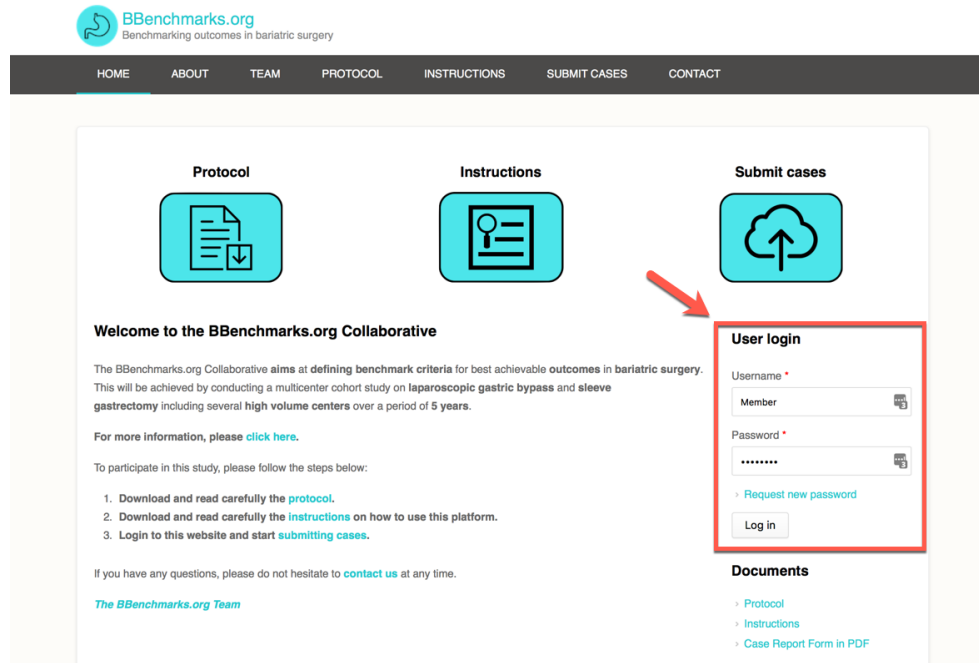


Instructions

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 collaborators of the participating centers.

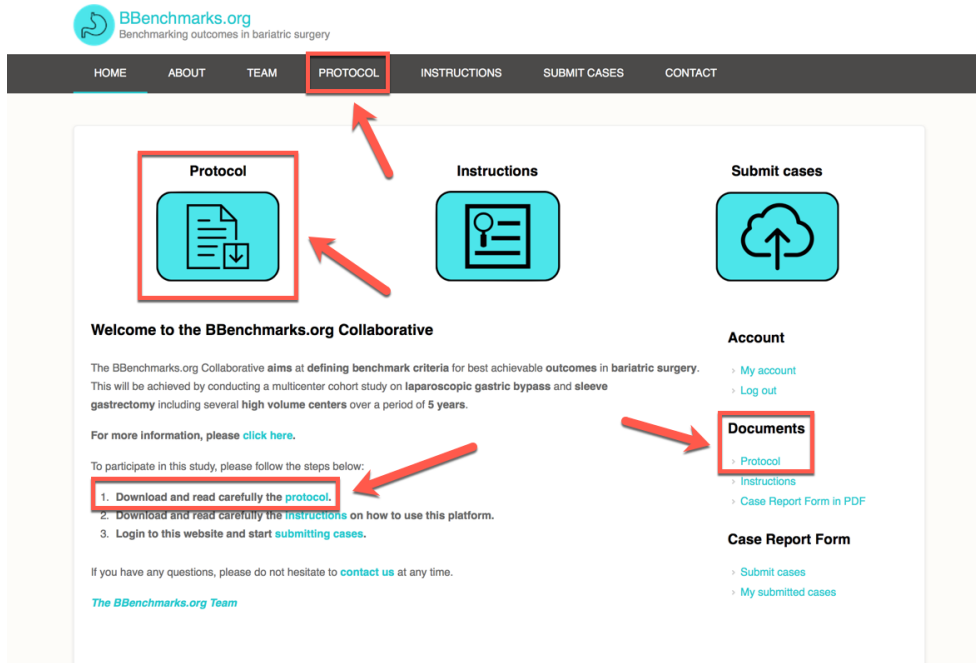
- 1 **Login** to the website to access all necessary study documents and submit your cases online. To do so, please type in your username and password at the "User Login" menu available at the ride-side bar of the website (see image below) or simply use the following link: <https://bbenchmarks.org/?q=user>



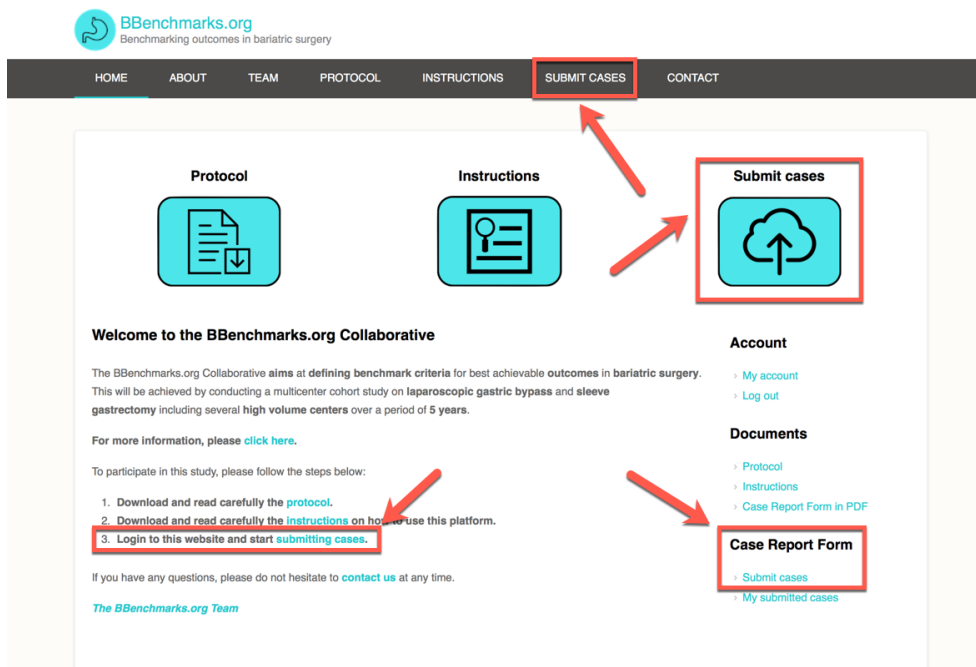
- 2 Your **account login details** including your **username and password** were provided to your by email sent from our study co-PI, **Dr. Dimitri Raptis** (draptis@btinternet.com) at the University Hospital Zurich (see bellow how to contact us). If for any reason you did not receive this email, please check your spam folder or contact Dr. Dimitri Raptis to send it to you again.

- 3 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 as shown 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://bbenchmarks.org/?q=protocol>

Instructions



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

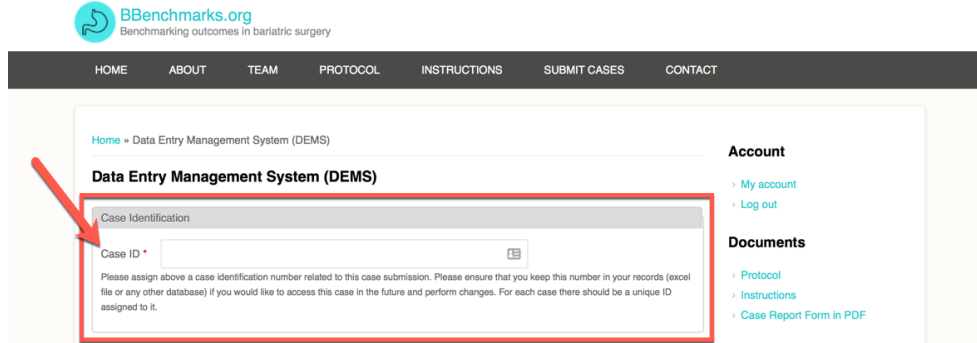


5 The **Data Entry Management System (DEMS)** consists of a simple electronic form that you may fill in the data for each case (see image below). The **DEMS** can be also **accessed directly** using the following link:

https://bbenchmarks.org/?q=submit_cases

Instructions

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.



An other **important mandatory field** is the “**Complications types and grades according to the Clavien-Dindo Classification from operation until hospital discharge***” under the section “**Postoperative course**”. If the patient did not encounter any complications from operation until hospital discharge, please indicate "None" for all types and grades of complications (see image below):

Complications types and grades according to the Clavien-Dindo Classification from operation until hospital discharge *

	No	1	2	3a	3b	4a	4b	5 (death)
Anastomotic leak *	<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"/>
Anastomotic stenosis *	<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"/>
Stenosis of the gastric sleeve *	<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"/>
Bleeding *	<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"/>
Small bowel obstruction *	<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"/>
Anastomotic ulcer *	<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"/>
Wound 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"/>
Gastro-esophageal reflux *	<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"/>
Pulmonary *	<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"/>
Cardiovascular *	<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"/>
Urologic/Renal *	<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"/>
Neurologic *	<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(s) *	<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 table (grid) shown in the image above was created to record with a single

Instructions

click the type of as well as the grade of the specific 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 only bleeding that was managed surgically, the complication would be Grade 3b as shown below:

Complications types and grades according to the Clavien-Dindo Classification from operation until hospital discharge *

	No	1	2	3a	3b	4a	4b	5 (death)
Anastomotic leak *	<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"/>
Anastomotic stenosis *	<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"/>
Stenosis of the gastric sleeve *	<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"/>
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 include all types and grades of complications in this table. For an other types of complication not listed in the table, please grade it according to the Clavien-Dindo Classification of Surgical Complications under the parameter name: “**Other(s)**”, as shown below:

Other(s) *	<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. If the patient did not encounter any complications from operation until discharge, please allow "No" for all types and grades of complications listed above. In case of other types of complications, please indicate below the types.

If there were any other complications encountered during hospitalisation (i.e. from operation until hospital discharge), please describe them below in separate lines by indicating separately the type(s) and grade(s):

[The Clavien-Dindo Classification](#)

If you are not familiar with “**The Clavien-Dindo Classification**” of surgical complications, please click on the link shown above or alternatively follow the link below:

<http://assessurgery.com/clavien-dindo-classification/>

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 allow “**No**” for all types of complications listed in the table above, including the "Others".

6 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:

Instructions

Comments (optional)

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

The screenshot shows the BBenchmark.org website with a dark navigation bar containing links for HOME, ABOUT, TEAM, PROTOCOL, INSTRUCTIONS, SUBMIT CASES, and CONTACT. The main content area is titled "Data Entry Management System (DEMS)" and displays a confirmation message: "Thank you, your submission has been received." Below this message is a link "Go back to the form". On the right side of the page, there are three sections: "Account" with links for "My account" and "Log out"; "Documents" with links for "Protocol", "Instructions", and "Case Report Form in PDF"; and "Case Report Form" with links for "Submit cases" and "My submitted cases".

8 To **submit the next case**, click on the **“Go back to the form”** link shown above or click on the **“Submit cases”** link available in the main menu or the right-side bar of the website.

9 If for any reason you would like to access the list of your previous case submissions, please click on the **“My submitted cases.”** link available on the right-side bar of the form as shown below. Alternatively, you may access your previous submissions by simply following the link below:

<https://bbenchmarks.org/?q=node/8/submissions>

The screenshot shows the BBenchmark.org website with a dark navigation bar containing links for HOME, ABOUT, TEAM, PROTOCOL, INSTRUCTIONS, SUBMIT CASES, and CONTACT. The main content area is titled "Submissions for Member" and displays a table of submissions. The table has columns for Case ID, Submitted, Modified, User, and Operations. There is one submission listed with Case ID USZ_234567_Test, Submitted on 27/08/2017 - 13:37, Modified on 27/08/2017 - 13:37, and User Member. The Operations column contains a link "view edit". On the right side of the page, there are three sections: "Account" with links for "My account" and "Log out"; "Documents" with links for "Protocol", "Instructions", and "Case Report Form in PDF"; and "Case Report Form" with links for "Submit cases" and "My submitted cases".

#	Case ID	Submitted	Modified	User	Operations
2	USZ_234567_Test	27/08/2017 - 13:37	27/08/2017 - 13:37	Member	view edit

Instructions

Then you will be provided with the list of cases (only the ones that you have submitted) where you may view or edit again.

Please make sure you save your changes by clicking on the “Submit” button at the end of the page.

- 10 If you have any **questions** or something is **not clear** regarding the study design, protocol or DEMS, please contact **Dr. Dimitri Raptis** by using our **online contact form** or by contacting her **directly** (by email: draptis@btinternet.com or mobile / WhatsApp: +41798820542). The **link** for the online contact form is available at the main menu of our website. Alternatively, you may use the direct link:
<https://bbenchmarks.org/?q=contact>