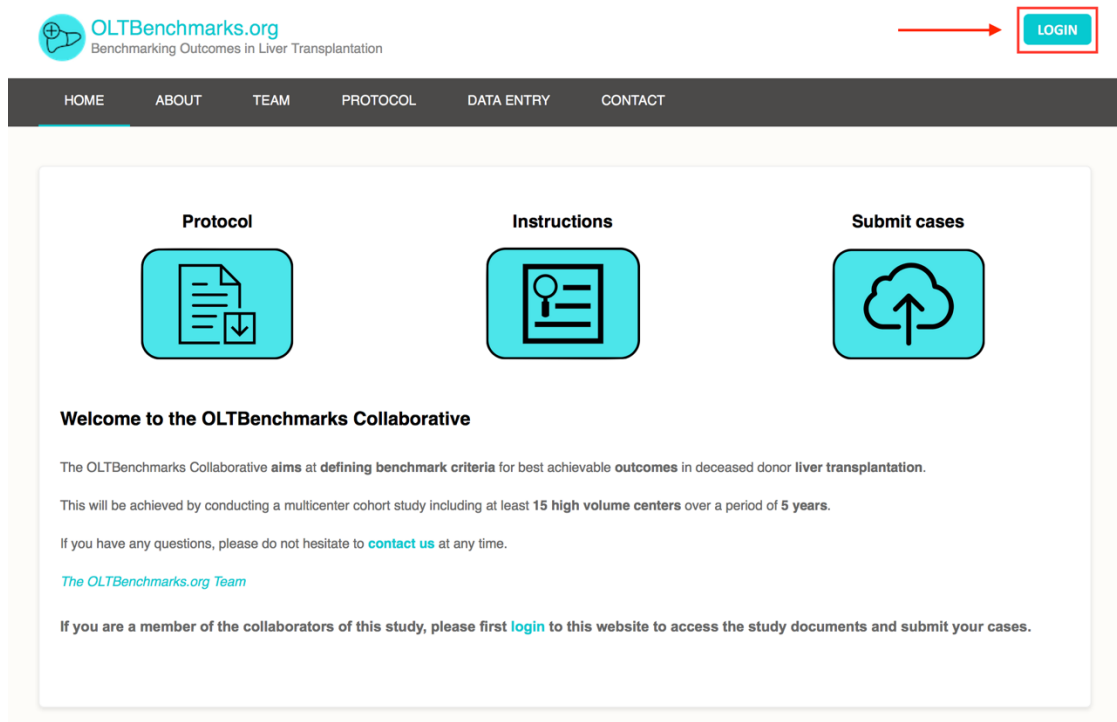


## Instructions

We have developed a simple and user friendly electronic **Data Entry Management System (DEMS)** to ensure secure, easy and accurate data collection obtained from the members of the participating centers.

After visiting our **online platform**, <https://www.oltbenchmarks.org/> please:

1. **Login** to the website to access all necessary study documents and submit your cases online. To do so, click on the **“Login” button** available on the top right side of the website (see image below) or simply use the following link:  
<https://www.oltbenchmarks.org/user>



Your **account login details** including your **username and password** were provided to your by email sent from our study coordinator, **Dr. Xavier Muller** ([Xavier.Muller@usz.ch](mailto:Xavier.Muller@usz.ch)) at the University Hospital Zurich (see bellow how to contact us). If for any reason you did not receive this email, please check your spam folder or contact Dr. Xavier Muller to send it to you again.

**Username \***

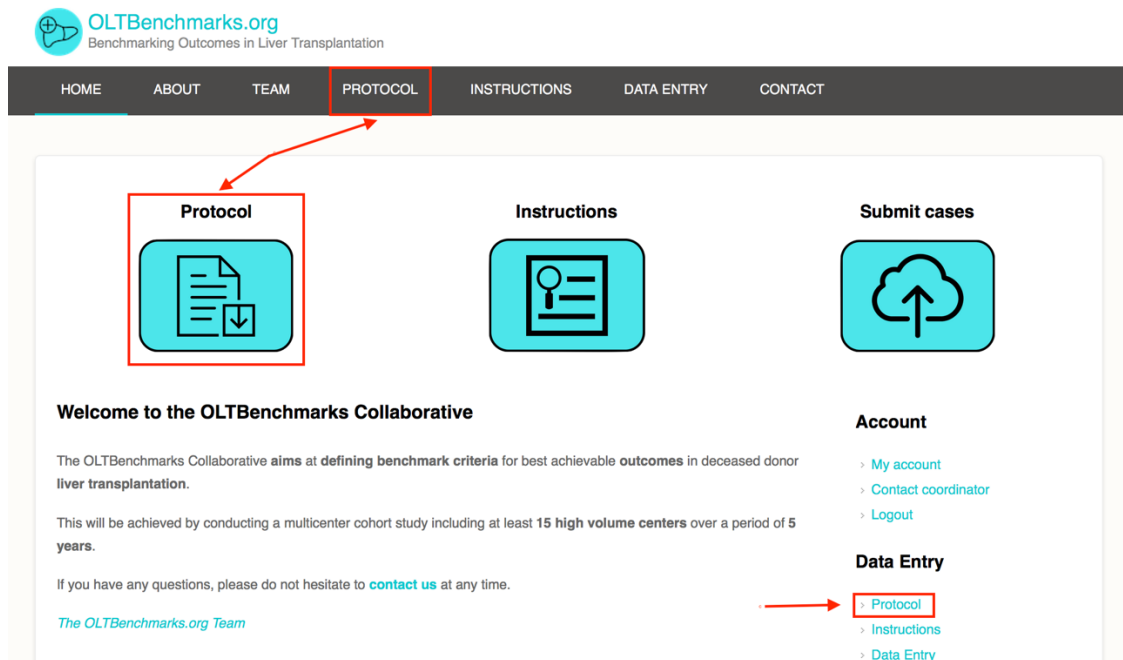
  
Enter your OLTBenchmarks.org username.

**Password \***

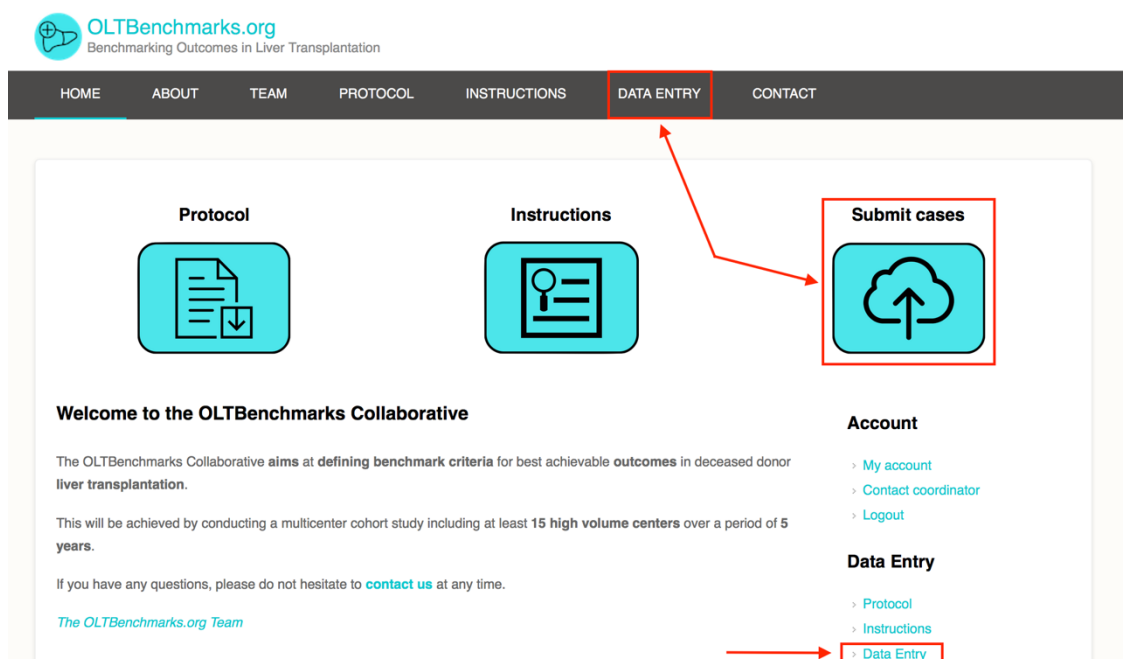
  
Enter the password that accompanies your username.

If you are a member of the collaborators of this study, please first **login** to this website to access the study documents and submit your cases.

- Please ensure that you have carefully read the study **protocol** before attempting entering cases at our Data Entry Management System (DEMS). To do so, please click on the “**Protocol**” icon shown at the icon below. The link to the protocol is also available on the main menu and right side bar of the website in all pages. Alternatively you may directly access the study **protocol** using the following link:  
<https://www.oltbenchmarks.org/protocol>

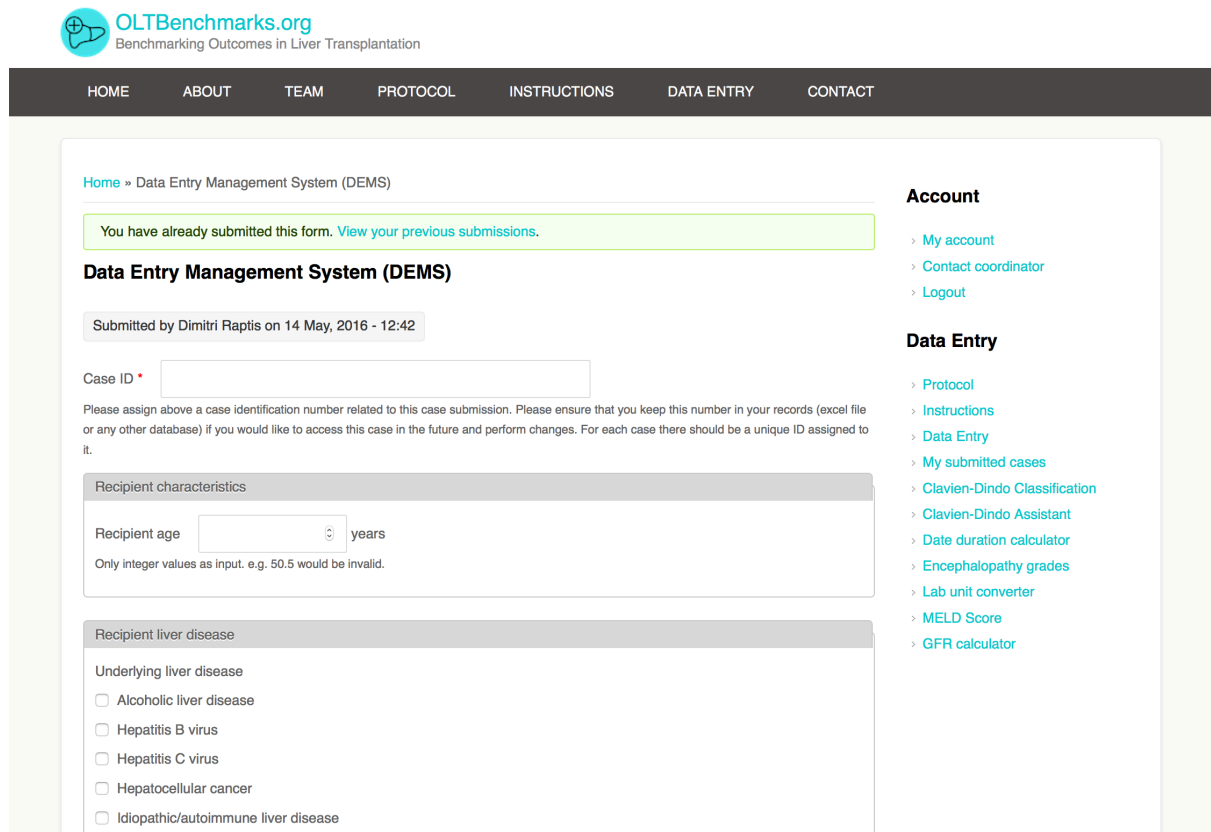


- To start **submitting your cases** to our electronic **Data Management System (DEMS)** please click on the link “**Data Entry**” or “**Submit Cases**” links available on the platform as shown below:



4. The **Data Entry Management System (DEMS)** consists of a simple electronic form that you may fill in the data for each case (see image below). Please ensure to complete as much information as possible / available. The **DEMS** can be also **accessed directly** using the following link: <https://www.oltbenchmarks.org/DEMS>

Fields including a red star at the end of the name of the parameter (\*) are mandatory to be able to submit each case. For example, each case should be assigned with a unique Case ID, the first field in the form shown below. If this information is missing, you will not be able to submit the case.



The second and last **mandatory field** for the successful electronic submission of a case is the **“Complications types and grades according to the Clavien-Dindo Classification from transplantation until discharge \*”** under the section **“Recipient complications from transplantation until discharge”**.

This field is mandatory as it is the primary endpoint of this study! If the recipient did not encounter any complications from transplantation until discharge, please indicate "None" for all types and grades of complications (see image in the next page):



Recipient complications from transplantation until discharge

Complications types and grades according to the Clavien-Dindo Classification from transplantation until discharge \*

	None	Grade I	Grade II	Grade IIIa	Grade IIIb	Grade IVa	Grade IVb	Grade V
Bleeding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biliary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infection	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ascites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other A	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other C	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other D	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other E	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This field is mandatory as it is the primary endpoint of this study! If the recipient did not encounter any complications from transplantation until discharge, please indicate "None" for all types and grades of complications above.

Please describe in detail below the exact type of complications mentioned above and the way they were treated:

**Bleeding:**  
**Biliary:**  
**Infection:**  
**Ascites:**  
**Other complication A:**  
**Other complication B:**

This table (grid) shown in the image above was created to record with a single click the type of as well as the grade of the same complication according to the Clavien-Dindo Classification of Surgical Complications. The rows correspond to specific types of complications and the columns to their associated grade.

For example, if in a case there was bleeding that was managed surgically, the complication would be Grade IIIb as shown below:

Complications types and grades according to the Clavien-Dindo Classification from transplantation until discharge \*

	None	Grade I	Grade II	Grade IIIa	Grade IIIb	Grade IVa	Grade IVb	Grade V
Bleeding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>



Please ensure you included all types and grades of complications in this table. For additional types of complications not listed in the table (i.e. other rather than bleeding, biliary, infection, ascites) please grade them according to the Clavien-Dindo Classification of Surgical Complications under the parameter names: “Other A”, “Other B” “Other C” and so on, as shown below:

Recipient complications from transplantation until discharge

Complications types and grades according to the Clavien-Dindo Classification from transplantation until discharge \*

	None	Grade I	Grade II	Grade IIIa	Grade IIIb	Grade IVa	Grade IVb	Grade V
Bleeding	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Biliary	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Infection	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Ascites	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other A	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other B	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other C	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other D	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other E	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

This field is mandatory as it is the primary endpoint of this study! If the recipient did not encounter any complications from transplantation until discharge, please indicate "None" for all types and grades of complications above.

Please describe in detail below the exact type of complications mentioned above and the way they were treated:

Bleeding: from the omentum treated surgically with ligation.  
 Biliary:  
 Infection:  
 Ascites:  
 Other complication A: Malnutrition requiring total parenteral nutrition.  
 Other complication B: Kidney failure requiring dialysis.  
 Other complication C:  
 Other complication D:  
 Other complication E:

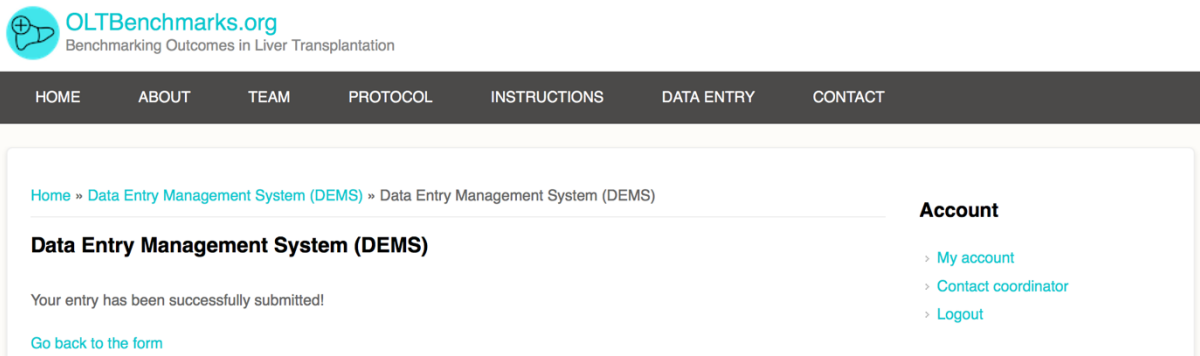
Please ensure that you describe in detail the types of **“Other”** complications as well as how they were treated in the free text option as shown above. If a case was **not associated with any complications**, please click on **“None”** for all types of complications listed in the table above.

- Please ensure to click on the **“Submit”** button at the end of the form to successfully submit each case you added data for as shown below:

Comments (optional)

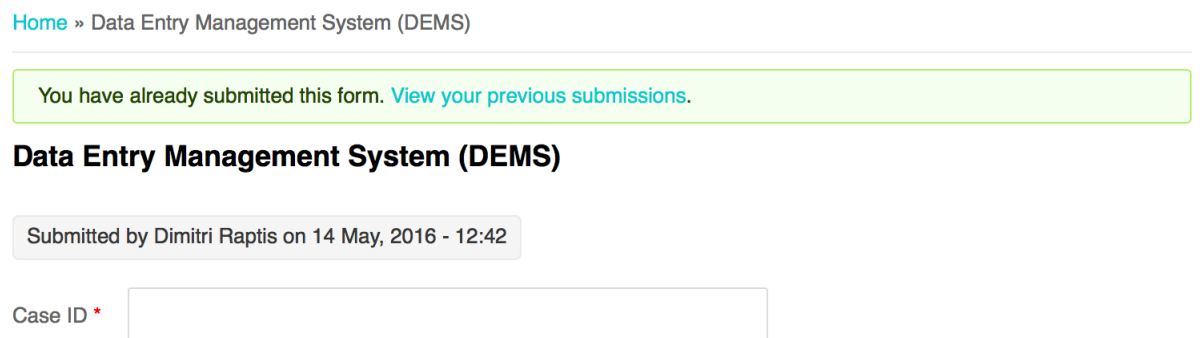
Save Draft
Submit

- Please click on the **“Submit”** button only once and wait until your receive the **confirmation** shown below:



The screenshot shows the OLT Benchmarks.org website header with navigation links: HOME, ABOUT, TEAM, PROTOCOL, INSTRUCTIONS, DATA ENTRY, CONTACT. The main content area displays a confirmation message: "Your entry has been successfully submitted!" with a "Go back to the form" link. On the right side, there is an "Account" section with links for "My account", "Contact coordinator", and "Logout". The breadcrumb trail at the top reads: Home » Data Entry Management System (DEMS) » Data Entry Management System (DEMS).

- To **submit the next case**, click on the **“Go back to the form”** link shown above or click on the **“Data Entry”** link available in the main menu or the right side bar of the website.
- If for any reason you would like to access the list of your previous case submissions, please click on the **“View your previous submissions.”** links available on the top of the form as shown below:



The screenshot shows the OLT Benchmarks.org website with a breadcrumb trail: Home » Data Entry Management System (DEMS). A green notification box at the top states: "You have already submitted this form. [View your previous submissions.](#)" Below this, the page title is "Data Entry Management System (DEMS)". A grey box indicates the submission: "Submitted by Dimitri Raptis on 14 May, 2016 - 12:42". At the bottom, there is a form field labeled "Case ID \*" with an asterisk indicating it is required.

Then you will be provided with the list of cases (only the ones that you have submitted) where you may view or edit again, as shown below:



### Submissions for User

Showing all results. 2 results total.

#	Submitted	Operations	
6	29 May 2016 - 18:23	<a href="#">View</a>	<a href="#">Edit</a>
4	27 May 2016 - 14:19	<a href="#">View</a>	<a href="#">Edit</a>

> [Go back to the form](#)

Please ensure to save your changes by clicking on the “Submit” button at the end of the page.

- We have also made available for your convenience and to ensure unified and accurate data collection several **online calculators** and **blood unit converters** available on the right side bar of the website (after having first logged in) as shown below.

If you are not familiar with the **Clavien-Dindo Classification** of Surgical Complications, the parameter associated with the **primary endpoint** of the study, please ensure that you have first read and understood clearly the different grades available at the link “**Clavien-Dindo Classification**” as shown above.



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10. If you have any **questions** or something is **unclear** regarding the study design, protocol or DEMS, please contact Dr. Xavier Muller by using our **online contact form** or by contacting him **directly** (by email: [Xavier.Muller@usz.ch](mailto:Xavier.Muller@usz.ch) or mobile: 0041767793940). The **link** to the online contact form is available at the main menu and right side bar of our website. Alternatively you may use the direct link: <https://www.oltbenchmarks.org/contact>

Thank you

Dr. Xavier Muller and Dr. Dimitri Raptis  
*On behalf of the OLT Benchmarks.org Team*