon entry, you will be granted full access to all functionalities of the system.

Please enter the received access code here:

Access code

1

463-592

cancel

continue >

Enter the hyphenated **M-TAN (1)** and confirm by selecting [**continue >**].

- **No, continue without access code:** Use a limited range of functionalities not including sensitive areas such as base data. Cases can still be created in this mode.
- **Logout:** Exit the system.



If M-TAN is set as your default registration method and you log in without M-TAN, you will only be granted access to a limited range of functionality.

1.3. Menu Items

Cases:	Create, search, and edit cases
Close cases:	Check and close cases
Import/Export:	Import or export batch, Excel- or XML-Files with case data
Files:	Download area, import/export, download files and view any messages
Base data:	Create and edit base data for users, patients, physicians and more
Contact:	Write us a message
Login data:	Change passwords or language settings
Log out:	Exit the system

PATIENTS [cases]
Close patients [cases]
Import/Export
Files
BASE DATA [e.g. create a patient]
Contact
Login data
Logout



Depending on your user rights, the menu items "Import/Export", "Files" and "Master data" are hidden. Further information about the user rights can be found in Section 0.

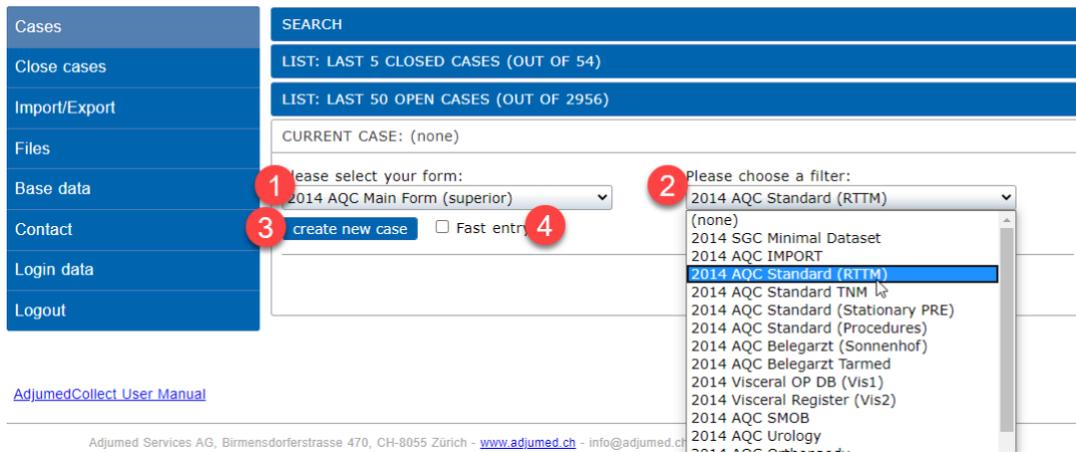
2. Cases

2.1 Current Case

2.1.1 Creating and Editing Cases

After logging in, you will see the option to create a new case. The **main form (1)** and the **filter form (2)** are set to the current year by default. Click on **[Create a new case (3)]** to load the form and the filter and start entering data. If you would like to enter data via **fast entry (4)**, viz. by displaying all fields as text fields without checks, please check the corresponding box. However, special user rights are required for this, which are discussed in more detail in Section 0.

A case is uniquely identified by its **PID** (Patient Identification Number) and **date of entry**. Please select a number that is the same for each patient (e.g. from the HIS) as the PID. In this way different cases can be assigned to the same patient.



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Please note when filling out forms:

- Fields with **black letters (5)** are mandatory and must be filled in.
- Fields with **grey letters (6)** are optional and may be left blank.
- If you are unsure what to enter in a field, you can use the **help buttons (7)**, which are located at the end of many fields.
- If you accidentally click a **radio button (8)**, you can undo your entry with a double-click.
- Fields **highlighted in blue (9)** are automatically calculated fields and cannot be edited.

- Inputs in other fields may change an optional field to a mandatory one. Such fields are indicated by **italics (10)**.

[2] Admission Information

[3 4] Patient ID (PID) **5** choose ⓘ

[1616 3] Case number (FID) **6**

[4 370] Year of birth (yyyy)

[5 365] Gender **8** [1] male [2] female

[9 363] Entry date (dd.mm.yyyy) ⓘ

[270 603] Euro-Qol at entry choose

[13 17] Date of accident **10** ⓘ

[1170 10] Type of admission ⓘ

[28 361] Type of treatment ⓘ

[29 14] Class ⓘ

[31] Medical information

[36 11] Reason for hospitalisation ⓘ

[43] Preoperative risk factors

[45 362] ASA risk ⓘ

[1229 2384] BodyMassIndex **9** ⓘ

[47 30] Weight (kg)

[49 32] Height (cm) **7**

[2808 66] Preoperative ⓘ



The values of non-editable blue fields will only be calculated after saving.

2.1.2 Creating and Using Templates

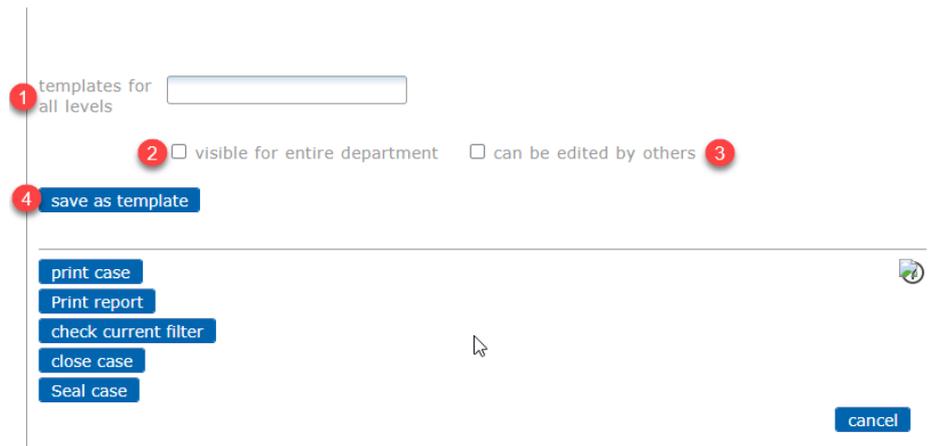
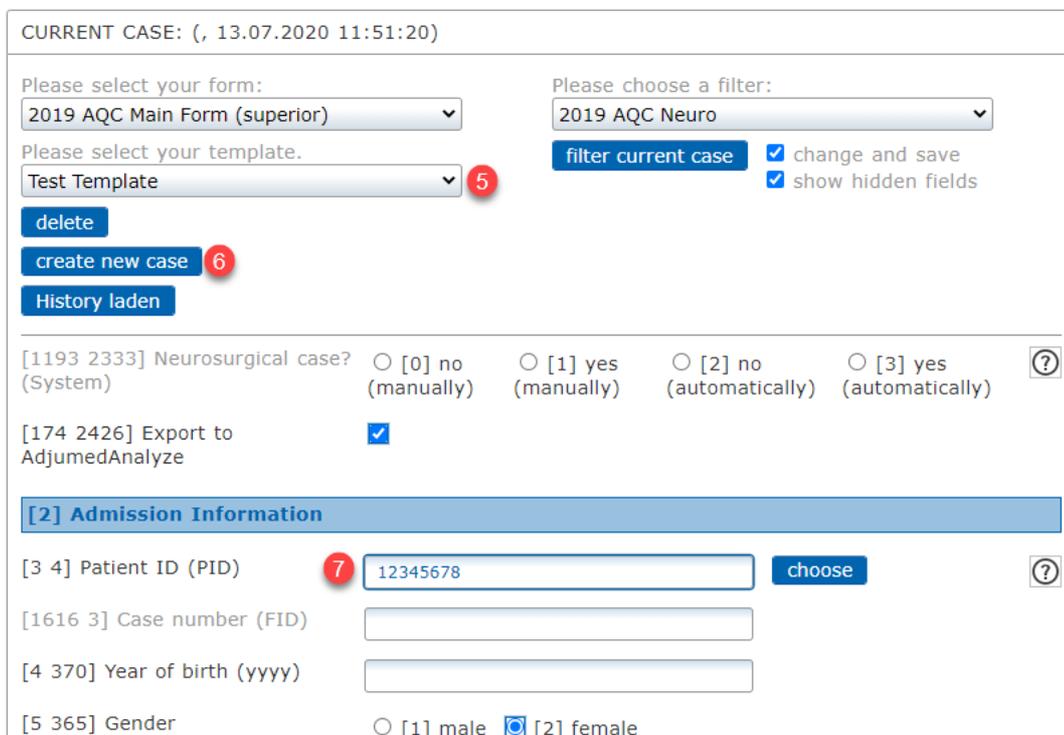
AdjumedCollect offers the possibility of creating templates to facilitate data entry for recurring cases, operations, or procedures. In a template, fields or complete sections of your choice within the form may load pre-filled with data when a new case or a new operation or intervention statistic is created.

At the end of the questionnaire you will find the option to save a completed case as a template. For this purpose, assign a title for the template in the field **templates for all levels (1)** and determine whether the template should be **visible for the entire department (2)** and whether it **can be edited by others (3)**. Then click on **[Save as template] (4)**.

If you want to create a template for certain surgery or intervention statistics rather than for complete cases, enter a name for the template in the **Template A1** or **Template A2** field (located below the statistics in question) and save it.

After the creation of your first template, the option to view **saved templates (5)** will appear below the form.

With **[Create new case] (6)**, you open a new case with the selected template. Fields that appear highlighted in blue (7) are automatically filled in according to the template, but can still be edited. The templates for the surgery and intervention statistics can be selected in the respective part of the form.

2.1.3 Filter Forms

AdjumedCollect allows you to collect your cases for several projects (e.g. AQC, HSM, SMOB, ...) at the same time, without having to enter data redundantly for identical fields. In order to view a case through the different lens of a particular project, you can use various filter forms to blend in only the fields pertinent to your project and hide the others. Data entered in one form in this way automatically transfers to other filtered forms, provided they have the same fields.

If you wish to view a case through a different filter view, select **[filter current case] (1)**. Your selection will transfer existing or previously entered content to the new filter view. With the option **change with save (2)** you can choose whether the previously entered data should be saved before changing the filter view. This option is selected by default.

Please select your form:

Please choose a filter:

1 filter current case **2 change and save** **3 show hidden fields**

You also have the option of **displaying hidden fields (3)**. Hidden fields are those that only become visible after you have made entries in a specific field. For example the field "Reason for relocation" only becomes visible if you have entered "yes" in the field "Relocation". Hidden fields are shown in a yellow box with a red border.



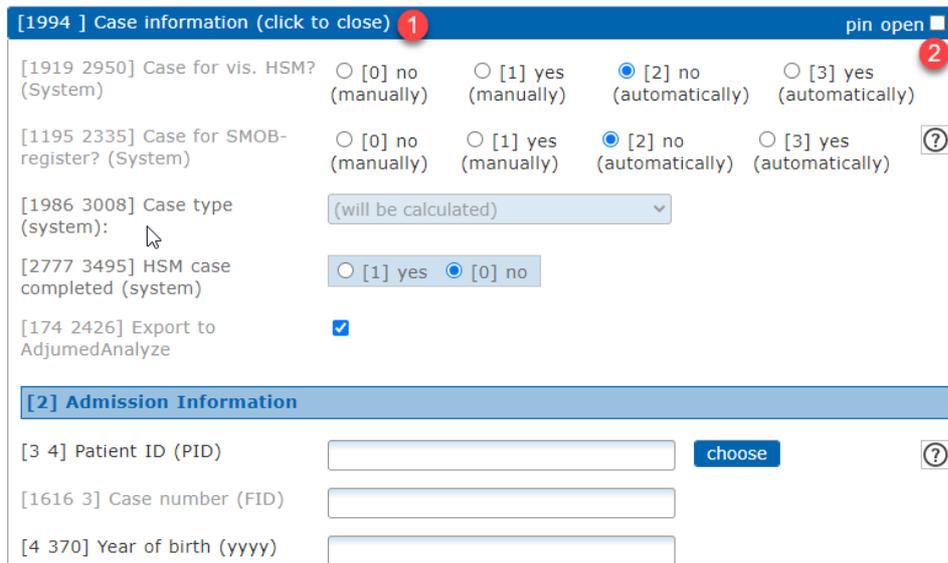
The filter, which is selected by default, is determined by Adjumed, but can be set individually for each user. For detailed information, please refer to Section 6.5.1 Creating and Managing Users.

2.1.4 Form Structure and Field Types

For more information on form structure and field types, please refer to the detailed discussion published on our homepage at <https://adjumed.com/support/formularstruktur/>.

2.1.5 Groups

Certain forms contain groupings of related fields. A **group (1)** can be opened or closed by clicking on its title. Groups are a purely visual aid for orientation and clarity and have no influence on the data structure. If you want to prevent certain groups from closing automatically, please check the **[pin open] (2)** checkbox. This



The screenshot shows a form with a blue header bar. The header bar contains the text "[1994] Case information (click to close)" with a red circle '1' next to it, and a "pin open" checkbox with a red circle '2' next to it. Below the header bar, there are several fields:

- [1919 2950] Case for vis. HSM? (System) with radio buttons for [0] no (manually), [1] yes (manually), [2] no (automatically) (selected), and [3] yes (automatically).
- [1195 2335] Case for SMOB-register? (System) with radio buttons for [0] no (manually), [1] yes (manually), [2] no (automatically) (selected), and [3] yes (automatically), and a help icon (?).
- [1986 3008] Case type (system): with a dropdown menu showing "(will be calculated)".
- [2777 3495] HSM case completed (system) with radio buttons for [1] yes and [0] no (selected).
- [174 2426] Export to AdjumedAnalyze with a checked checkbox.

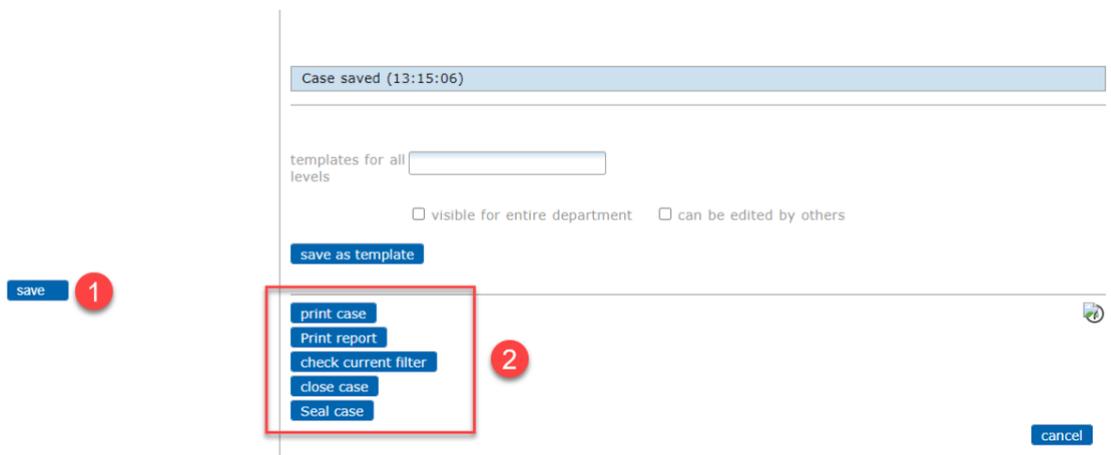
Below these fields is a blue bar with the text "[2] Admission Information". Underneath this bar are three input fields:

- [3 4] Patient ID (PID) with a text input field, a "choose" button, and a help icon (?).
- [1616 3] Case number (FID) with a text input field.
- [4 370] Year of birth (yyyy) with a text input field.

setting will be saved across your personal account, applying by default in all cases. If you remove this check mark, the group will automatically close again.

2.1.6 Case Buttons

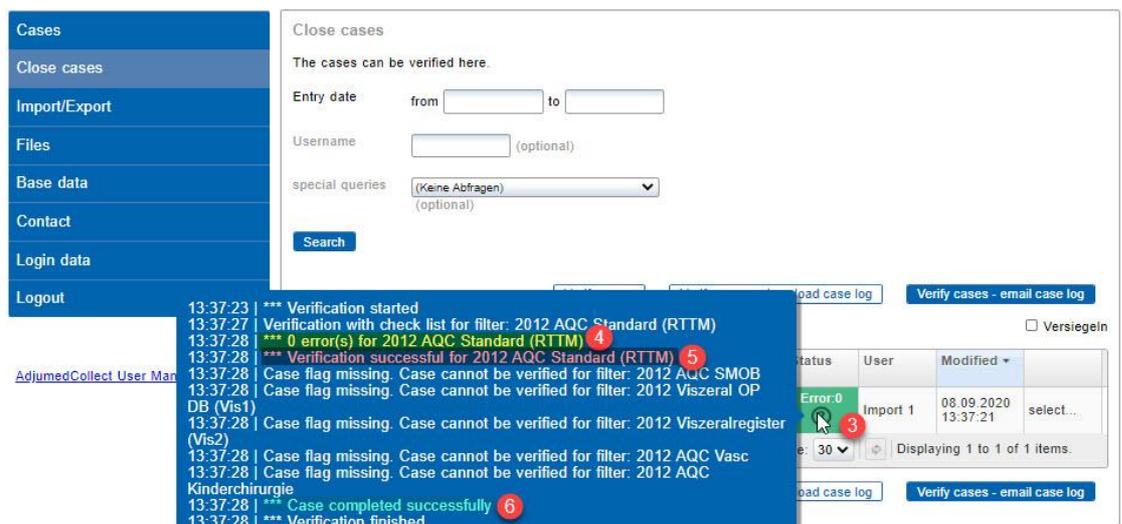
You can save your current data entries during the entire entry process without having to subject the case to a filter check. To do this, click on **[Save] (1)**. Once the data has been entered, you will find various **case buttons (2)** at the end of the questionnaire, which offer you different options:



The screenshot shows a form with a blue header bar containing the text "Case saved (13:15:06)". Below the header bar, there is a text input field labeled "templates for all levels". Below the input field, there are two checkboxes: "visible for entire department" and "can be edited by others". Below the checkboxes, there is a "save as template" button. At the bottom of the form, there is a "save" button with a red circle '1' next to it, and a set of case buttons with a red circle '2' next to it. The case buttons are: "print case", "Print report", "check current filter", "close case", and "Seal case". A "cancel" button is located at the bottom right of the form.

- **Print case:** Prints the recorded data unformatted, e.g. for storage in the medical record.
- **Print report:** If available, prints out a pre-formatted report (e.g. with the department logo). You can manage report templates in the section under "Base data" > "Templates for reports". Detailed information about reports can be found in Section 6.4.

- **Check current filter:** Verifies the current case against the test criteria stored for the selected filter mask. A test report appears with missing or incorrect fields are shown in red. The case can only be closed once these have been completed. When checking the current filter, a new checkbox titled “Only show fields with errors” will appear next to the usual case buttons. If you check this box and then check the current filter again, you will only be shown those fields for which entries are still pending or incorrect entries have been made. This is particularly helpful for very large questionnaires or pending cases where only a few entries are missing.
- **Close case:** Checks all stored test criteria from the corresponding filter group that are controlled via the main form. You will be forwarded to the status report of the checked case. If you move the mouse over the **question mark symbol (3)**, you can see which **checklists (4)** the case has gone through, whether **errors (5)** have occurred and whether the **case was successfully completed (6)**.



The screenshot shows the 'Close cases' form with fields for 'Entry date', 'Username', and 'special queries'. Below the form is a log window with the following text:

```

13:37:23 | *** Verification started
13:37:27 | Verification with check list for filter: 2012 AQC Standard (RTTM)
13:37:28 | *** 0 error(s) for 2012 AQC Standard (RTTM)
13:37:28 | *** Verification successful for 2012 AQC Standard (RTTM)
13:37:28 | Case flag missing. Case cannot be verified for filter: 2012 AQC SMOB
13:37:28 | Case flag missing. Case cannot be verified for filter: 2012 Viszeral OP
DB (Vis1)
13:37:28 | Case flag missing. Case cannot be verified for filter: 2012 Viszeralregister
(Vis2)
13:37:28 | Case flag missing. Case cannot be verified for filter: 2012 AQC Vasc
13:37:28 | Case flag missing. Case cannot be verified for filter: 2012 AQC
Kinderchirurgie
13:37:28 | *** Case completed successfully
13:37:28 | *** Verification finished

```

The log window also shows a table with columns 'status', 'User', and 'Modified'. The table contains one row: 'Error:0', 'Import 1', '08.09.2020 13:37:21'. A question mark symbol (3) is visible next to the 'Error:0' entry.

Once the case is successfully closed, the status changes to closed. For information on how to close multiple cases at once, see Section 0.

- **Seal case:** With this function, cases can be explicitly protected against changes by users or overwriting of imports. We particularly recommended it for the recording of register data in highly specialized fields. Once a case has been sealed, it can only be unsealed by users with the "HospitalAdmin" user level. If you do not have this function with your user account, please contact Adjumed or activate the function under “Base data” > “Users” (see Section 6.5.1).

If errors occurred when closing the case, the check list provides information about why and for which field the error occurred. The checklist outputs two different message types:

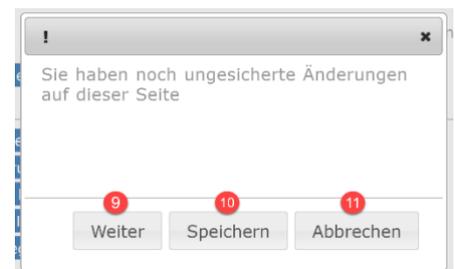
- **Error messages (7):** must be corrected before the case can be closed.

- **Info messages (8):** indicate inconsistencies, e.g. the entry of a value outside a certain standard. Info messages do not prevent a case from being closed.



Messages “2501” and “2545” refer to the field number of the field in which the error or inconsistency occurred.

- **Cancel:** A window with several possible actions appears when you click here: Clicking **[Next] (9)** aborts the entry and the entered data is deleted. By clicking on **[Save] (10)** the changes are saved and can be changed later. Clicking on **[Cancel] (11)** takes you back to the input form and you can continue with the input.



2.2 Search

You can search for specific cases using the search mask. The **PID field (1)** can be used to search for a specific patient. With **user (2)** all cases of a given user can be found. By selecting **status (3)**, you can limit the displayed results to all pending, closed or deleted cases. Another option is to restrict the search to a specific **main form (4)**. Project-specifically defined queries are stored under **Special Queries (5)**. The name describes the criteria of these stored queries. Generate a list of cases that meet your criteria by clicking on **[Search] (6)** in the bottom left corner of the search mask.

SEARCH

Date of birth PID (1)

Cases without entry date FID

Entry date from to Exit date from to

Created from to Modified from to

Op-Datum from to Status closed open (3)

User (2) deleted

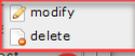
special queries (Keine Abfragen) (5) all yes no

Main form (please select) (4)

(6)

In The table of listed cases can be sorted by clicking on the column label **(7)**. The relevant case can be *modified*, *sealed* or *deleted* by clicking on **[select] (8)**. In this manner, a case may be reopened for editing, i.e. the status of a closed case can be reset to *pending* when it is saved.

Cases found: 10

PID 	FID	Entry date	Status	User 7	Modified	
123TestThors ten		05.06.2020	open	Hessel	05.06.2020 10:12:41	select...
Halloheute		23.06.2020	open	Hessel	23.06.2020 17:23:53	select...
1		12.06.2020	open	Rageth	12.06.2020 13:09:06	select... 
111112		29.06.2020	open	Rageth	29.06.2020 13:27:24	select...
111112		30.06.2020	open	Rageth	30.06.2020 10:46:32	select...
112233		05.05.2020	open	Hessel	17.06.2020 14:55:42	select...



The column "User" shows the user who created the case. If a case has been changed by another user, the original user remains the same.

2.3 List: Last 5 Closed Cases

The last 5 closed cases are displayed as a list and can be *modified* or *deleted*. This serves purely as an overview or a check, to see at a glance which cases were most recently closed. All closed cases can be found using **Search** (see Section 2.2) **2.2**. To do this, tick the **[closed]** checkbox.

2.4 List: Last 50 Open Cases

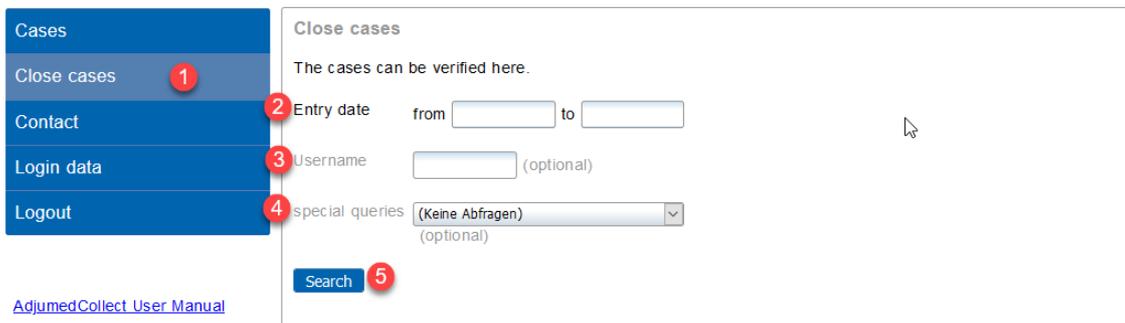
The last 50 cases that have not yet been completed are displayed as a list and can be *modified* or *deleted*. This is again intended as an overview and offers a convenient point of departure from which to complete the last pending cases. All pending cases can be found using **Search** (see Section 2.2). To do this tick the **[open]** checkbox.

3. Closing Cases

This menu item can be used to close all cases that have passed the individual tests **[Check current filter]**. Cases are pending, even if they successfully passed an individual test when entering the case. With **[Close cases] (1)**, you can verify that a case has successfully passed all individual tests, and, if so, assign to it the status of *completed* and display it in the **list of the last 5 closed cases**.

Procedure:

1. You have the option to define or limit the cases that you want to close. You can do this by specifying a desired range of **entry dates (First patient contact: from / to) (2)**. If no date is set, all cases will be listed. With the optional specification of a **user name (3)** you can search for a specific user's cases. With the optional selection of a **[Special query] (4)** you can search for cases of a certain type. Typically, entering the time period will sufficiently restrict the search results. Confirm your selection with **[Search] (5)**.



The screenshot shows the 'Close cases' interface. On the left, a sidebar menu has 'Close cases' highlighted with a red circle (1). The main content area is titled 'Close cases' and contains the text 'The cases can be verified here.' Below this, there are three input fields: 'Entry date' (2) with 'from' and 'to' sub-fields, 'Username' (3) with '(optional)' text, and 'special queries' (4) with a dropdown menu showing '(Keine Abfragen)' and '(optional)'. A blue 'Search' button (5) is at the bottom. A red circle (5) is also placed over the 'Search' button. A link 'AdjumedCollect User Manual' is visible at the bottom left of the sidebar.

2. You now have three options available to choose from:
 - **Verify cases (6)** > On-site verification. Displays the number of errors. If you then move the mouse over the question mark symbol, the current errors will be listed.
 - **Check cases - Download case log (7)** > On-site verification. Generates a comprehensive log of all error messages.
 - **Check cases - Email case log (8)** > Background verification. Generates a protocol with detailed error messages, which is available for download in our download area under the menu item "Files". You will receive an email as soon as the check has been performed.

Close cases

The cases can be verified here.

Entry date from to

Username (optional)

special queries (optional)

Versiegeln **11**

Gefundene Fälle: 418

Name	First name	PID	FID	Date of birth	Entry date	Status 9	User	Modified	
					01.01.2020	open	Gubser	09.07.2020 15:59:33	select...
					01.01.2019	open	Schneider	07.07.2020 16:35:14	select...
					01.01.2020	open	Schneider	07.07.2020 15:49:57	select...
					01.01.2019	open	Schneider	06.07.2020 16:30:49	select...

10

After verification the **status (9)** will be updated. Depending on the result, the case will then be closed or the number of errors will be displayed. The case can then be verified again, edited, sealed, or deleted using **[select] (10)**.

Cases may also be sealed immediately by checking the box next to **seal (11)**. However, this can only be done after the case has been closed (see Section 0).

4. Import / Export

AdjumedCollect offers you the option of importing case and patient data as well as exporting case, patient and logbook data. This is explained in more detail in the following sections.

4.1 Import Case Data

Information about interfaces as well as field and code values can be found on our homepage at <https://adjumed.com/support/>.

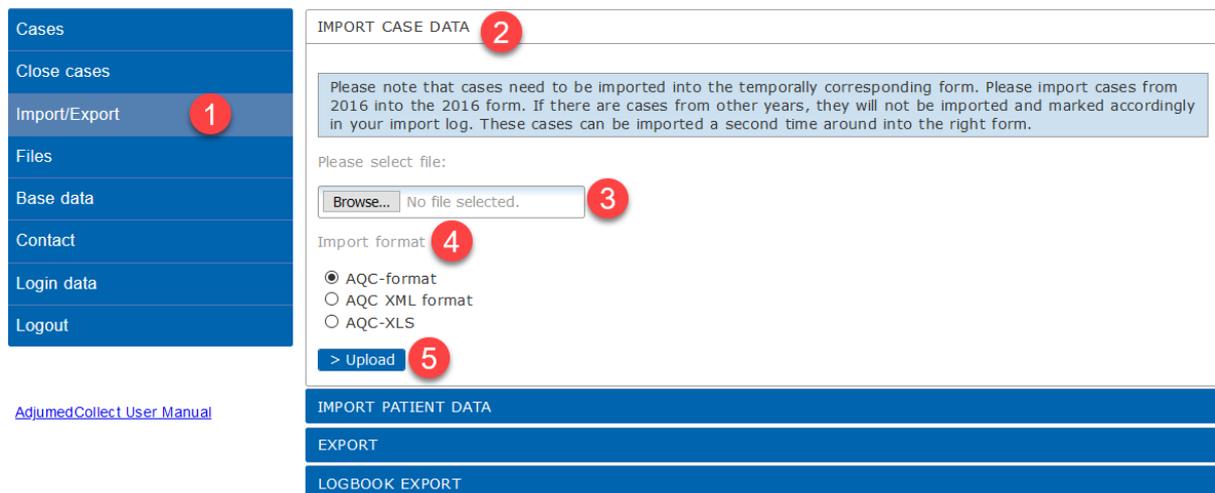
Please note that the cases must be imported into the appropriate form, i.e. cases from 2020 must be imported into the 2020 form.



If cases from other years are included, they will not be imported and will be shown in the import log. They can be imported into the correct form in a second import run.

Procedure:

1. Select the menu item **Import/Export (1)** and **Import Case Data (2)**
2. Select your file with **[Browse] (3)**
3. Select **import format (4)** (*AQC, AQC XML or AQC-XLS format*) and click on **[Upload] (5)**.



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4. The first 10 lines of the **import file (6)** will now be displayed. Use this preview to determine whether the format of the import file is correct.
5. Select the corresponding **import form (7)** and then the corresponding **filter form (8)**.
If you are importing AQC data, please always select the form **(YYYY) AQC Main Form (superior)** and the filter form **(YYYY) AQC IMPORT**.

- **[Do not override cases edited manually]** (recommended setting): This option does not overwrite cases entered or modified online. Important if a case has been imported and added online, so that the changes are not overwritten.

Field-level options (11):

- **[Overwrite all fields]:** this is the standard setting, whether it is an initial import and re-imports. In combination with the setting "**Don't overwrite cases edited manually**", new cases are imported and existing cases are overwritten, provided that no manual changes have been made to the cases in AdjumedCollect in the meantime.
- **[add only empty fields]** if you want for instance only import new information on tracking fields that were not previously available. Other case information (general case information as well as examination, therapy or operation information, etc.) is not affected by the reimportation. Please note that in this context, the setting you selected for **(10) "Override cases"** is also important. So if you want to add empty fields everywhere, even in manually edited cases, you have to select "**all**" for "**Override cases**"
- **[overwrite only the delivered fields]:** As with the option above, you have the possibility to add fields which were previously empty, with the addition of certain fields defined in advance. Please note that in this context, the setting you selected for **(10) "Override cases"** is also important. If you want to replace the manually edited cases with the fields provided, you must select "**all**" for "**Override cases**".

[> continue] (12):

- [Click here](#) to start the import (and the serial check, if selected).

Important: Before starting a new import with this setting, you must make sure that the import file contains only the fields that you want to re-import or overwrite. That is, you must manually delete the fields from the import file that should not be affected by the re-import.

You will receive a message that the import has started:

Please note that cases need to be imported into the temporally corresponding form. Please import cases from 2016 into the 2016 form. If there are cases from other years, they will not be imported and marked accordingly in your import log. These cases can be imported a second time around into the right form.

[> Neuer Import](#)

Import initiated. Please find the import file in the download area (menu: files). You will also receive an email with a direct link to the file.

Cases
Close cases
Import/Export
Files
Base data
Contact
Login data
Logout

On the left side below the navigation a box will appear, which shows the status of the import.

When the import process is completed, you will receive a notification by e-mail. The imported data and the import log can now be found in the download area under the menu item **Files**.

The import log shows which cases were imported and - if cases were not imported, e.g. because the wrong year was selected - which cases were not imported for what reason.

[AdjumedCollect User Manual](#)

Exportjob:13.07.2020, 15:08
Fälle:102 Exportiert:12

Abbrechen



Even when importing a few cases, it takes a while before the import starts, because a backup of all cases of the last 3 years is made in the background.

4.2 Import Patient Data

Besides the import of case data, it is also possible to **import patient data (2)**, e.g. if they are stored in a separate database. The import can be done in form of an Excel table. The structure of the table with the patient data must correspond to the same format that is obtained when the patient data is downloaded. If a patient has not yet been entered under the master data, please enter a sample patient and export the master data in order to obtain the template (for further information see Section 4.3 (Export Patient Master Data)). **[Browse] (3)** and confirm the import **[Upload] (4)**.



with

Now the first 10 lines of the **import file (5)** are displayed. This serves to recognize whether the format of the import file is correct. With **[> continue]** you **start** the import.



4.3 Export

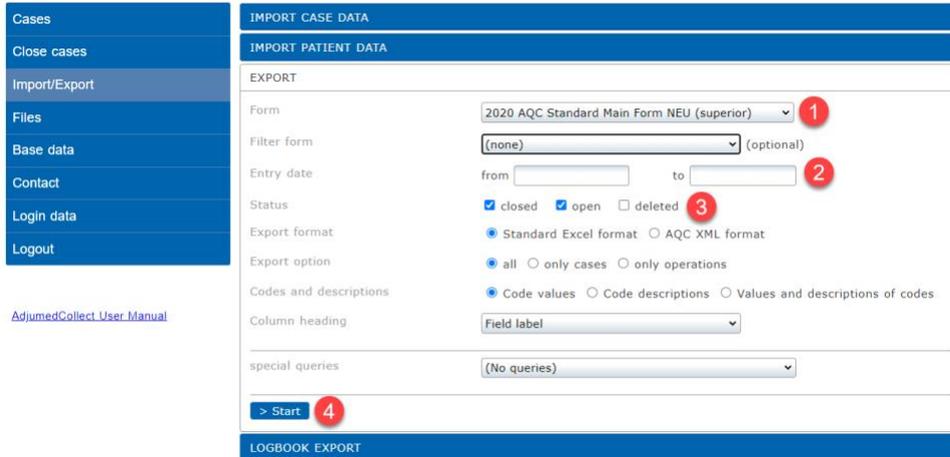
If you want to export case, patient or logbook data, please proceed as follows:

1. Select **main form** and the **filter form (1)** you want to export. The main form defines all the data entered in this form (regardless of the date of entry, although cases with the same year of entry should normally have been entered in the corresponding form). A filter form, however, is not mandatory - without a filter, all fields are simply exported.
2. You can restrict your export by specifying the **entry date (2)** and **status (3)**.
3. Under **Export Format and Options** you can select the export format. The standard Excel format exports a normal Excel list (recommended option).

Additional you can choose whether to display the column headings with the field label or the field name or with both field labels and whether the contents are to be exported with codes and/or descriptions

4. **[> Start] (4)** starts the export.

When the export process is complete, you will receive a notification by e-mail. The exported data can now be found in the download area under the menu item **Files**.



4.4 Logbook Export

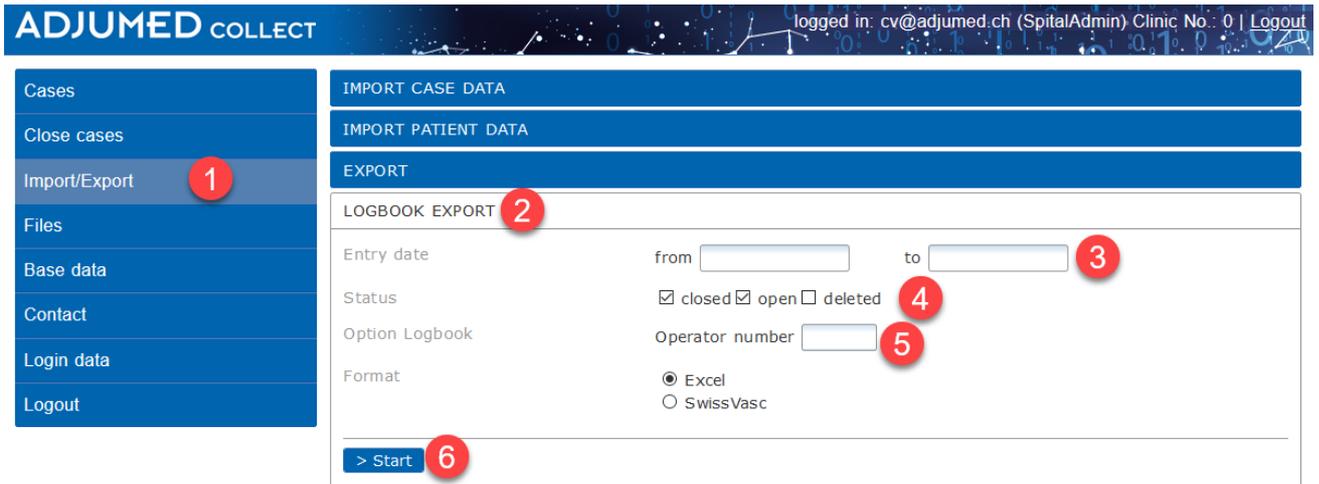
The Electronic Logbook (<https://www.swissvasc-logbook.ch/>) of the Swiss Society for Vascular Surgery offers you the possibility to export the procedures relevant for your specialist title from the SwissVasc Register (AdjumedCollect) and to view, edit, complete or print them as an entry list or aggregated summary. This way you can always inform yourself where you stand with regard to your target numbers.

The summary can then be transferred summarily to the SIWF logbook.

In the following, the general procedure for exporting operations from AdjumedCollect is explained. In the following you will learn how to import the data into the SwissVasc Logbook and which further functions you will find there in detail.

4.4.1 Exporting Procedures from Adjumed Collect

To export your procedures, please log in to your clinic as usual and follow the steps below: Select the menu item **Import/Export** (1) and click on **Logbook Export** (2). Please define the period for which you would like to export the data by entering the **date of entry** (3) of the patients. If you do not define an entry date range, all data will be exported. Optionally you can choose whether you want to export **completed**, **pending** or all data including **deleted** procedures (4). Then enter your **surgeon number** (5) and the desired area. Confirm the export with [**> Start**] (6).



The screenshot shows the 'ADJUMED COLLECT' interface. The left sidebar contains a navigation menu with items: Cases, Close cases, Import/Export (1), Files, Base data, Contact, Login data, and Logout. The main content area has a top bar with 'logged in: cv@adjumed.ch (SpitalAdmin) Clinic No.: 0 | Logout'. Below this are three tabs: 'IMPORT CASE DATA', 'IMPORT PATIENT DATA', and 'EXPORT'. The 'EXPORT' tab is active, showing the 'LOGBOOK EXPORT' (2) form. The form includes: 'Entry date' with 'from' and 'to' input fields (3); 'Status' with checkboxes for 'closed', 'open', and 'deleted' (4); 'Option Logbook' with an 'Operator number' input field (5); and 'Format' with radio buttons for 'Excel' (selected) and 'SwissVasc'. At the bottom of the form is a '> Start' button (6).



If you select the area SwissVasc, the files can be imported into the logbook at <https://www.swissvasc-logbook.ch/>. Visceral Surgery and Emergency Surgery are generated.

LogbookExportjob:26.06.2019, 14:21
Fälle:78 Exportiert:9
Abbrechen

You will receive a message that the export has been started. At the same time a window will appear on the left side below the navigation showing the status of the export. As soon as the export is complete, you will be notified by e-mail.

When the export is complete, you can open the export file under the menu item **Files**. Click on [**select**] (8) for the export file and then download the file via [**download**] (9).

eingellogged als: ng@adjumed.ch (Administrator) Klinik-Nr: 0 | Logout

DOWNLOAD-AREA

Dateiname: Typ: ALLE

Erstellt: von bis Benutzer:

Persönlich: ja nein beides 0 Fälle

Klinik-Nr.:

Suchen

Alles anwählen

	Dateiname	Benutzer	Kliniknummer	Typ	Fälle	pers.	Erstellt	Info	
<input type="checkbox"/>	EXPORT_20200826-143035_XLSX	Gubser		LOGBOOK EXPORT	722	<input type="checkbox"/>	26.08.2020 14:30:35	?	auswäh...

Seite 1 von 1 | Ergebnisse pro Seite: 30 | Ergebnis 1 bis 1 von 1.

herunterladen 8
löschen 9
Persönlich setzen

Open the zipped folder in the zip file by double-clicking on it and save the text file locally on your PC.

4.4.2 Importing Procedures into the SwissVasc Logbook

To import a file into the SwissVasc Logbook, open the URL <https://www.swissvasc-logbook.ch> and please register. If you do not have access yet, you can send an e-mail to swissvasc-logbook-anmeldung@adjumed.ch with the request to open an account. To import your procedures, click on the menu item **Import (1)** and carry out the following steps:

To begin, select the desired **continuing education position (2)** and define the **continuing education period (3)**. Select the file that you have saved locally on your PC via **[Select file] (4)** and start the import by clicking on **[Import] (5)**.

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Import 1
Unvollständige Import-Daten

Place de formation post-graduée* 2 (choisir s.v.p.)

Période de formation post-graduée dès le 3

Période de formation post-graduée jusqu'au ...

AQC-Datei zum importieren* 4 Datei auswählen Keine ausgewählt

5 Import

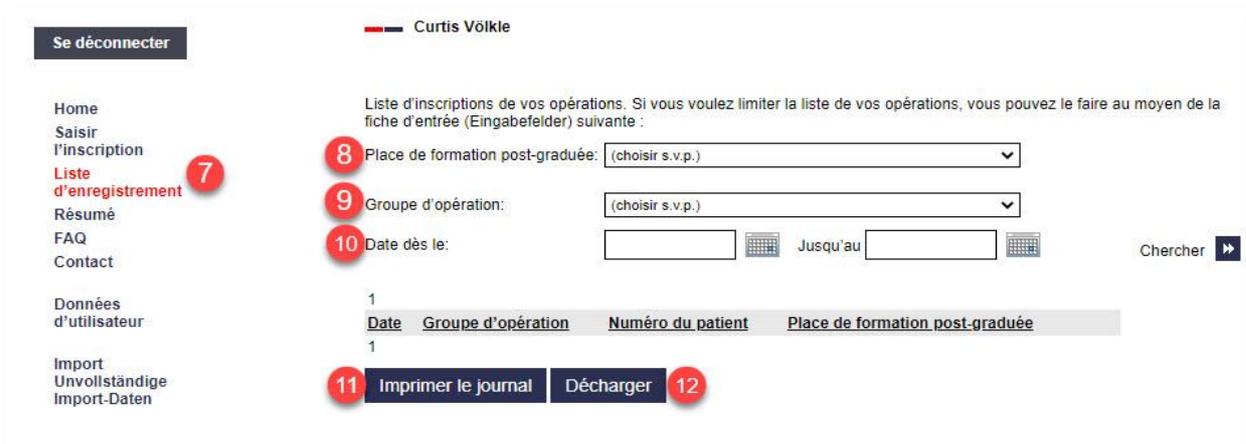
Analogous to the export of data from AdjumedCollect, a status bar is displayed to inform you about the progress of the import. When the import process is completed, you will receive a notification by e-mail.

If there is a difference between the number of found entries and the number of actually imported entries, you have the Possibility to edit entries with a click on the pen icon. You can also print or delete individual entries.

4.4.3 Overview of Procedures: Entry List and Summary

With a click on the menu item **Entry List (7)** you can view all operations - both imported and self-created - and edit , print  or delete  each individual operation. Refine your search by selecting a specific **training center (8)** or **surgery group (9)** or by restricting the search period by the **surgery date (10)**. Furthermore, you have the possibility to print out all operations via **[Print journal] (11)** or to download them as Excel file via **[Download] (12)**.

You can obtain an aggregated summary of all procedures by surgical area by clicking on the menu item **Summary**. Analogous to the list of entries, you also have the possibility here to limit your search by selecting a **training center, surgery group** or **surgery date**. The summary provides information on how many operations you have performed as a surgeon or assistant and what the target number of operations per type of operation is.



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Import Unvollständige Import-Daten

Liste d'inscriptions de vos opérations. Si vous voulez limiter la liste de vos opérations, vous pouvez le faire au moyen de la fiche d'entrée (Eingabefelder) suivante :

8 Place de formation post-graduée: (choisir s.v.p.)

9 Groupe d'opération: (choisir s.v.p.)

10 Date dès le: [] [] Jusqu'au: [] []

Chercher ▶

1	Date	Groupe d'opération	Numéro du patient	Place de formation post-graduée
1				

11 Imprimer le journal 12 Télécharger

The summary serves as a basis for the summary entry in the SIWF logbook. The procedure steps are:

1. Log in to the SIWF e-Logbook.
2. Enter the corresponding "Employment".
3. Record the result of the "Summary" from the Swissvasc logbook using the function "Quantitative learning objectives / fast entry".

4.4.4 Creating Entries and Further Information

You can enter new procedures under **Record Entry (13)**. Please fill in all fields marked with * and then click on **Save entry (14)**.



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Place de formation post-graduée* (choisir s.v.p.)

Période de formation post-graduée dès le* ...

Période de formation post-graduée jusqu'au ...

Date opératoire*

Date d'entrée*

*

Année de naissance (4 chiffres)*

Opération (texte libre ou ICD9CHOP) Choisir

Groupe d'opération* Choisir la groupe

Position de l'opérateur* (choisir s.v.p.)

Enregistrer les inscriptions 14

Merci de remplir pour chaque opération (narcose) l'ensemble des champs marqués par *



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Import Unvollständige Import-Daten

If you still have questions about the SwissVasc Logbook that are not answered here, please visit the **FAQ page (15)** for more information or use the **contact form (16)** stating your phone number, your request and when you can best be reached. If you have any questions by phone, the support team will be happy to assist you on 044 450 10 64.

5. Files

The menu item **files (1)** is a download area. Here all imports and exports are listed and can be **downloaded** for review **(2)**. **Test reports (3)** for file imports are also available for download here. It also provides an archive for past **reports (4)**, which are displayed once to users when they log in to the clinic.

ADJUMED COLLECT logged in: cv@adjumed.ch (SpitalAdmin) Clinic No.: 0 | Logout

Cases

Close cases

Import/Export

Files (1)

Base data

Contact

Login data

Logout

[AdjumedCollect User Manual](#)

DOWNLOAD-AREA

File name: Typ: ALL

Created: from 21.08.2020 to User:

Personal: yes no both 0 cases

Search

Select all Download selected files

<input type="checkbox"/>	File name	User	Typ	cases	pers.	Created	Info	
<input type="checkbox"/>	PRUEFEN_20200827-095952	Mo	VERIFY	1	<input type="checkbox"/>	27.08.2020 09:59	?	select... download (2)
<input type="checkbox"/>	PRUEFEN_20200818-115821	Mo	VERIFY	1	<input type="checkbox"/>	18.08.2020 11:58	?	select...
<input type="checkbox"/>	PRUEFEN_20200713-171119	Volkle	VERIFY (3)	0	<input type="checkbox"/>	13.07.2020 17:11	?	select...
<input type="checkbox"/>	EXPORT_20200713-150836_XLSX	Volkle	XLSX EXPORT	102	<input type="checkbox"/>	13.07.2020 15:08	?	select...
<input type="checkbox"/>	PRUEFEN_20200713-150557	Volkle	VERIFY	0	<input type="checkbox"/>	13.07.2020 15:05	?	select...

Page 1 of 60 Records per page: 5 Displaying 1 to 5 of 300 items.

MESSAGES (4)

Title	Message created	Message read	Message text
Change in field [71] "Patient was informed about this statistic"	15.08.2019	07.07.2020 12:25:33	show

Page 1 of 1 Records per page: 5 Displaying 1 to 1 of 1 items.

6. Master Data

Under the menu item **Master data** you can enter user, patient, doctor and other master data can be created and edited. The use of master data is - with the exception of a few Projects - completely voluntary and serves as an extension of your HIS.

6.1 Patients

This function is used to create and manage patients. It is completely voluntary and therefore only intended as an aid (for easier finding of cases or if no own HIS is available).

To create a new patient, click on **[new]** (1).

Within the existing patients you can search for a specific patient. To do so, enter the last name or the PID in the **search mask** (2) and click on **[search]** (3). You can sort the table alphabetically by clicking in the respective column header. If you would like the search to include deleted patients as well, check the box **incl. deleted patients** (4).

Existing patients can be *edited* or *deleted* via **[select]** (5). In addition a new case can be created or all cases of this patient can be displayed as a list.

You can export the selected patients via **[Excel export]** (6).

PATIENTS

new

incl. deleted
 search

Name ^	First name	PID	Date of birth	cases	deleted	Modified	
Test	Test	0001		0	no	06.03.2017 21:23:49	select...
Test	Test	1234567	16.04.1962	1	no	28.07.2017 11:15:55	select...
Test3	Test3	123456789	16.04.1961	2	no	10.02.2020 12:22:09	select...

Page

of 1
Records per page:

Displaying 1 to 3 of 3 items.

Excel export

In general, each case is identified by its PID and date of entry. Cases with the same PID are assigned to the same patient. It is therefore best to select an existing number (e.g. from the HIS) for the PID, which remains the same for each patient (no case number) and is unique, i.e. only one PID belongs to each patient and only one patient belongs to each PID.



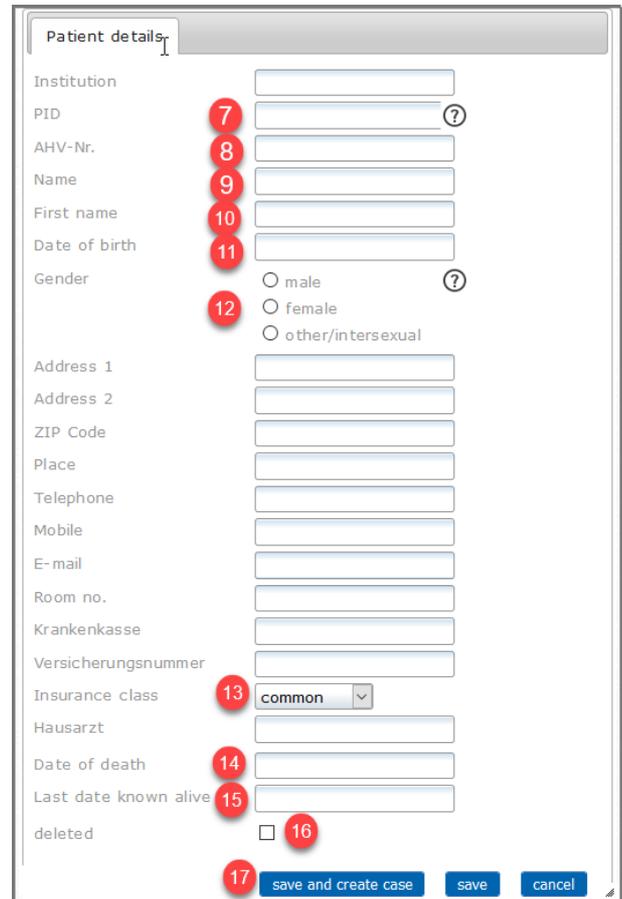
*If you select an already assigned PID for a newly created patient, you will receive the error message "Entry with same PID already exists. Entry was not saved". Please correct the PID and save the patient again. To see all PIDs already assigned, please check the box **[incl. deleted]** (4).*

If you select **[new] (1)**, a small window appears in which you can enter personal information about the patient:

- **PID (7)** is a mandatory field.
- **Name (9)** and **first name (10)** help with Traceability of cases.
- **Date of birth (11)** (in the form of year of birth), **gender (12)** and **insurance class (13)** are applied to the case data, provided the form has these fields.
- **Date of death (14)** and **Last date known alive (15)** are transferred from the patient master data to all cases of the patient or, if the information was entered in the case, are also transferred to the master data.

With **[save and create case] (17)** you can directly switch to data acquisition.

[Save] (18) saves the entered patient data.



The screenshot shows a 'Patient details' form with the following fields and callouts:

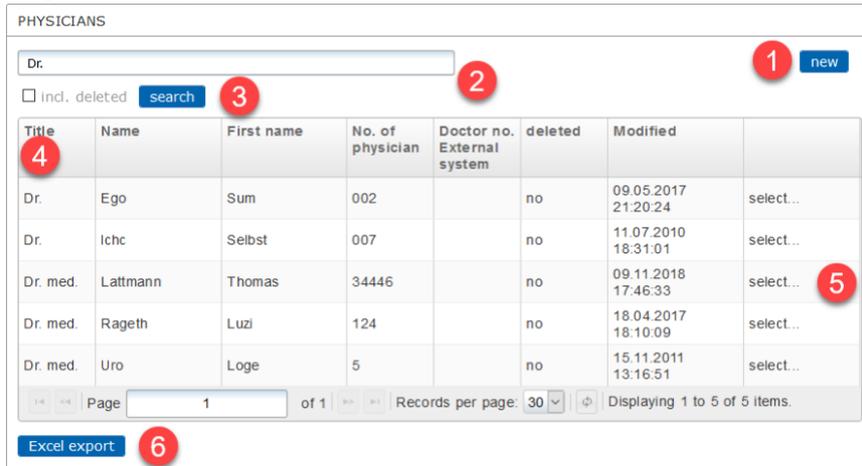
- 7**: PID field
- 8**: AHV-Nr. field
- 9**: Name field
- 10**: First name field
- 11**: Date of birth field
- 12**: Gender radio buttons (male, female, other/intersexual)
- 13**: Insurance class dropdown menu (set to 'common')
- 14**: Date of death field
- 15**: Last date known alive field
- 16**: Deleted checkbox
- 17**: 'save and create case' button

If you want to delete a patient, there are two options.

On the one hand you can delete the patient directly from the list via **Select > Delete** (see Section 6.1), on the other hand you can tick the checkbox **[Deleted] (16)** in the patient details. The patient data will remain in order to assign them to possible cases, but the patient will no longer be listed.

6.2 Doctors

This function is used to create and manage doctors, who are then available for selection in the forms (e.g. as surgeon details).



PHYSICIANS

Dr. **1**

incl. deleted **3** **2**

4 Title	Name	First name	No. of physician	Doctor no. External system	deleted	Modified	
Dr.	Ego	Sum	002		no	09.05.2017 21:20:24	select... 5
Dr.	Ichc	Selbst	007		no	11.07.2010 18:31:01	select...
Dr. med.	Lattmann	Thomas	34446		no	09.11.2018 17:46:33	select...
Dr. med.	Rageth	Luzi	124		no	18.04.2017 18:10:09	select...
Dr. med.	Uro	Loge	5		no	15.11.2011 13:16:51	select...

Page 1 of 1 Records per page: 30 Displaying 1 to 5 of 5 items.

6

To create a new doctor, click on **[new] (1)**.

Within the existing doctors you can search for a specific doctor. To do so, enter e.g. the last name or the doctor number in the **search mask (2)** and click on **[search] (3)**. You can sort the table alphabetically by clicking in the respective column header. If you would like the search to include deleted physicians as well, check the box **incl. deleted**

(4).

Existing doctors can be *edited* or *deleted* via **[select] (5)**.

You can export the selected doctors via **[Excel export] (6)**.

A physician is identified by the stored physician number, since for data protection reasons no names may be entered in the questionnaire. When you create a new physician, the system proposes an automatically generated physician number.

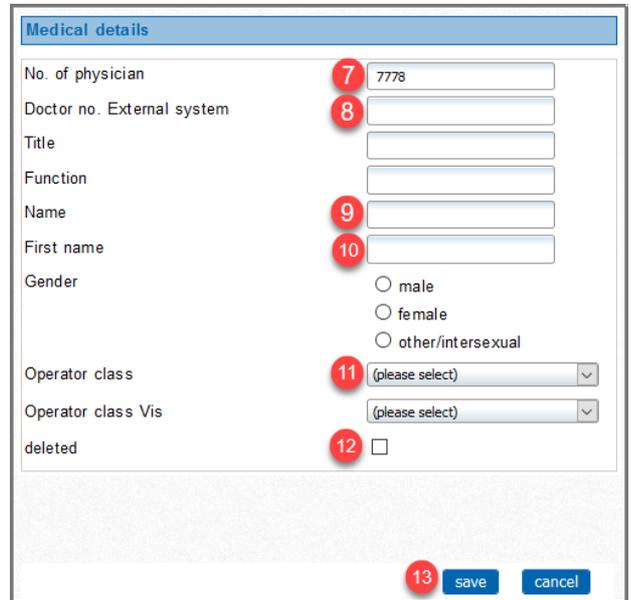


If you select an already assigned physician number for a newly created physician, you will receive the error message "Entry with same physician number already exists. Entry was not saved". Please correct the doctor-no. and save the doctor again.

*In order to see all doctor numbers already assigned, please check the box **[incl. deleted] (4)**.*

If you have selected **[new] (1)**, a small window appears in which you can enter personal information about the doctor:

- **Doctor number (7)** is a mandatory field.
- **Doctor number external system (8)** is the doctor number from your clinic-internal system.
- **Name (9)** and **first name (10)** help you to assign the doctor number to the respective doctor.
- **Operator class (11)** is taken over for the case data, if the form has this field.



The screenshot shows a form titled "Medical details" with the following fields and callouts:

- 7**: No. of physician (text input, value: 7778)
- 8**: Doctor no. External system (text input)
- 9**: Name (text input)
- 10**: First name (text input)
- Gender**: Radio buttons for male, female, and other/intersexual
- 11**: Operator class (dropdown menu, value: (please select))
- Operator class Vis**: (dropdown menu, value: (please select))
- 12**: deleted (checkbox, unchecked)
- 13**: save and cancel buttons at the bottom right.

[Save] (13) saves the entered data.

If you want to delete a doctor, there are two options. On the one hand, you can **select** the doctor via > **delete** directly from the list, on the other hand you can check the **[Deleted] (12)** checkbox in the physician details. If you delete the entry, it will remain in the list in order to assign old cases to a physician, but the entry will no longer appear in the list.



*If a physician was created in the physician master data, this physician can be selected in the questionnaire in the surgeon information via the selection menu.
Important: For reasons of data protection, please do not enter any clear names in the information on the surgeon in the questionnaire.*

6.3 Clinics

To create new clinics and departments please contact the Adjumed Support.

6.4 Templates for Reports

TEMPLATES FOR REPORTS					
Report	Department	Template	Status	Modified	
Diagnostikkonferenz	Demo Brustzentrum	Vorlage_DK (04.12.2012).doc	Gültig	09.12.2012 20:35:46	select... 3
Diagnostikkonferenz	Demo SBCDB	DK - 2012-09-05 generic.doc	Gültig	10.12.2012 00:00:00	select...
MIBB Druckmaske 2018-10-03	Demo MIBB	MIBB_Druckmaske 20181006.doc	Gültig	06.10.2018 09:49:18	select...
Muster-Austrittsbericht	Demo AQC RTTM	Muster_Austrittsbericht.doc	Gültig	07.02.2013 12:24:47	select...
Muster-Infobrief PublicDatabase	Demo AQC RTTM	Muster_Infobrief_PubDB.dot	Gültig	07.02.2013 12:25:19	select...

incl. deleted **2** **new**

4 **1**

Page of 2 Records per page: Displaying 1 to 5 of 9 items.

Here you can manage the *templates that are* used to generate reports. If you are interested, you can contact Adjumed; we can also provide you with templates on request. Currently stored templates can be downloaded and adapted at any time in the **Template (1)** column. If you want to add a new template, click on **[new] (2)**. Existing templates can be *edited* or *deleted* via **[select] (3)**. If you want the overview to include deleted templates as well, check the box **incl. deleted (4)**.

If you have selected **[new] (2)**, a small window appears in which you can give the template a **name (5)**. The **department (6)** will be selected automatically, depending on the clinic you have dialed into. Upload your Word document by clicking on **[Browse...] (7)** and set a check mark at **Header (8)** or **Footer (9)**, depending on whether the report should contain a header or footer.

Report template, details

Report **5**

Department **6**

Template **7** No file selected.

Header **8**

Footer **9**

10

Then click **[save] (10)** to save the newly uploaded or customized template.

6.5 Users

6.5.1 Creating and Managing Users

A new user can be created by first selecting the **hospital (2)** and the corresponding **department (3)** from the already stored **hospital group (1)**. Afterwards a list with the existing users appears. With **[new] (4)** a new user can be created. Existing users can be *edited* or *deleted* via **[select] (5)**.

USERS

ind. deleted users

0 Demo Spitalgruppe / Demo Spitäler / Demo 1 Dialyseregister

Name	First name	Clinic no.	User type	Telephone	deleted	Modified	
import	import	dly	Import		no	23.08.2015 18:14:17	select modify delete

Page 1 of 1 Records per page: 30 Displaying 1 to 1 of 1 items.

Clicking on **[new]** opens a window in which the **[details] (1)** of the user to be created can be specified. A corresponding **[User type] (2)** must be assigned to each user. Depending on the user type the user has different rights. You can see an overview of the user types and their rights by clicking the **[Help button] (3)**. Further information about the user rights can also be found in Section 0. Then fill in the **personal data (4)** and select the **language (7)**.

The password can be chosen freely, but must consist of upper and lower case letters, contain at least 1 number and be at least 7 characters long. Please tell the password to the future user. The user can then change it on his own during the first login.

You can also set whether the user is allowed to **import/export (5)** or **print reports (6)** and whether **the user should also be added to AdjumedAnalyze (8)**.

If an AdjumedAnalyze Account is desired, please make sure that DepartmentAdmin or SpitalAdmin is selected as the user type and that a cell phone number in the correct format is stored. The cell phone number is mandatory due to the two-factor authentication.

Confirm your entries with **[save] (9)**.

USERS

Details Security Options

Title

First name

Name

E-mail

Password

Clinic no.

Function

Telephone

Mobile

Import/Export

Print reports

Language

Benutzer in Analyze hinzufügen (nur für Typ SpitalAdmin)

deleted

Date created 01.01.0001 00:00:00

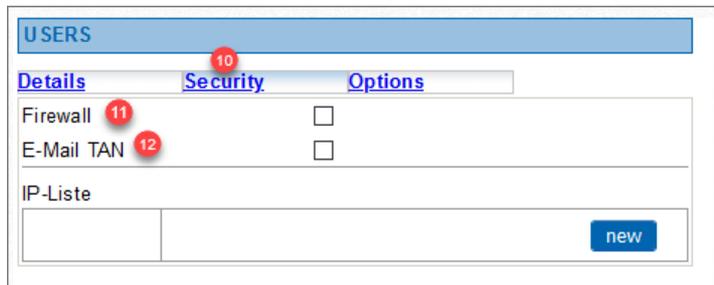
Date modified 01.01.0001 00:00:00

save cancel



*An e-mail address may only be used once per department.
For data protection reasons it is mandatory that each user has his own user account.
Therefore please always create individual user accounts.*

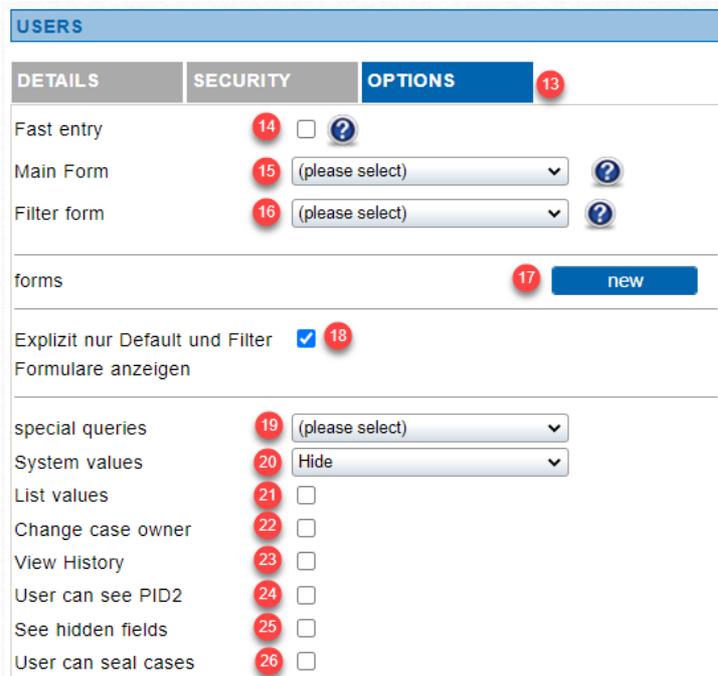
Optionally, you can set up identification via M-TAN under **[Security] (10)** by checking the box for **Firewall (11)**. To receive an M-TAN when you log in, your **cell phone number** must be entered in the format 0041xxxxxxxxxxx. If **Firewall (11)** and **E-Mail TAN (12)** boxes. If the M-TAN or the E-Mail TAN is activated for you and you enter the IP address of your hospital or workstation in the **IP list (13)**, you will not need to log in with M-TAN or E-Mail TAN in the future.



Confirm your entries with **[save]**.

Under **[Options] (13)** are advanced settings around the user's view and input options.

- **Fast Entry (14)**: Select this option if the user is allowed to enter data via the fast entry mask (all text fields without check). To activate the fast data entry, you have to log in again and in addition, the fast data entry must be clicked in the questionnaire in which data is to be entered via fast data entry (see also Section 2.1.1).
- **Main Form (15)** and **Filter Form (16)**: Here you can set a default form with a default filter if necessary. At the turn of the year the filters of the new year are set automatically by Adjumed. If you want to make many more entries in the form of the previous year, you can override the standard here and select the previous year.



- **Forms (17)**: Here you can choose whether the user should see all forms stored in the respective department or only those listed here. The topmost one is the default form.
- **Explicitly show only default and filter forms (18)**.
- **Special queries (19)**: Special queries are project-dependent, specially defined queries. The name describes the criteria of these defined queries. Selecting a query causes the search mask (see Section 2.2) the field 'Special Queries' is automatically filled in accordingly.
- **System values (20)**: Each field stored in the questionnaire has a field ID (internal Adjumed number; green marking) and a field number (number used in the correspondence between Adjumed and its customers; orange marking). You can display the field ID and field number

[9 363]	Entry date (dd.mm.yyyy)	<input type="text"/>	
[9216 5351]	Date of declaration	<input type="text"/>	
[3 4]	Patient ID (PID)	<input type="text"/>	<input type="button" value="choose"/>

(selection: *ID_Number*), only the field ID (selection: *ID*) or only the field number (selection: *Number*) or hide all numbers (selection: *Hide*).

- **List values (21):** If you check this box, the numbering (yellow marking) will be displayed for the master data. To deactivate/activate this, you must log in again.

[1170 10] Type of admission	(please select)
[28 361] Type of treatment	(please select)
[29 14] Class	[1] emergency
[31] Medical information	[2] registred, planned
[36 11] Reason for hospitalisation	[3] birth (born in this hospital)
[43] Preoperative risk factors	[4] internal transfer
	[5] transfer within 24 hours
	[8] other
	[9] unknown

- **Change case owner (22):** If you check this box, you will be able to assign cases to another doctor. For example, a patient is registered by the responsible secretary's office, but then assigned to the doctor in charge.
- **View History (23):** A check mark here allows you to view the history of a case.
- **See PID2 (24):** If a check mark is set here, the user can draw conclusions about PID1 from the hashed PID2 in the Analyze.
- **See hidden fields (25).**
- **Can seal cases (26):** With the function "Seal cases" cases can be explicitly protected against modification by users or overwriting of imports. This function is especially recommended for the acquisition of register data in the HSM area. Once a case has been sealed, it can only be unsealed by users with the user level "SpitalAdmin".

6.5.2 User Rights

Via the user rights you can define what certain users are allowed to see and do in the system. Depending on the user rights, a user may, for example, create and edit cases, print reports or create additional users. The following is an overview of the most important users and their rights:

	Hospital Admin	Department Admin	Power User	Guest	Read Only	Interface-User
Login	X	X	X	X	X	- Import - Webservice
See own data	X	X	X	X	X	
See others' data	X	X	X		X	
Edit data	X	X	X	X		
Export data	X	X	X			
Import data	X	X				
Create physicians (base data)	X	X				
Create templates	X	X				
Create users	X					
Create hospitals and departments						

* To create a new hospital or department, please contact Adjumed Support.

6.6 Structural Data

Structural data is information about the structure of your hospital or clinic that is automatically saved with each case. In AdjumedAnalyze this makes it possible to compare clinics or hospitals with similar numbers of beds and staff, location (metropolitan area / periphery), equipment (IMC / IPS) and type of hospital (public / private). In AdjumedAnalyze, these institutions can be combined into a peer group and thus be used as a benchmark.

To create the structural data again, click on **[new] (1)**. Already created structural data can be *edited* or *deleted* via **[select] (2)**.

The field **Valid from (3) is** a mandatory field. You can use this field to define from when the entered structural data should be valid. If a significant change has been made to your hospital or is pending in the future, e.g. an extension of the number of beds, you can create another data record via **[new] (1)** and define here from when the new structural data should be valid. The data of the last dataset will be taken over automatically, so that you can directly change the entry which has been changed without having to enter all data again. A retrospective change is also possible here.

Complete your entries by pressing **[Save and verify structural data] (4)**. After successful check the **status (5)** changes from "pending" to "completed". Only then will the structural data be stored with your case entries.

STRUCTURAL DATA

new

Clinic no.	Valid from	User	Status 5	Modified	
0		Gubser	open	08.05.2020 13:33:26	auswählen... 2
0		Gubser	open	08.05.2020 13:33:28	auswählen...

Page of 1 Records per page: Displaying 1 to 2 of 2 items.

[1866 2900] Valid from 3

[2542] Hospital (general situation)

[2518 3350] Hospital size (beds)

[2519 3351] Hospital environment [1] agglomeration [0] periphery

[2520 3352] ICU? [1] yes [0] no

[2521 3353] Intermediate Care Station? [1] yes [0] no

[2522 3354] Emergency centrally organized? [1] yes [0] no

[2534 3366] Level of vocational training SIWF orthopaedics

[2535 3367] Level of vocational training SIWF neurosurgery

Save and verify structural data. 4
cancel

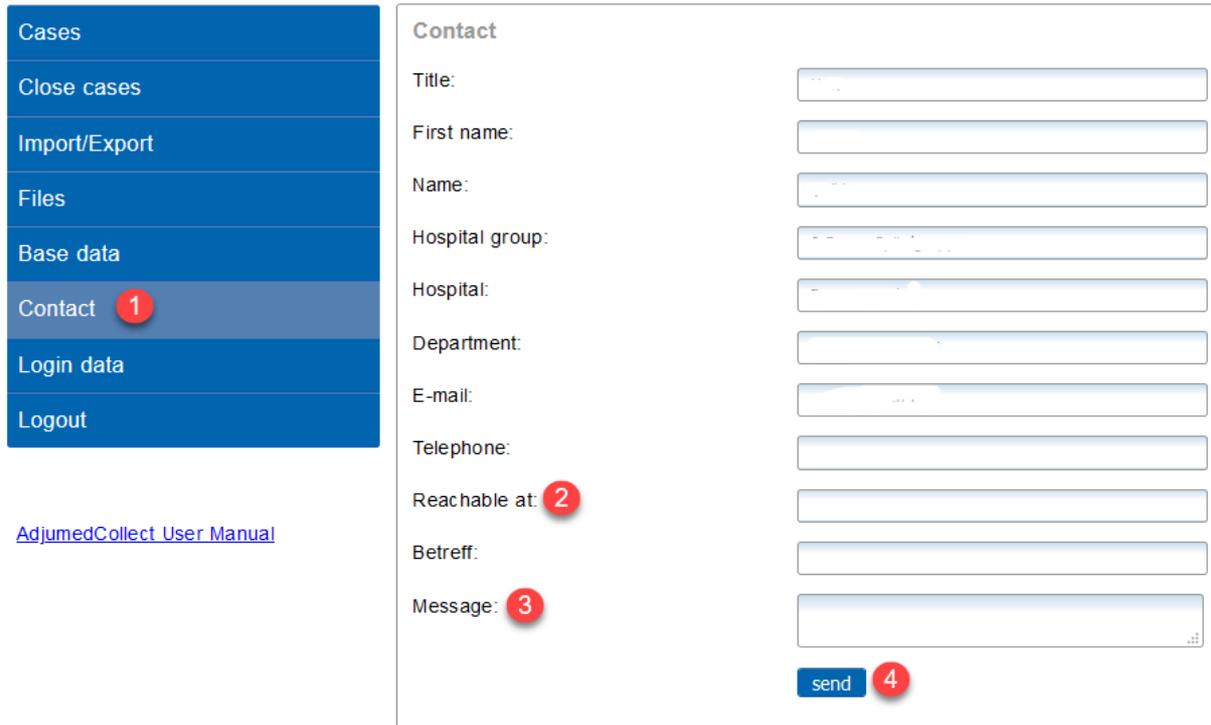


If you select a "valid from" date for newly created structural data which has already been assigned, you will receive the error message "Entry with same 'valid from' date already exists. Entry was not saved". Please correct the date and save the record again.

7. Contact / Login data / Logout

7.1 Contact

Via the menu item **Contact (1)** you can send us a **message (3)**. Your contact details have already been filled in due to your login, so tell us your request and if necessary when you can be **reached (2)** and we will contact you as soon as possible. Confirm your contact request via **[Send] (4)**.



The screenshot displays the 'Contact' form in the AdjumedCollect application. On the left is a blue navigation menu with the following items: 'Cases', 'Close cases', 'Import/Export', 'Files', 'Base data', 'Contact (1)', 'Login data', and 'Logout'. The 'Contact' item is highlighted with a red circle containing the number '1'. Below the menu is a blue link labeled 'AdjumedCollect User Manual'. The main content area is titled 'Contact' and contains the following fields: 'Title:', 'First name:', 'Name:', 'Hospital group:', 'Hospital:', 'Department:', 'E-mail:', 'Telephone:', 'Reachable at: (2)', 'Betreff:', and 'Message: (3)'. Each field is represented by a white input box with a light blue border. The 'Reachable at:' field has a red circle with the number '2' next to it. The 'Message:' field has a red circle with the number '3' next to it. At the bottom right of the form is a blue button labeled 'send' with a red circle containing the number '4' next to it.

7.2 Login Data

Under **login data (1)** you can set a new **password (2)** and adjust the **language settings (3)**. Please click on **[change] (4)** to save the respective changes.

Cases
Close cases
Import/Export
Files
Base data
Contact
Login data **1**
Logout

[AdjumedCollect User Manual](#)

Login data **2**
Password
You can set a new password here.
Old password:
New password:
Confirm new password:
change **4**

Language **3**
Here you can change the language.
Active language: en
change **4**

7.3 Logout

With a click on **Logout (1)** you leave the system.

A window opens; please confirm that you really want to leave the system by clicking on **[Logout] (2)** or click on **[Cancel] (3)** to stay logged in.

Contact
Login data
Logout **1**

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Logout **2**
Do you really want to leave Adjumed.net?
Logout **Cancel** **3**

8. Important Points to Note at the End

The following must be observed when working with our system:

- Please never log in to the same browser more than once at the same time with your user account. Use different browsers if necessary.
- Save your entries in between, after some inactivity you will be automatically logged out of the system.
- Always leave the system only via “Logout”. This ensures that any unsaved changes will not be lost.