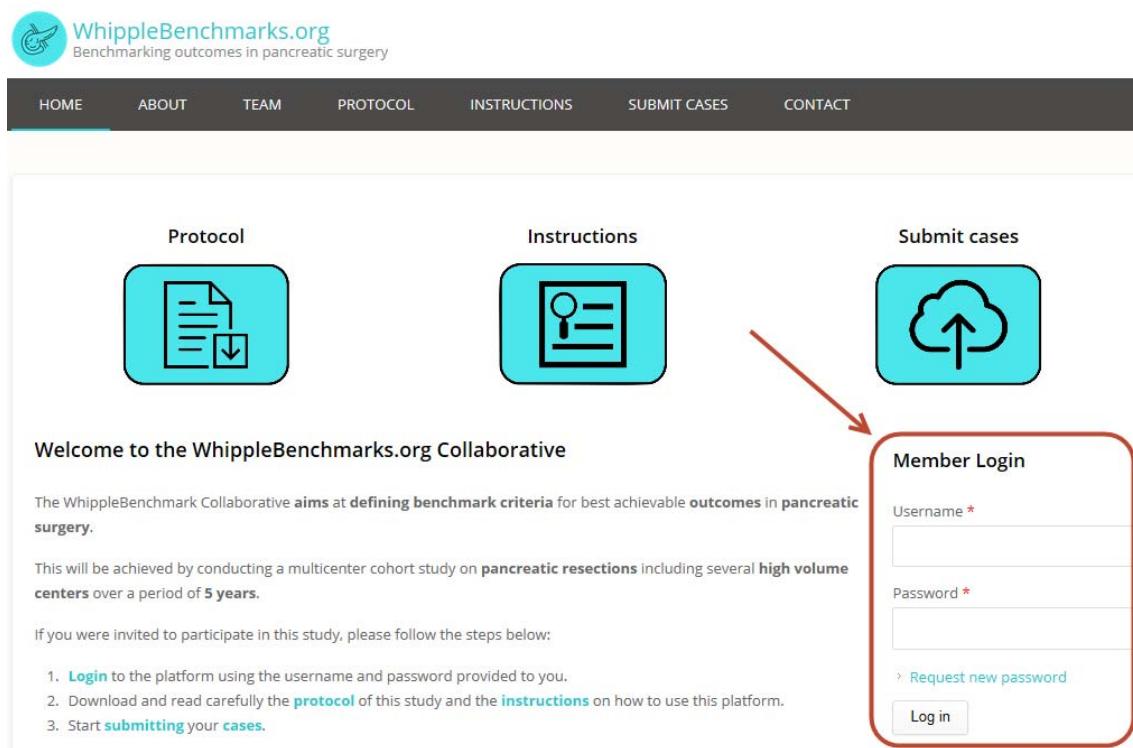


## Instructions for using the WhippleBenchmarks.org platform v1

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.

**Please click on the icon below to download the printer friendly PDF version of the instructions:**

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 "Member Login" menu available at the ride-side bar of the website (see image below) or simply use the following link: <https://WhippleBenchmarks.org/user>



The screenshot shows the WhippleBenchmarks.org website. At the top, there is a navigation bar with links: HOME, ABOUT, TEAM, PROTOCOL, INSTRUCTIONS, SUBMIT CASES, and CONTACT. Below the navigation bar, there are three main buttons: "Protocol" (with a document icon), "Instructions" (with a magnifying glass icon), and "Submit cases" (with a cloud icon). A red arrow points from the "Submit cases" button to a red-bordered box containing the "Member Login" form. The form includes fields for "Username \*", "Password \*", a "Request new password" link, and a "Log in" button. The rest of the page content is visible, including a welcome message, study details, and a contact link.

2. Your **account login details** including your **username and password** were provided to you by email sent from our study coordinator, **Dr. Patricia Sanchez-Valazquez** ([Patricia.SanchezVelazquez@usz.ch](mailto:Patricia.SanchezVelazquez@usz.ch)) at the University Hospital Zurich (see below how to contact us). If for any reason you did not receive this email, please check your spam folder or contact Dr. Sanchez 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://www.WhippleBenchmarks.org/protocol>

WhippleBenchmarks.org  
Benchmarking outcomes in pancreatic surgery

HOME ABOUT TEAM **PROTOCOL** INSTRUCTIONS SUBMIT CASES CONTACT

**Protocol** **Instructions** **Submit cases**

Welcome to the WhippleBenchmarks.org Collaborative

The WhippleBenchmark Collaborative aims at defining benchmark criteria for best achievable **outcomes** in pancreatic surgery.

This will be achieved by conducting a multicenter cohort study on **pancreatic resections** including several **high volume** centers over a period of **5 years**.

If you were invited to participate in this study, please follow the steps below:

1. [Login](#) to the platform using the username and password provided to you.
2. Download and read carefully the [protocol](#) of this study and the [instructions](#) on how to use this platform.
3. Start [submitting](#) your [cases](#).

**Account**

- > [My account](#)
- > [My main profile](#)
- > [Log out](#)

**Documents**

- > [Protocol](#)
- > [Instructions](#)
- > [Case Report Form in PDF](#)

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:

WhippleBenchmarks.org  
Benchmarking outcomes in pancreatic surgery

HOME ABOUT TEAM PROTOCOL INSTRUCTIONS **SUBMIT CASES** CONTACT

**Protocol** **Instructions** **Submit cases**

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**Account**

- > [My account](#)
- > [My main profile](#)
- > [Log out](#)

**Documents**

- > [Protocol](#)
- > [Instructions](#)
- > [Case Report Form in PDF](#)

**Case Report Form**

- > [Submit cases](#)
- > [My submitted cases](#)

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). Please ensure to complete as much information as possible / available. The **DEMS** can be also **accessed directly** using the following link: <https://www.WhippleBenchmarks.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.



**WhippleBenchmarks.org**  
Benchmarking outcomes in pancreatic surgery

HOME    ABOUT    TEAM    PROTOCOL    INSTRUCTIONS    SUBMIT CASES    CONTACT

[Home](#) » Data Entry Management System (DEMS)

You have already submitted this form. [View your previous submissions.](#)

### Data Entry Management System (DEMS)

Case identification

Case ID \*

Please assign above a case identification number related to this case submission. Please ensure that you keep this "Case ID" in your records (excel file or any other database) if you would like to access this case in the future and perform changes. For each case there should be a unique ID assigned to it. Please ensure that the "Case ID" does not contain any patient identification information, such as date of birth, hospital number, case number, etc. Please also avoid using Case IDs such as "1", "2", "3", etc.

Another important mandatory field is the **“Complications types and grades according to the Clavien-Dindo Classification from operation until discharge”** under the section **“Postoperative course from operation until discharge”**.

If the patient did not encounter any complications from operation until hospital discharge, please indicate "No" for all types and grades of complications (see image below):

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

	No	1	2	3a	3b	4a	4b	5 (death)
Delayed gastric emptying *	<input checked="" type="radio"/>	<input type="radio"/>						
Pancreatic fistula *	<input checked="" type="radio"/>	<input type="radio"/>						
Postoperative Bleeding *	<input checked="" type="radio"/>	<input type="radio"/>						
Biliary fistula *	<input checked="" type="radio"/>	<input type="radio"/>						
Gastrojejunostomy leak *	<input checked="" type="radio"/>	<input type="radio"/>						
Chyle leak *	<input checked="" type="radio"/>	<input type="radio"/>						
Pulmonary *	<input checked="" type="radio"/>	<input type="radio"/>						
Gastrointestinal *	<input checked="" type="radio"/>	<input type="radio"/>						
Cardiac *	<input checked="" type="radio"/>	<input type="radio"/>						
Urologic *	<input checked="" type="radio"/>	<input type="radio"/>						
Infection *	<input checked="" type="radio"/>	<input type="radio"/>						
Neurologic *	<input checked="" type="radio"/>	<input type="radio"/>						
Other 1 *	<input checked="" type="radio"/>	<input type="radio"/>						
Other 2 *	<input checked="" type="radio"/>	<input type="radio"/>						
Other 3 *	<input checked="" 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. Note: Pulmonary complications includes embolism. Gastrointestinal: e.g. ileus, diarrhea. Infection: includes wound infections. The type of pancreatic fistula according to the ISCGF is described below. In case of complex cases, such as bleeding, leading to multiorgan failure and death, the study coordinator may contact you for further clarifications regarding the grading of complications.

If there were any other types of complications encountered, please describe them below:

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 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 until hospital discharge \*

	No	1	2	3a	3b	4a	4b	5 (death)
Delayed gastric emptying *	●	○	○	○	○	○	○	○
Pancreatic fistula *	●	○	○	○	○	○	○	○
Postoperative Bleeding *	○	○	○	○	●	○	○	○

Please ensure you include all types and grades of complications in this table.

For additional types of complications not listed in the table, please grade them according to the Clavien-Dindo Classification of Surgical Complications under the parameter names: “Other 1”, “Other 2” or “Other 3” as shown below:

*Please continue with the next page...*

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

	No	1	2	3a	3b	4a	4b	5 (death)
Delayed gastric emptying *	<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"/>
Pancreatic fistula *	<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"/>
Postoperative 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"/>
Biliary fistula *	<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"/>
Gastrojejunostomy 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"/>
Chyle 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"/>
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"/>
Gastrointestinal *	<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"/>
Cardiac *	<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 *	<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"/>
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 1 *	<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 2 *	<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 3 *	<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"/>

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. Note: Pulmonary complications includes embolism. Gastrointestinal: e.g. ileus, diarrhea. Infection: includes wound infections. The type of pancreatic fistula according to the ISCGF is described below. In case of complex cases, such as bleeding, leading to multiorgan failure and death, the study coordinator may contact you for further clarifications regarding the grading of complications.

If there were any other types of complications encountered, please describe them below:

Other 1: Acute renal failure necessitating hemodialysis  
 Other 2: Allergic reaction to antibiotics, treated with an antihistaminic  
 Other 3: Allergic reaction to radiological contrast, treated with steroids

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 "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:

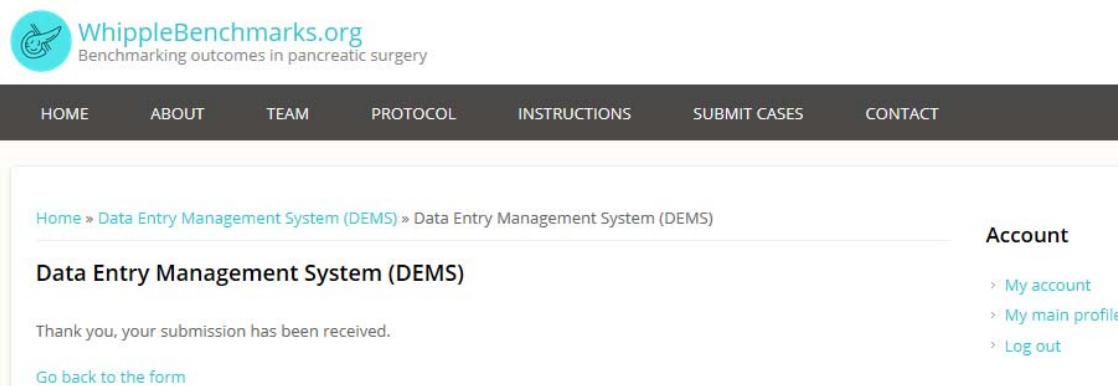


Comments (optional)

Submit

A screenshot of a web form. At the bottom left is a button labeled "Submit". A red arrow points from the text above to this button, which is highlighted with a red oval.

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



WhippleBenchmarks.org  
Benchmarking outcomes in pancreatic surgery

HOME ABOUT TEAM PROTOCOL INSTRUCTIONS SUBMIT CASES CONTACT

Home » Data Entry Management System (DEMS) » Data Entry Management System (DEMS)

**Data Entry Management System (DEMS)**

Thank you, your submission has been received.

Go back to the form

Account

- > My account
- > My main profile
- > Log out

8. 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.

9. If for any reason you would like to access the list of your previous case submissions, please click on the “**View your previous submissions.**” link available on the top of the form as shown below. Alternatively, you may access your previous submissions by clicking on the “**My submitted cases**” available on the right side-bar of the platform or by simply following the link below <https://www.whipplebenchmarks.org/node/8/submissions>.

[Home](#) » Data Entry Management System (DEMS)

You have already submitted this form. [View your previous submissions.](#)

### Data Entry Management System (DEMS)

Submitted by Dimitri Raptis on 14 May, 2016 - 12:42

Case ID \*

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:

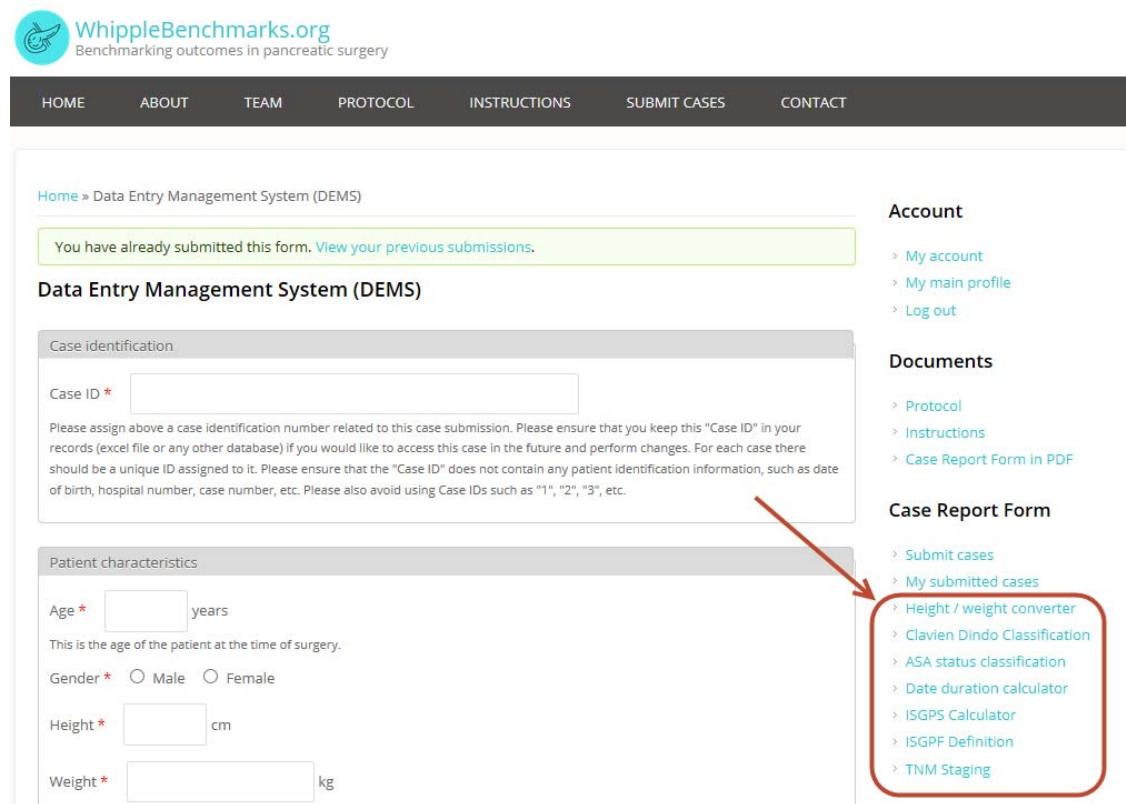
## Submissions for Member

Showing 1 - 2 of 2.

#	Case ID	Submitted	Modified	User	Operations
4	Test 4	24/06/2017 - 23:24	24/06/2017 - 23:24	Member	<a href="#">view</a> <a href="#">edit</a>
2	Test 2	12/06/2017 - 21:16	12/06/2017 - 21:16	Member	<a href="#">view</a> <a href="#">edit</a>

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

10. 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.



The screenshot shows the WhippleBenchmarks.org website. At the top, there is a navigation bar with links: HOME, ABOUT, TEAM, PROTOCOL, INSTRUCTIONS, SUBMIT CASES, and CONTACT. The main content area shows the "Data Entry Management System (DEMS)". On the left, there are two forms: "Case identification" (with a "Case ID" field) and "Patient characteristics" (with fields for "Age", "Gender", "Height", and "Weight"). On the right, there is a sidebar titled "Account" with links to "My account", "My main profile", and "Log out". Below that is a section titled "Documents" with links to "Protocol", "Instructions", and "Case Report Form in PDF". The most prominent feature is a sidebar titled "Case Report Form" containing a list of links: "Submit cases", "My submitted cases", "Height / weight converter" (which is highlighted with a red box and an arrow pointing to it), "Clavien Dindo Classification", "ASA status classification", "Date duration calculator", "ISGPS Calculator", "ISGPF Definition", and "TNM Staging".

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

11. If you have any **questions** or something is **unclear** regarding the study design, protocol or DEMS, please contact **Dr. Patricia Sanchez-Valazquez** by using our **online contact form** or by contacting her **directly** (by email: [Patricia.SanchezVelazquez@usz.ch](mailto:Patricia.SanchezVelazquez@usz.ch) or mobile / WhatsApp: +34679619863). The **link** for the online contact form is available at the main menu of our website. Alternatively you may use the direct link: <https://www.WhippleBenchmarks.org/contact>

*The WhippleBenchmarks.org Team*