



# **RTOG WEB-BASED REGISTRATION AND DATA COLLECTION MANUAL**

**September 2004**

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## **WebBased Registration/Randomization and Data Collection**

Effective January 1, 2005 all institutions will be required to use the RTOG Web-based system for case registrations or randomizations. Selected studies and forms will have Web-based data collection. We strongly encourage you to use this system.

### **Overview**

- Each institution may have multiple authenticated Login Names and Passwords provided by RTOG Headquarters in order to use the Web-based system. In order to access the system, every individual, whether Research Associate, Physician, or Principal Investigator must have his or her own username and password.
- The Patient Registration/Randomization module allows the users to enter new cases onto RTOG protocols.
- The Data Collection module allows the users to enter data on a case report form.
- Patient calendars for all cases are available for viewing and printing from this Web-based system

### **Registration/Randomization**

- Once a patient has consented, and the Eligibility Checklist has been completed, the RA can register by logging onto the RTOG Website and select the link for Data Entry/Registration. The RTOG web address is [www.rtog.org](http://www.rtog.org).

**RTOG OFFICES HAVE MOVED!**

1818 Market Street, Suite 1600  
Philadelphia, PA 19103  
1-800-227-5463 ext: 4189  
PH: 215-574-3189 FAX: 215-928-0153

**DATA CENTER LOGIN** Web registration ! **SITE TOOLS** Accrual Report ! SEARCH  GO

HOME MEMBER INFO PROTOCOLS RESEARCHER MEETING VISITORS FAQ SITE MAP

**Phoenix, AZ**

**Protocols**  
CLICK HERE FOR MORE

**Feature Protocol of the Month**  
0321 Phase II Prostate

**Protocol Updates**  
0321 Phase II Prostate  
0324 Phase II Lung  
0244 Phase II H & N  
0315 Phase III  
0212 Phase II/III  
0241 Lung

**RTOG is ...**  
The Radiation Therapy Oncology Group (RTOG) is a multi-institutional cooperative organization, of which the principal objectives include:

- A national cancer study research group funded by NCI headquartered in Philadelphia with almost 30 years of experience in running clinical trials;
- Comprised of 250 of the major research institutions nationally and in Canada;
- Currently have 40+ active studies that involve radiation therapy either alone or in conjunction with surgery and/or chemotherapeutic drugs;
- Interested in quality of life issues and their effects on the cancer patient.

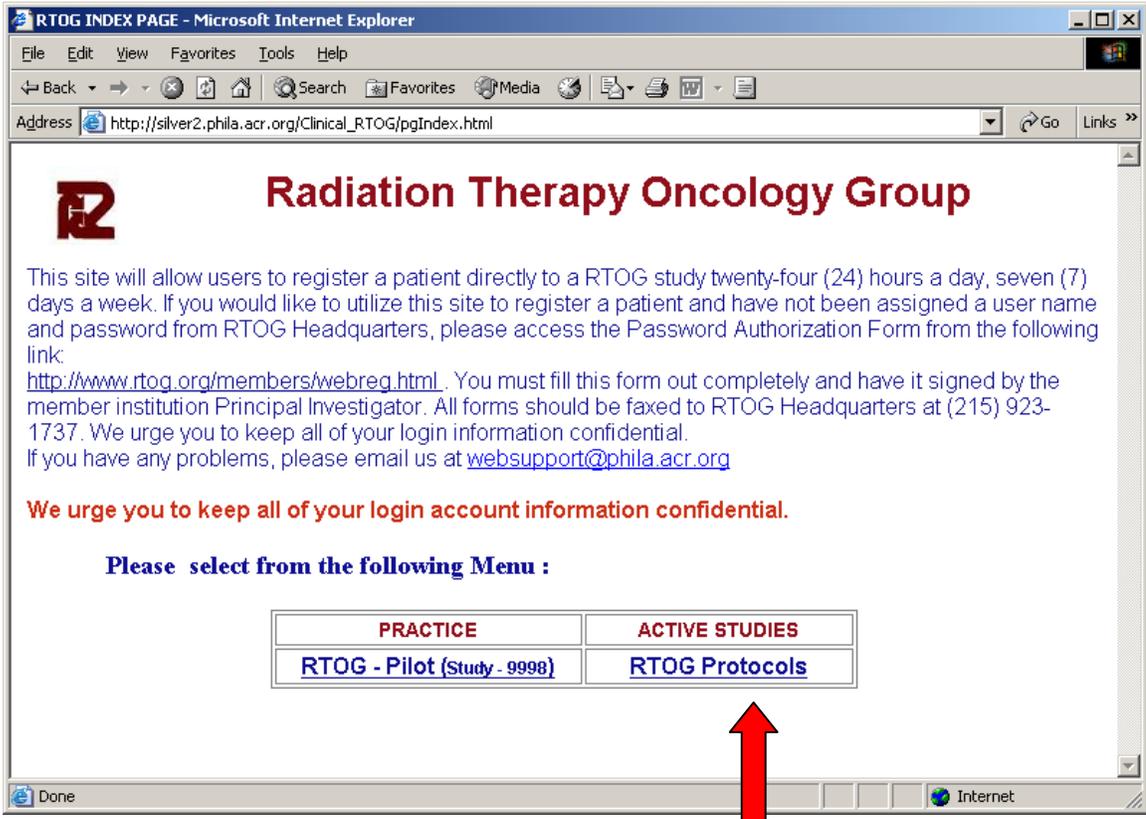
**RTOG Membership**  
Information and application for institutional membership.  
MEMBERSHIP APPLICATIONS

- A comprehensive list of Web-based Registration/Randomization studies is located at: <http://www.rtog.org/members/webreg.html>

### RTOG Active Protocols

- Select “RTOG Protocols” to enroll patients for the Active Studies.

**NOTE: IF YOU WANT TO PRACTICE A REGISTRATION PLEASE REFER TO APPENDIX 2 FOR DETAILED INSTRUCTIONS.**



### Login ID and Password

- To obtain your Login ID (username) and password complete and fax a Password Authorization Form (Appendix 1) or printed from the RTOG Website at [http://www.rtog.org/pdf\\_file2.html?pdf\\_document=password\\_authorization.pdf](http://www.rtog.org/pdf_file2.html?pdf_document=password_authorization.pdf)
- Once the Password Authorization Form is faxed to RTOG Administration (215-923-1737) your Login ID and password will be emailed to you.
- Logon to the system by typing in the assigned Login ID (username) and Password. The program goes through several checks to ensure security. Click on the **Logon** box to continue.
- If the system does not recognize the user, please contact RTOG Web Support at:  
Email: [websupport@phila.acr.org](mailto:websupport@phila.acr.org)  
Phone: (215) 574-3196 or (215) 717-2768  
Web support is available Monday – Friday, 8:30 am to 5:00 pm Eastern.



Radiation Therapy Oncology Group

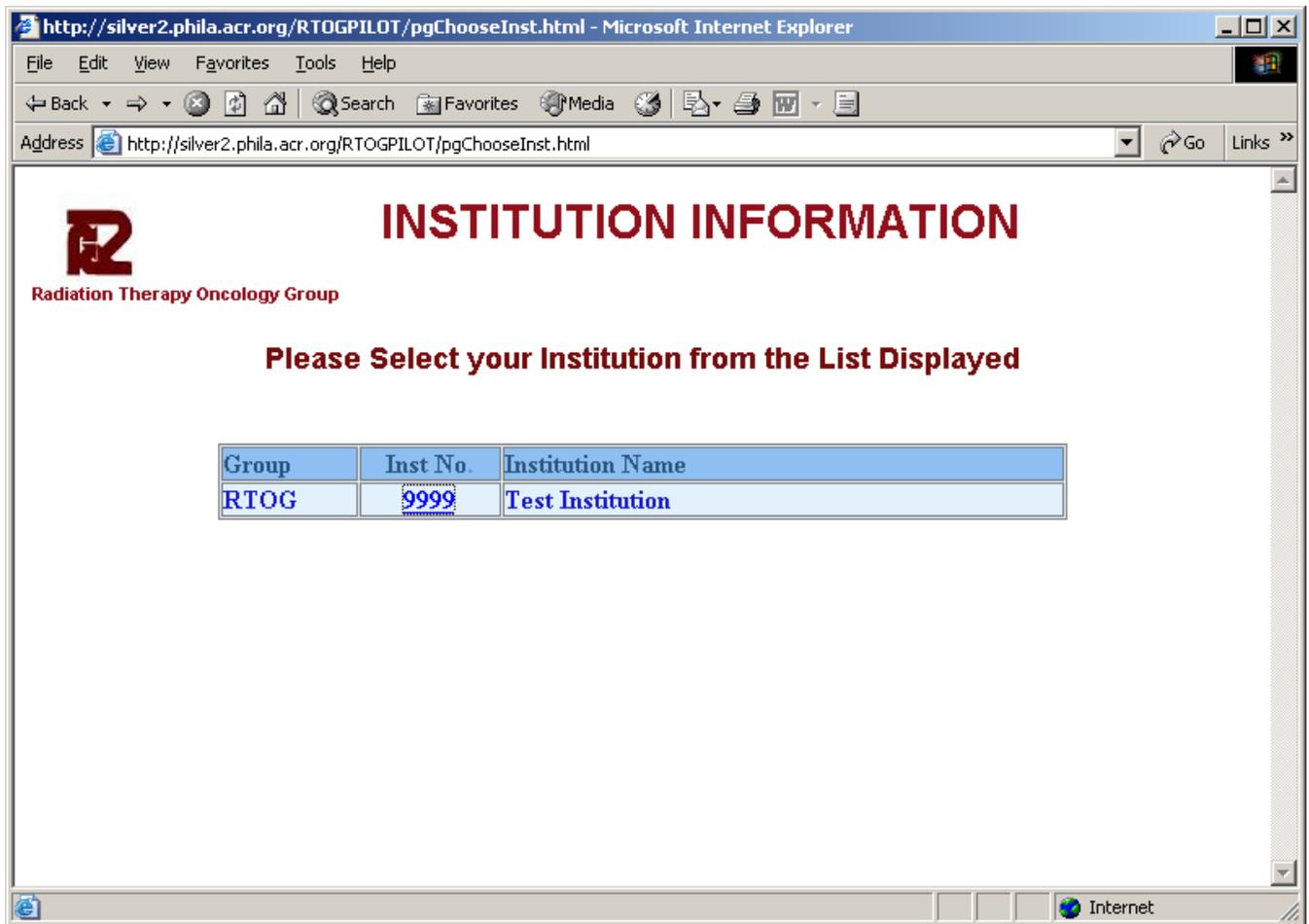
## CLINICAL TRIAL SYSTEM

Please enter your Login ID and Password. Then click the Logon button.

Login ID (Assigned By RTOG)

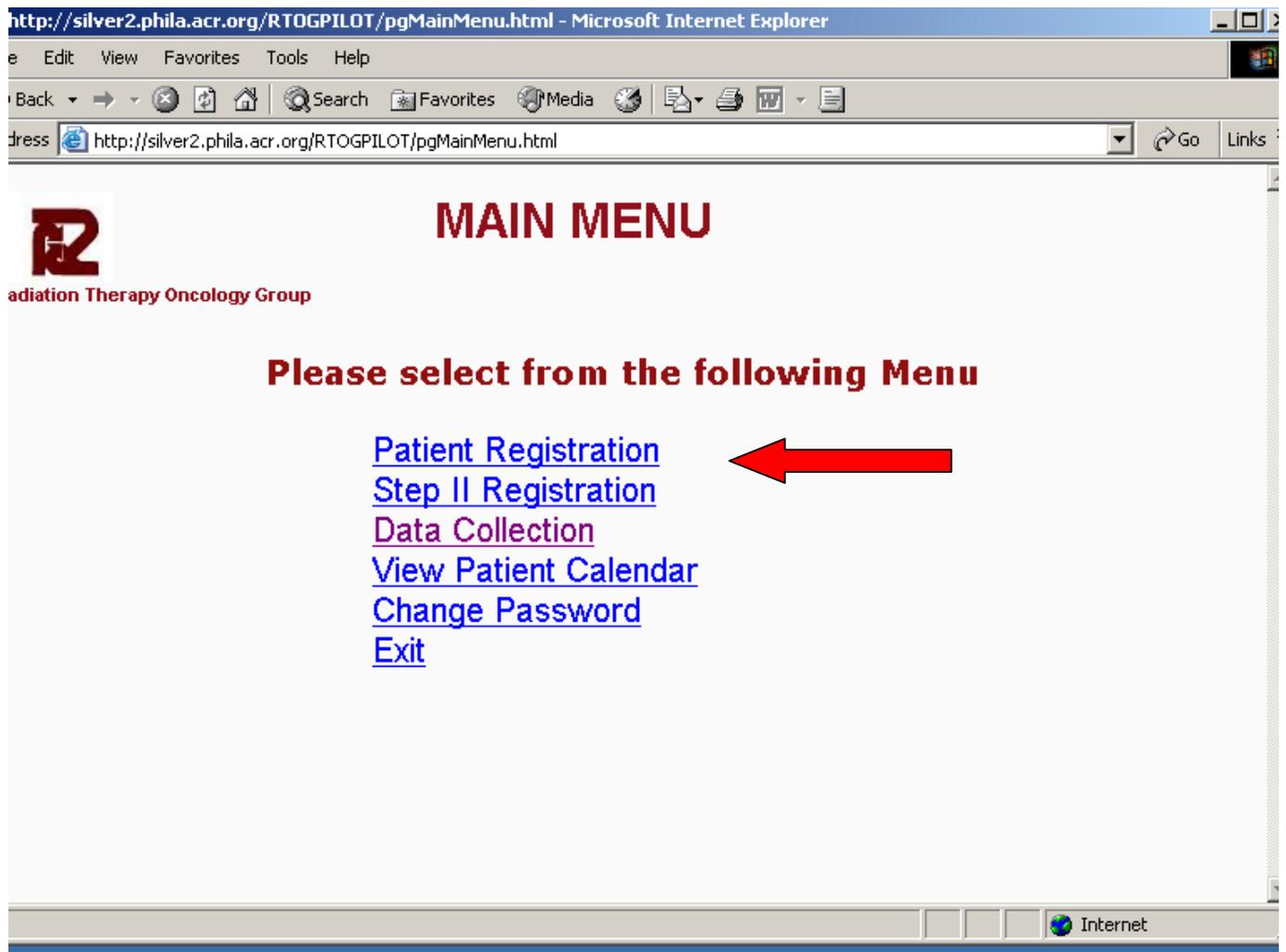
Password

- A successful login will bring you to a screen listing the institution to which you belong. The system allows multiple users at a single institution as well as one user to be associated with multiple RTOG institutions.
- The system will display your institution number and institution name. Simply click on your institution number to continue.



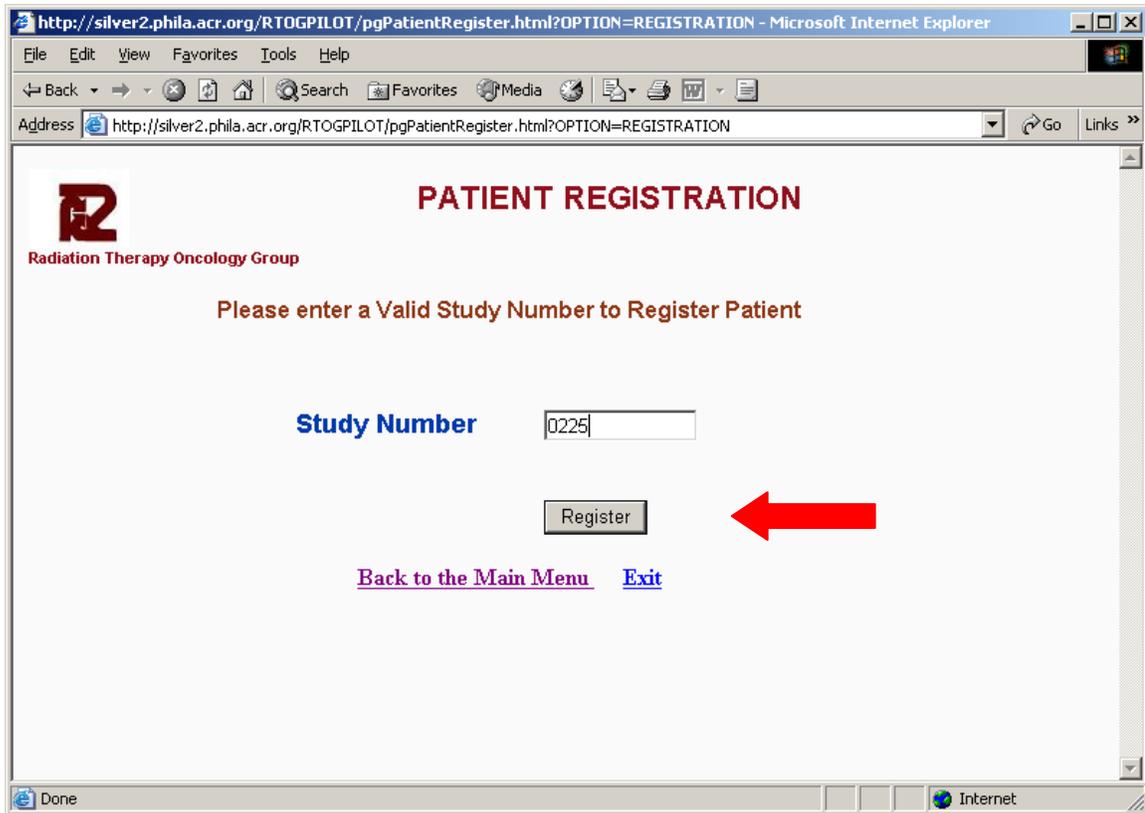
## **Main Menu**

- From the main menu click on "Patient Registration" to register a case.



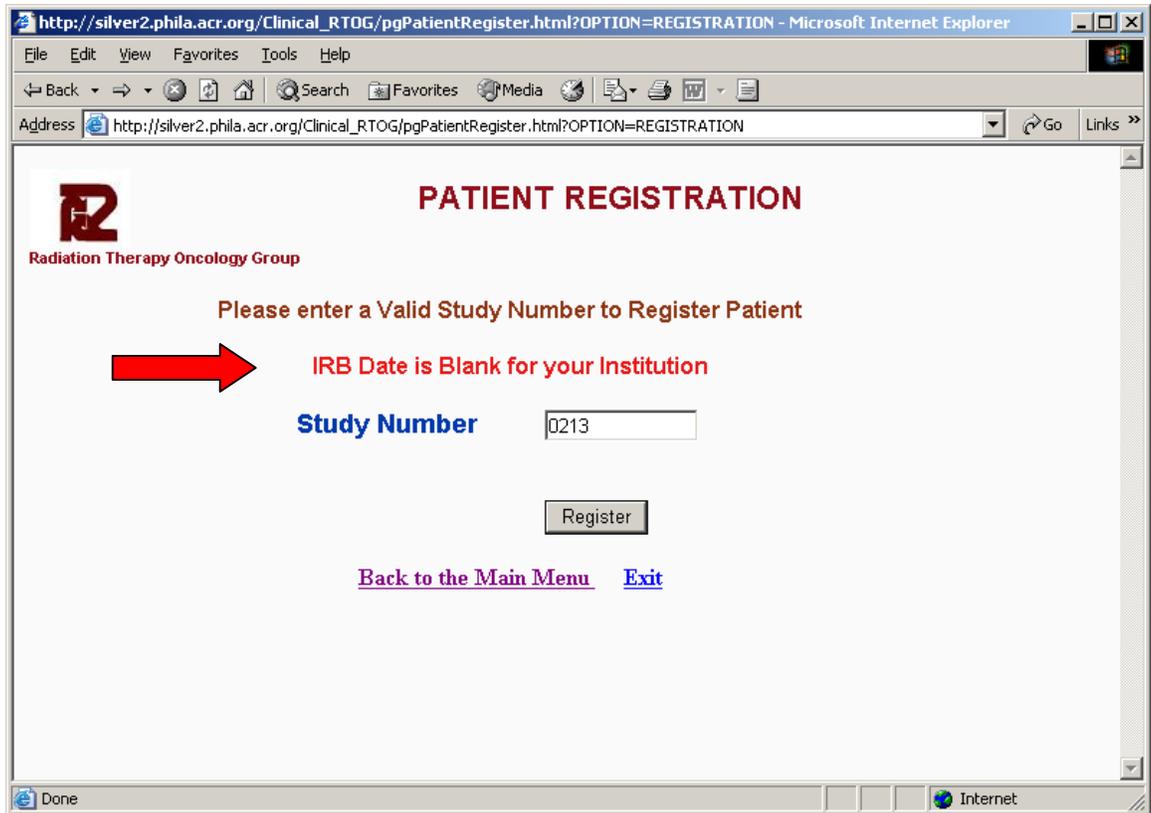
### Patient Registration

- Enter the study number and click "Register" to continue.



## Regulatory Checks

- The system checks for any study-specific participation requirements. It checks for a valid Office for Human Research Protection (OHRP) Assurance date and Institutional Review Board (IRB) approval for the study and institution. If an assurance date cannot be found or if the assurance date is less than the current day, then the institution fails this check. If an IRB approval cannot be found or if the IRB approval date is less than the current day, then the institution fails this check. The system also provides a drop down code table with a list of verifying physicians that are associated with the institution. If the institution fails any validation (Active Assurance, IRB, Attributes or Ethics Certificates), the program displays which of the criteria the institution failed to meet.
- If all criteria are met the Eligibility Checklist will be displayed.



## Eligibility Checklist

- The study-specific Eligibility Checklist (A0) will be displayed to initiate the registration/randomization process.
- 
- The date format is **mm/dd/yyyy**. (you must give 2 digits for month /, 2 digits for day /, and 4 digits for year, / )
- Enter the information as specified in the question. You may use the **TAB** key or mouse to move through the questions.
- Clicking the **Cancel** button clears the form.

## Completing the Registration/Randomization Process

- You must complete items 1, 2, 3, 4, 5, 6, 16, and 17. Other questions may also be required based upon protocol requirements or stratification variables.
- After completing the relevant information click on **Submit**. Clicking on the submit button triggers an event which goes through several steps and completes the registration/randomization process.

Eligibility CheckList - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://silver2.phila.acr.org/RTOGPILOT/pgA0Form.html?FORMCD=0225A0 Go Links >>

## Eligibility CheckList

1. INSTITUTIONAL PERSON RANDOMIZING CASE

2.  HAS THE ELIGIBILITY CHECKLIST BEEN COMPLETED?

1. No  
2. Yes

3.  PARTICIPANT ELIGIBLE FOR THIS STUDY?

1. No  
2. Yes

4. DATE THE STUDY-SPECIFIC CONSENT FORM WAS SIGNED. (MM/DD/YYYY)  /  /

5. PARTICIPANT'S INITIALS (LAST, FIRST) (L., F.)

6. VERIFYING PHYSICIAN

7. PARTICIPANT ID#

8. DATE OF BIRTH  /

9.  RACE

1. American Indian or Alaskan Native  
2. Asian  
3. Black or African American

Done Internet

Eligibility CheckList - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://silver2.phila.acr.org/RTOGPILOT/pgA0Form.html?FORMCD=0225A0 Go Links >>

0. Other  
1. Private Insurance  
2. Medicare  
3. Medicare and Private Insurance  
4. Medicaid  
5. Medicaid and Medicare  
6. Military or Veterans Administration  
7. Self Pay  
8. No means of payment  
9. Unknown/Decline to answer

15.  ANY CARE AT VA OR MILITARY HOSPITAL

1. No  
2. Yes  
9. Unknown

16. DATE TREATMENT COMMENCED  /  /

17. RANDOMIZATION DATE  /  /

18. MEDICAL ONCOLOGIST'S NAME

19.  STAGE >= T2B AND/OR NODE POSITIVE

1. No  
2. Yes

SUBMIT CANCEL

Done Internet



## Confirmation

- The application will acknowledge a successful registration by displaying the Treatment Assignment and case number .

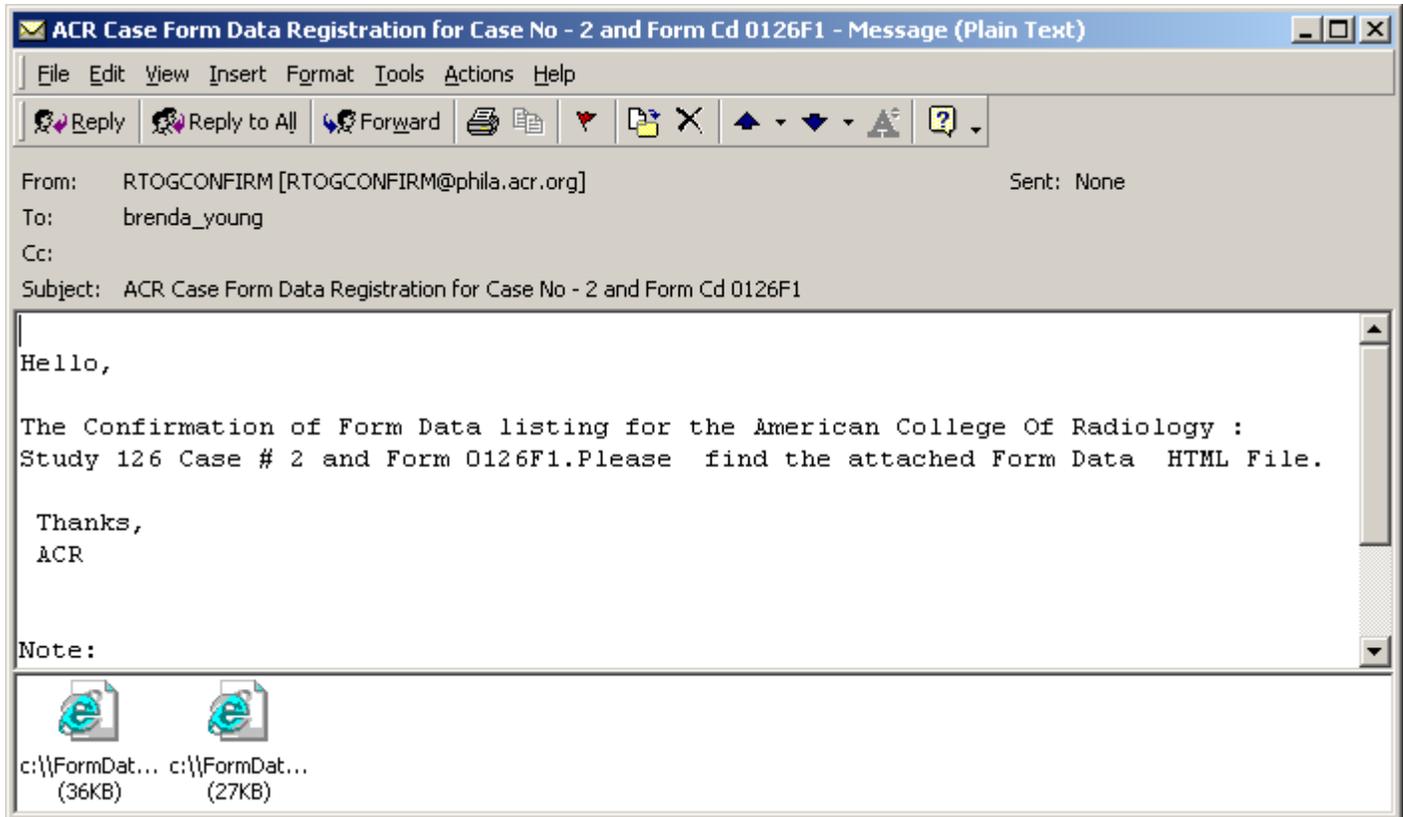


The screenshot shows a web page titled "Patient Registration Confirmation" with a red logo on the left. The page contains the following information:

<b>Study Number</b>	9998 - PRACTICE WEB REGISTRATION STUDY
<b>Institution Number</b>	9999 - Test Institution
<b>Case Number</b>	0009
<b>Treatment Arm</b>	1 - SUCCESSFUL REGISTRAT

Below the table, the text reads: "You will be receiving copies of the A0 form you submitted and the Patient Calendar via E-Mail." followed by "Our records indicate that your current E-Mail address is [vish@phila.acr.org](mailto:vish@phila.acr.org)". A bracket on the right side of the page groups the table and the email address information. At the bottom, it says "If this is incorrect, Please contact [websupport@rtog.org](mailto:websupport@rtog.org)" and provides two links: "[Back to the Main Menu](#)" and "[Exit](#)".

- An email confirmation with a copy of A0 form and Patient Calendar will be sent immediately to the user's email address.



From: CONFIRMATION [CONFIRMATION@rtog.org]  
To: brenda\_young  
Subject: ACR New Case Registration for Study No - 9998 and Case No - 0034

Hello,

The Confirmation of New Case Registration for the American College Of Radiology Study# 9998 Case# 0034. Please Find the attached A0 & Patient Calendar HTML File.

Thanks,  
ACR

Note: This information E-mail is Auto generated by the Clinical Server On Wed Jan 14 12:44:00 EST 2004 (Eastern Standard Time). Replies will not be checked on this server, so please send your Queries to HQ directly for prompt response.

**NOTE:** The RTOG uses the American College of Radiology computing infrastructure. ACRIN also uses the web-based system. Confirmation emails will reference ACR and the RTOG study and case number.

- The following is a confirmation of your registration received as one of two attachments to the email. **Print this for your records.**

### **A0 FORM CONFIRMATION**

<b>STUDY 9998 - PRACTICE WEB REGISTRATION STUDY</b>		
<b>INSTITUTION 9999 - Test Institution</b>		
<b>CASE NO 0034</b>		<b>PATIENT NAME T., E.</b>
<b>TREATMENT OPTION SUCCESSFUL REGISTRAT</b>		<b>FORM 9998A0</b>
<b>QNO</b>	<b>DESCRIPTION</b>	<b>RESP &amp; DESC</b>
1	INSTITUTIONAL PERSON RANDOMIZING CASE	BKY
2	HAS THE ELIGIBILITY CHECKLIST BEEN COMPLETED?	2 Yes
3	PATIENT ELIGIBLE FOR THIS STUDY?	2 Yes
4	DATE THE STUDY-SPECIFIC CONSENT FORM WAS SIGNED. (MM/DD/YYYY)	01/10/2004
5	PATIENT'S INITIALS (LAST, FIRST) (L., F.)	T., E.
6	VERIFYING PHYSICIAN	Testing,Doctor
7	PATIENT ID#	1111
8	DATE OF BIRTH	01/01/1901
9	RACE	1 American Indian or Alaskan Native
10	ETHNIC CATEGORY	2 Not Hispanic or Latino
11	GENDER	1 Male
12	COUNTRY	2 United States
13	ZIP CODE (U.S. RESIDENTS)	12345
14	PATIENT'S INSURANCE STATUS	1 Blue Cross/Blue Shield
15	ANY CARE AT VA OR MILITARY HOSPITAL	1 No
16	CALENDAR BASE DATE	01/15/2004
17	RANDOMIZATION DATE	01/14/2004
18	PATIENT'S AGE	1 =>40 TO <60

- The second attachment is the study and case-specific patient calendar.

## PATIENT CONFIRMATION/CALENDAR

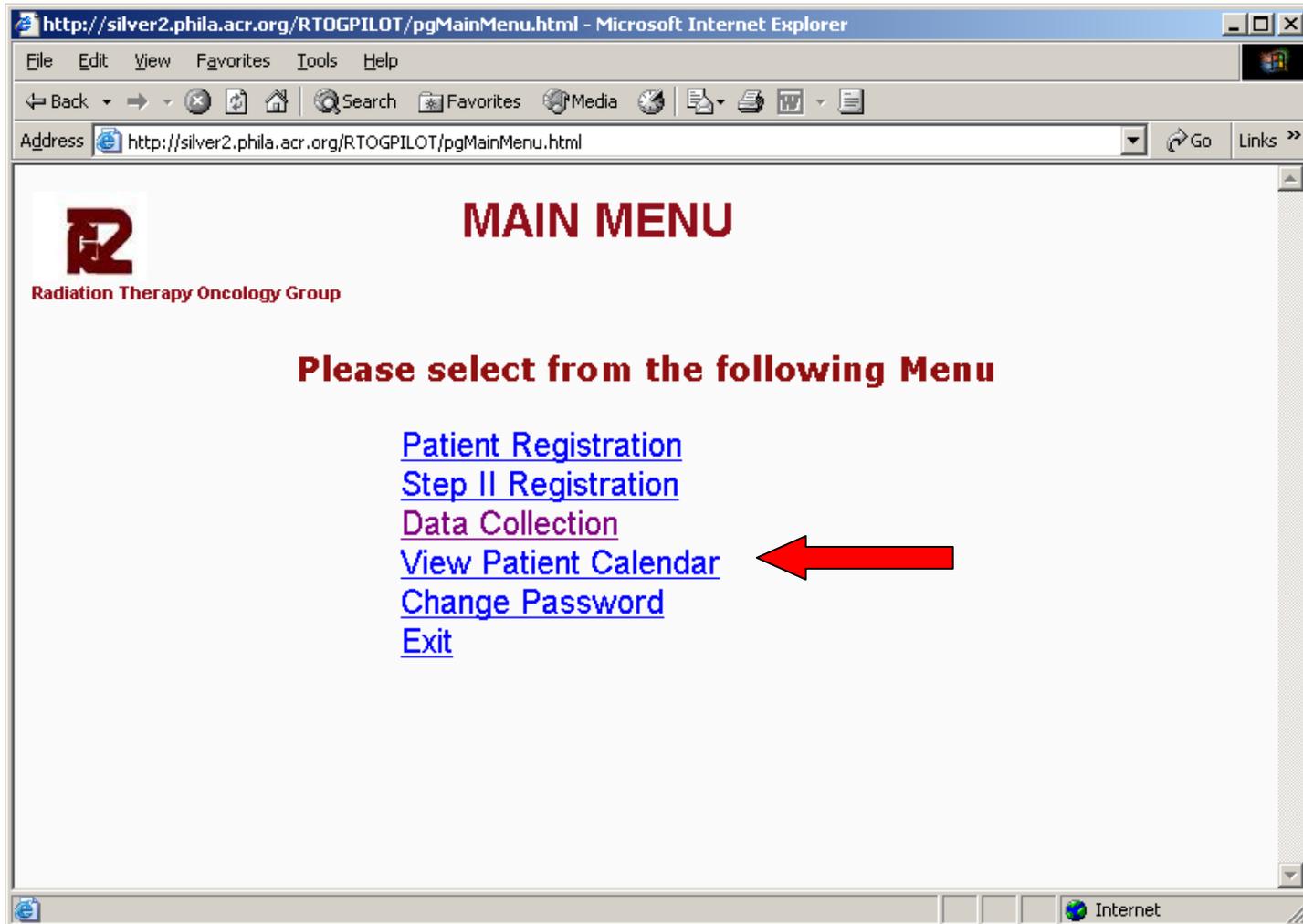
<b>STUDY</b>		<b>9998 - PRACTICE WEB REGISTRATION STUDY</b>		
<b>INSTITUTION</b>		<b>9999 - Test Institution</b>		
<b>CASE NO</b> <b>0034</b>	<b>PATIENT</b> <b>T.,</b>	<b>ID#</b>	<b>PHYSICIAN</b>	
	<b>E.</b>	<b>1111</b>	<b>Testing,Doctor</b>	
<b>TREATMENT OPTION</b>		<b>1 - SUCCESSFUL REGISTRAT</b>		
<b>CALENDAR BASE DATE</b>		<b>CASE ENTRY DATE</b> <b>01/14/2004</b>		
	<b>01/15/2004</b>			
<b>FORM DESCRIPTION</b>	<b>KEY</b>	<b>DUE</b>	<b>ASSD</b>	<b>RECVD</b>
-CAT SCAN PRE-RX(COPY)	C1	01/29/2004	00/00/0000	00/00/0000
-CAT SCAN REPORT	C3	01/29/2004	00/00/0000	00/00/0000
+INITIAL EVALUATION/ON-STUDY-	I1	01/29/2004	00/00/0000	00/00/0000
-PROTOCOL T'MENT FORM(PHTN)-	T2	01/29/2004	00/00/0000	00/00/0000
-PHOTON LOC. FILMS (LARGE)-	T3	01/29/2004	00/00/0000	00/00/0000
-PHOTON DOSE CALCULATIONS-	T4	01/29/2004	00/00/0000	00/00/0000
+RADIOTHERAPY FORM	T1	03/11/2004	00/00/0000	00/00/0000
-PHOTON TREATMENT RECORD-	T5	03/11/2004	00/00/0000	00/00/0000
-PHOTON ISODOSE DISTRIBUTION-	T6	03/11/2004	00/00/0000	00/00/0000
-PHOTON LOC. FILMS (SMALL/BOOST)-	T8	03/11/2004	00/00/0000	00/00/0000
+INITIAL FOLLOW-UP FORM	FS	04/15/2004	00/00/0000	00/00/0000
+FOLLOW-UP PROGRESS FORM	F1	07/15/2004	00/00/0000	00/00/0000
+FOLLOW-UP PROGRESS FORM	F1	10/14/2004	00/00/0000	00/00/0000
+FOLLOW-UP PROGRESS FORM	F1	01/13/2005	00/00/0000	00/00/0000
+FOLLOW-UP PROGRESS FORM	F1	07/14/2005	00/00/0000	
+FOLLOW-UP PROGRESS FORM	F1	01/12/2006	00/00/0000	
+FOLLOW-UP PROGRESS FORM	F1	07/13/2006	00/00/0000	

- The **Assessed** and **Received** columns can be highlighted with the mouse and the 00/00/0000 deleted to enable actual dates to be written in. The calendar should be printed and referenced to facilitate data submission.

### View Patient Calendar

- The Web-based application provides the sites the capability to review up-to-date patient calendar information from the RTOG database. **This includes ALL cases from your institution, not just those registered using the Web-based system.**

- Click on the “View Patient Calendar” to access this link.



- Enter the Study Number and Case Number and click on ‘SUBMIT’.



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## VIEW PATIENT CALENDAR

### Vish From Test Institution (9999)

Please enter a Valid Study Number and Case Number

Study Number   
Case Number

[Back to the Main Menu](#) [Exit](#)

**Disclaimer:** Any data form submitted within the past month may not be reflected on a case calendar.

### Patient Calendar

- The sample patient calendar below displays the submission status of different protocol forms.
- ***Any data form mailed within the past month will not be displayed on the Patient Calendar.***



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# VIEW PATIENT CALENDAR

Study No **9998** Institution **9999 - Test Institution**  
Case No **1** Patient Name **jkk**

Form	Description	Due Date	Recvd Date
9998C1	-CAT SCAN PRE-RX(COPY)	09/04/2003	00/00/0000
9998C3	-CAT SCAN REPORT	09/04/2003	00/00/0000
9998I1	+INITIAL EVALUATION/ON-STUDY-	09/04/2003	00/00/0000
9998T2	-PROTOCOL T'MENT FORM(PHTN)-	09/04/2003	00/00/0000
9998T3	-PHOTON LOC. FILMS (LARGE)-	09/04/2003	00/00/0000
9998T4	-PHOTON DOSE CALCULATIONS-	09/04/2003	00/00/0000
9998T1	+RADIOTHERAPY FORM	10/16/2003	00/00/0000
9998T5	-PHOTON TREATMENT RECORD-	10/16/2003	00/00/0000
9998T6	-PHOTON ISODOSE DISTRIBUTION-	10/16/2003	00/00/0000
9998T8	-PHOTON LOC. FILMS (SMALL/BOOST)-	10/16/2003	00/00/0000
9998FS	+INITIAL FOLLOW-UP FORM	11/20/2003	00/00/0000
9998F1	+FOLLOW-UP PROGRESS FORM	02/19/2004	00/00/0000
9998F1	+FOLLOW-UP PROGRESS FORM	05/20/2004	00/00/0000
9998F1	+FOLLOW-UP PROGRESS FORM	08/19/2004	00/00/0000
9998F1	+FOLLOW-UP PROGRESS FORM	02/17/2005	00/00/0000
9998F1	+FOLLOW-UP PROGRESS FORM	08/18/2005	00/00/0000
9998F1	+FOLLOW-UP PROGRESS FORM	02/16/2006	00/00/0000

## Change Password

- The “Change Password” option from the main menu allows the users to modify the default password assigned by the RTOG headquarters.
- Passwords will be limited to no more than 10 alphanumeric characters.

**CHANGE PASSWORD**

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Old Password

New Password

Confirm Password

[Back to the Main Menu](#)      [Exit](#)

### **Data Collection Overview**

- The Data Collection module allows the users to enter data on a case report form.

### ***User Authentication***

- Logon to the system with the supplied Login ID and Password. Upon submitting this information the program goes through several checks to authenticate its security. If the system does not recognize the user, please contact the RTOG at:

Email: [websupport@phila.acr.org](mailto:websupport@phila.acr.org)

Phone: (215)-574-3196  
(215)-717-2768



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# CLINICAL TRIAL SYSTEM

Please enter your Login ID and Password. Then click the Logon button.

Login ID (Assigned By RTOG)   
Password

Logon



## Institution Access

- The institution number is used to identify if the user is eligible to participate in the relevant RTOG study. The system allows for one user to be associated with multiple RTOG institutions.
- In order to continue, click on the four digit number unique to your institution.

## Main Menu

- Select **Data Collection** to begin the form data collection of a case from the Main Menu list. Each successful case form completion is confirmed through receipt of an e-mail containing a full and summary form attachment confirmation. If the confirmation e-mail is not received, please contact the RTOG technical support at:

Email: [websupport@phila.acr.org](mailto:websupport@phila.acr.org)

Phone: (215)-574-3196  
(215)-717-2768

http://silver2.phila.acr.org/RTOGPILOT/pgMainMenu.html - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://silver2.phila.acr.org/RTOGPILOT/pgMainMenu.html Go Links >>



**MAIN MENU**

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**Please select from the following Menu**

- [Patient Registration](#)
- [Step II Registration](#)
- [Data Collection](#)
- [View Patient Calendar](#)
- [Change Password](#)
- [Exit](#)



Internet

## Data Collection Module

- This screen allows the user to enter the study and case numbers for form submission. Simply click on **Submit** to proceed to the next screen. In the event an invalid study number is entered or the study is not available for web form data collection, access will be denied.



# DATA COLLECTION

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## Vish From Test Institution (9999)

Please enter a Valid Study Number and Case Number

Study Number	<input type="text" value="0126"/>
Case Number	<input type="text" value="1"/>



[Back to the Main Menu](#)   [Exit](#)

*Disclaimer: Any data form submitted within the past month may not be reflected on a case calendar.*

## Form Selection and Patient Calendar

- The sample screen below displays the forms that need to be submitted for study 0126 and case 1.. Click on the form (e.g. 0126F1) to open the Form Section page. This window reflects only forms that have not already been received in the RTOG database.



# DATA COLLECTION

**Radiation Therapy Oncology Group**

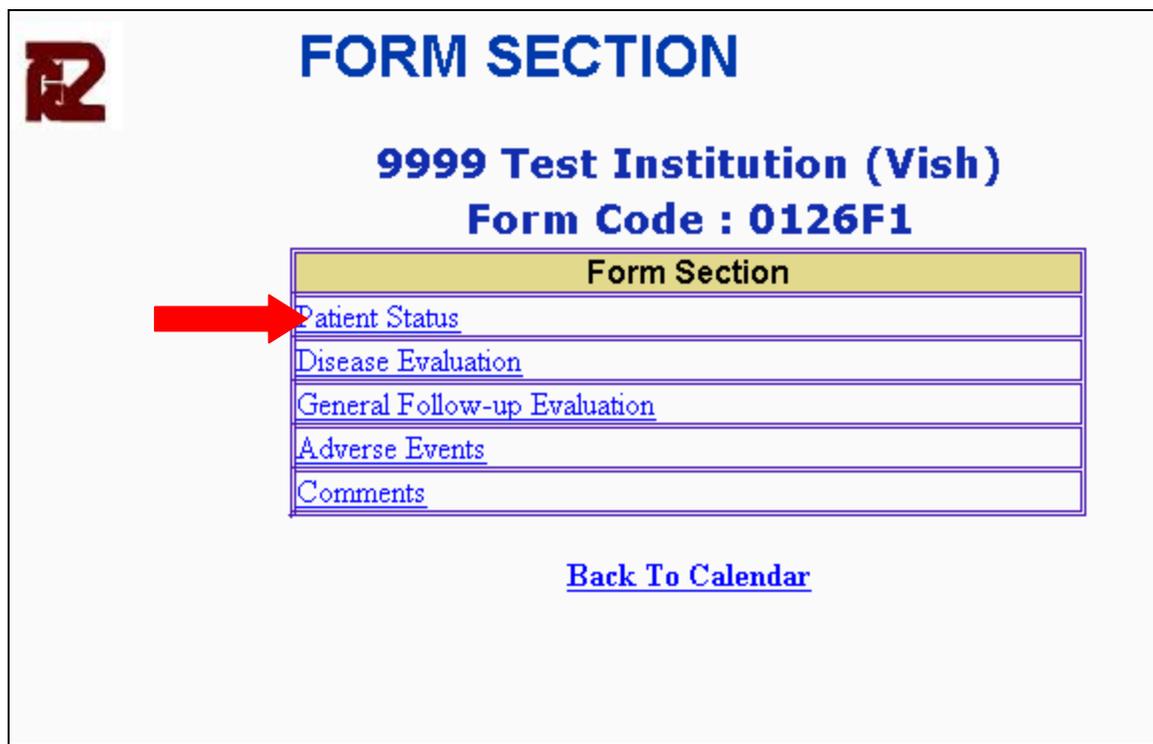
**Study No 0126 Institution 9999 - Test Institution**  
**Case No 1 Patient Name a,d Case Status OPEN-ELIGIBLE**

Form	Description	Due Date	Recvd Date
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	11/03/2004	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	01/26/2005	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	04/20/2005	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	07/13/2005	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	10/05/2005	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	03/22/2006	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	09/06/2006	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	02/21/2007	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	08/08/2007	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	01/23/2008	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	07/09/2008	00/00/0000
<a href="#">0126F1</a>	+FOLLOW-UP PROGRESS FORM	07/08/2009	00/00/0000

[Back to Main Menu](#) [EXIT](#)

## Form Section

- Each Web form is divided into sections. These sections must be completed sequentially in order for the internal programming to verify data entered on the Web. The following screen displays the sections of the form in chronological order. These sections include: **Patient Status, Disease Evaluation, General Follow-up Evaluation, Adverse Events** and **Comments**.
- The **Back to Calendar** link takes the user to the “Form Selection” page.



**FORM SECTION**

**9999 Test Institution (Vish)**  
**Form Code : 0126F1**

Form Section
<a href="#">Patient Status</a>
<a href="#">Disease Evaluation</a>
<a href="#">General Follow-up Evaluation</a>
<a href="#">Adverse Events</a>
<a href="#">Comments</a>

[Back To Calendar](#)

## Patient Status (Section 1)

- After all items have been answered, click either “Submit” to proceed to the next screen or click the “Reset” button to clear the items stored in the questions.

**DATA COLLECTION - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <http://silver2.phila.acr.org/RTOGPILOT/pgStudySpecificForm.html?SECTIONCD=PA5&GROUPCD=1&FORMCD=0126F1> Go Links >>

### Patient Status

<b>F1 - +FOLLOW-UP PROGRESS FORM</b>	<b>STUDY # : 0126 CASE # : 3 CASE REC # : 1</b>
<b>INSTITUTION : Test Institution</b>	<b>INSTITUTION # : 9999 FORM DUE DATE : 08/11/2004</b>
<b>PATIENT'S NAME : a,l</b>	<b>PATIENT'S ID # :</b>

1. Patient's vital status

1. Alive  
2. Dead

2. Date of last contact or death  /  /



[Back to Calendar](#)

Done Internet

## Web Form Validations

- As each data item is entered on the Web form, its validity is verified against the logic check and the RTOG database. These logic checks look for missing data, invalid response, data that is out of range, any missing regulatory information and data that is in wrong format (e.g. character data in a field requiring numeric values).

- These errors are detected when the user attempts to either submit the data or tab to the next data element. Users are required to correct these inaccuracies prior to the form being transmitted to the RTOG web server. These web forms allow flexibility for users to be completed over multiple sessions and are available until the “Complete Form Submission” button is selected on the “Summary Form Preview” screen.

**0126F1 - +FOLLOW-UP PROGRESS FORM**

**Summary Form Preview**

<b>F1 - +FOLLOW-UP PROGRESS FORM</b>		<b>STUDY # : 0126 CASE # : 3</b>
<b>INSTITUTION : Test Institution</b>		<b>INSTITUTION # : 9999</b>
<b>PATIENT'S NAME : a,j</b>		<b>PATIENT'S ID # :</b>

QNO	DESCRIPTION	RESP & DESC
1	1. Patient's vital status	1 Alive
2	2. Date of last contact or death	08/25/2004
5	4. Has the patient had a documented clinical assessment for a prostate cancer since submission of the previous followup form?	2 Yes
6	DATE OF ASSESSMENT	08/25/2004
7	5. Performance status(Zubrod 0-4)	1 No Strenuous activity, ambulatory, able to carry out light work
8	PSA #1 VALUE	2.4
9	PSA #1 DATE	08/15/2004
10	PSA #2 VALUE	
11	PSA #2 DATE	

Address: http://silver2.phila.acr.org/RTOGPILOT/pgConfirmFormReg.html?STUDYNO=0126&CASENO=3&FORMCD=0126F1&IFRMID=6

68	SPECIFY OTHER	-88
69	EVENT #1 DATE	01/07/2004
70	URINARY FREQUENCY	1 GRADE 1
71	TOXICITY/AE: URINARY FREQUENCY / CAUSE	1 Radiotherapy
72	SPECIFY OTHER	-88
73	EVENT #2 DATE	01/15/2004
74	TOXICITY/AE: IMPOTENCE	4 Not evaluated
75	CAUSE / IMPOTENCE	0 Not applicable
76	SPECIFY OTHER #3	-88
77	EVENT #3 DATE	
78	ANY CONTINUING OR NEW TOXICITY/AE	1 No
93	Comments	
94	Signature of person responsible for the data	Site RA
95	Date form Completed	08/31/2004
96	LAB NORMAL RANGE (TESTOSTERONE)	

Buttons: Correct Form, Delete Form, Print, Complete Form Submission, Preview Entire Form

Done Internet

## Summary Form Preview

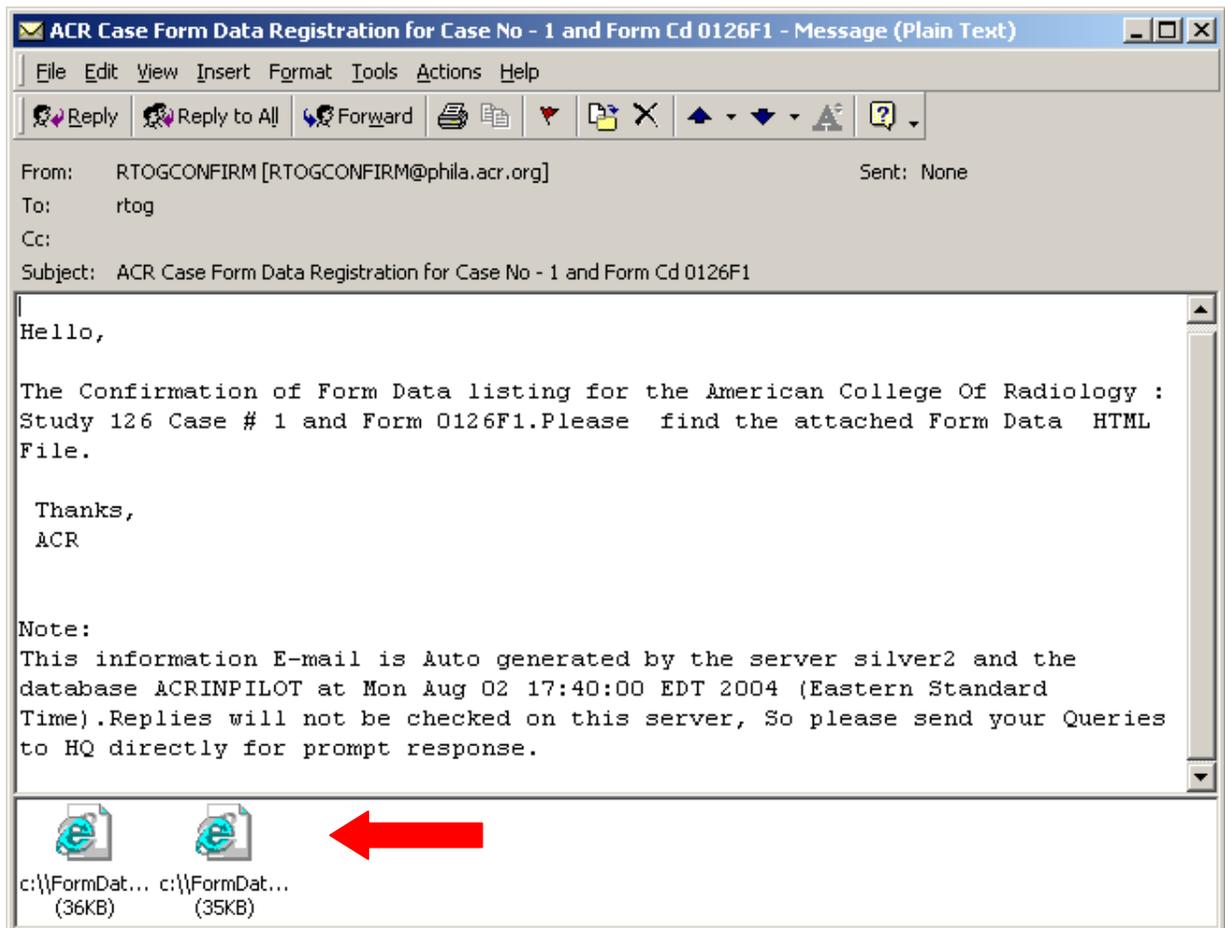
- Upon completion of a web form, users are advised to review the summary form for completeness and accuracy and then select the “**Complete Form Submission**” button on the form summary screen for final submission to the RTOG database.
- **Correct Form:** This control enables users to correct minimal errors found during the review of the data form.
- **Delete Form:** This feature is available for users to erase the incorrect data if they find excessive amount of errors.
- **Preview Entire Form:** This function is utilized to preview the entire web form.
- **Print:** Users can print the active web screen (Summary or Entire form) by clicking the Print control button.

## Email Confirmation

- Acknowledgement to the forms submission is sent to the users via E-mail. Web data entry E-mail confirmations are automatically generated and forwarded to the user with an attachment detailing data submitted via the web. Please contact the RTOG technical support for issues relating to Email confirmations at:

Email: [websupport@phila.acr.org](mailto:websupport@phila.acr.org)

Phone: (215)-574-3196  
(215)-717-2768



**APPENDIX 1**



Radiation Therapy Oncology Group

**PASSWORD AUTHORIZATION FORM**

<b>Institution Name</b>	
<b>RTOG Institution #</b>	

I acknowledge that I will be assigned a username and password for data entry. Use of the username and password is restricted to my use for purposes of data entry for RTOG protocols. By my signature, I attest that I will maintain in confidence my assigned username and password.

<b><u>Name</u></b>			
<b>Role (e.g., PI, RA)</b>			
<b>E-mail Address</b>			
<b><u>Signature</u></b>			
<b>NIH Certification</b>	<i>attach to form</i>	<i>attach to form</i>	<i>attach to form</i>

<b>Principal Investigator's Signature</b>	<b>Date of Signature</b>

<b>Send this form to:</b>	<b>RTOG Administration</b>
<b>at fax number:</b>	<b>(215) 923-1737</b>

**RTOG USE ONLY**

<b>Approved By</b>		<b>Date</b>	
<b>Issued By</b>		<b>Date</b>	

## APPENDIX 2

### PRACTICE REGISTRATION

Address  http://www.rtog.org



**Radiation Therapy Oncology Group**

RTOG  
OFFICES  
HAVE  
MOVED!

1818 Market Street, Suite 1600  
Philadelphia, PA 19103  
1-800-227-5463 ext: 4189  
PH: 215-574-3189 FAX: 215-928-0153

[Web registration](#)  [Accrual Report](#)



Phoenix, AZ





**Protocols**

**Feature Protocol of the Month**

**Protocol Updates**

**Meetings**  
Future RTOG Meetings  
January 20 - 23, 2005  
Sheraton Wild Horse Resort,  
Phoenix, AZ

**RTOG is ...**  
The Radiation Therapy Oncology Group (RTOG) is a multi-institutional cooperative organization, of which the principal objectives include:

- A national cancer study research group funded by NCI headquartered in Philadelphia with almost 30 years of experience in running clinical trials;
- Comprised of 250 of the major research institutions nationally and in Canada;
- Currently have 40+ active studies that involve radiation therapy either alone or in conjunction with surgery and/or chemotherapeutic drugs;
- Interested in quality of life issues and their effects on the cancer patient.

**RTOG Membership**  
Information and application for institutional membership.

**News**  
**Translational Research**   
**Web Registration is now here!**

**RTOG Foundation**  
Expanding the mission of the Cooperative Group

## Case Registration and Data Collection

- This site allows users to gain familiarity with the web system on the process of registering a case and performing data collection using the link to the **Practice** area.



# Radiation Therapy Oncology Group

This site will allow users to register a patient directly to a RTOG study twenty-four (24) hours a day, seven (7) days a week. If you would like to utilize this site to register a patient and have not been assigned a user name and password from RTOG Headquarters, please access the Password Authorization Form from the following link: <http://www.rtog.org/members/webreg.html>. You must fill this form out completely and have it signed by the member institution Principal Investigator. All forms should be faxed to RTOG Headquarters at (215) 923-1737. We urge you to keep all of your login information confidential. If you have any problems, please email us at [websupport@phila.acr.org](mailto:websupport@phila.acr.org)

**We urge you to keep all of your login account information confidential.**

**Please select from the following Menu :**

PRACTICE	ACTIVE STUDIES
<a href="#">RTOG - Pilot (Study - 9998)</a>	<a href="#">RTOG Protocols</a>



http://silver2.phila.acr.org/RTOGPILOT/pgMainMenu.html - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print

Address http://silver2.phila.acr.org/RTOGPILOT/pgMainMenu.html Go Links



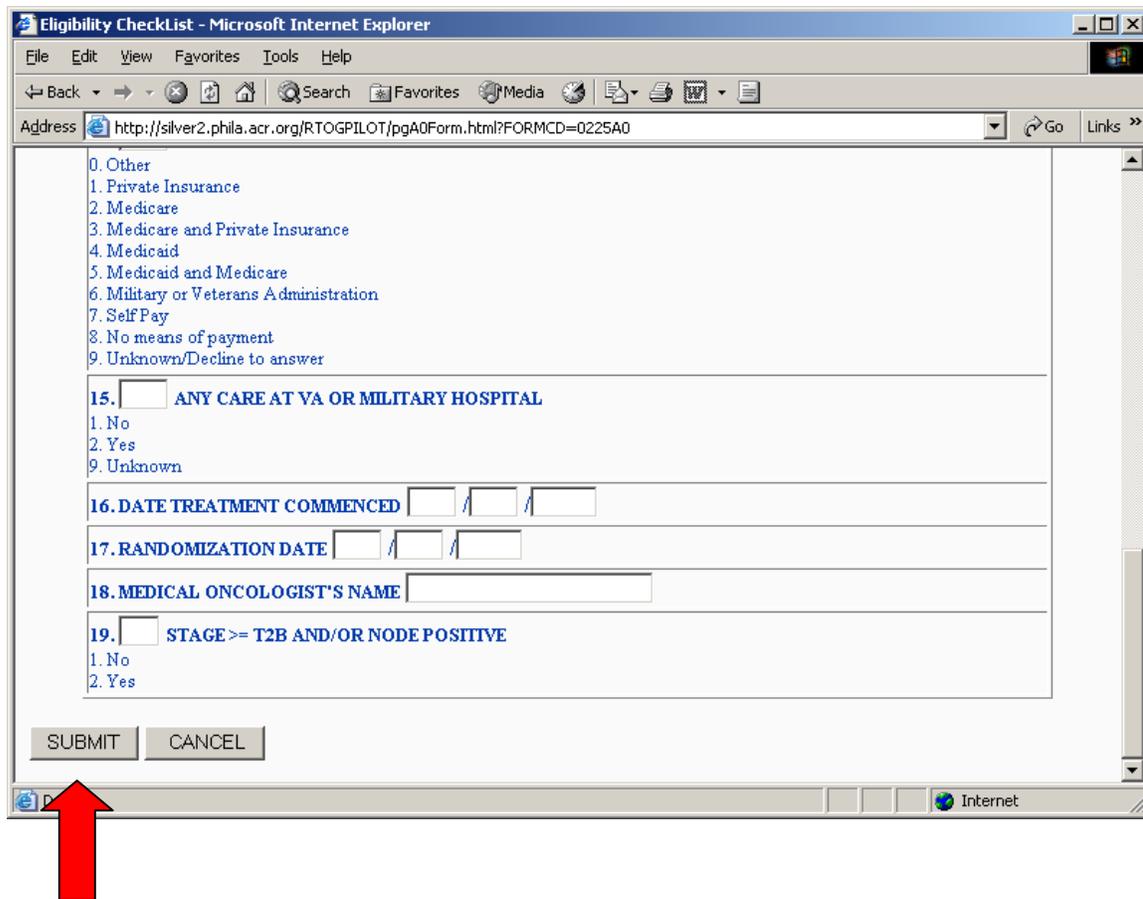
**radiation Therapy Oncology Group**

# MAIN MENU

**Please select from the following Menu**

- [Patient Registration](#) ←
- [Step II Registration](#)
- [Data Collection](#)
- [View Patient Calendar](#)
- [Change Password](#)
- [Exit](#)

Internet



### **Confirmation**

- The application will acknowledge a successful registration by displaying the Treatment Assignment and case number .



## Patient Registration Confirmation

<b>Study Number</b>	9998 - PRACTICE WEB REGISTRATION STUDY
<b>Institution Number</b>	9999 - Test Institution
<b>Case Number</b>	0009
<b>Treatment Arm</b>	1 - SUCCESSFUL REGISTRAT

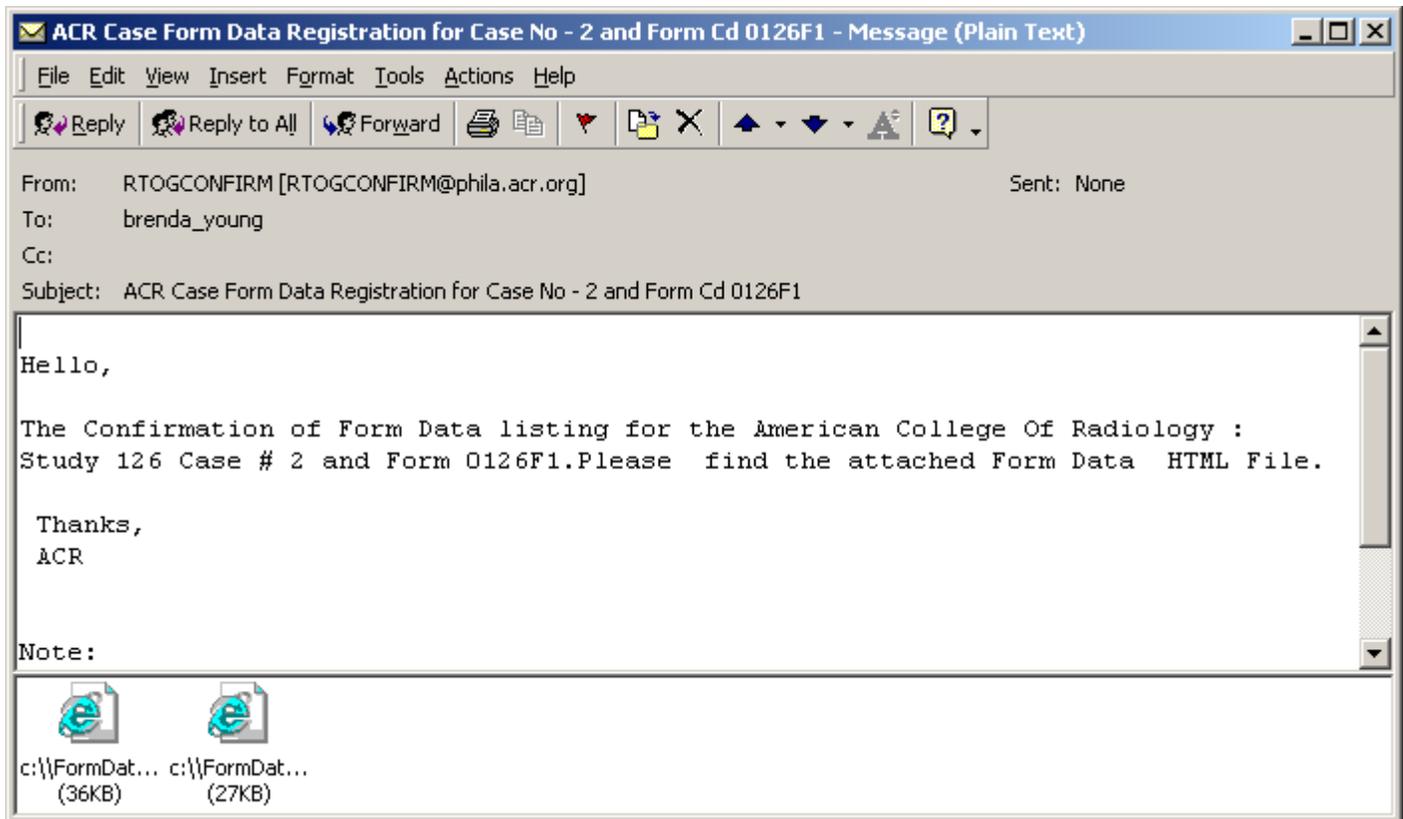
You will be receiving copies of the A0 form you submitted and the Patient Calendar via E-Mail.

Our records indicate that your current E-Mail address is [vish@phila.acr.org](mailto:vish@phila.acr.org)

If this is incorrect, Please contact [websupport@rtog.org](mailto:websupport@rtog.org)

[Back to the Main Menu](#) [Exit](#)

- An email confirmation with a copy of A0 form and Patient Calendar will be sent immediately to the user's email address.



From: CONFIRMATION [CONFIRMATION@rtog.org]  
To: brenda\_young  
Subject: ACR New Case Registration for Study No - 9998 and Case No - 0034

Hello,

The Confirmation of New Case Registration for the American College Of Radiology Study# 9998 Case# 0034. Please Find the attached A0 & Patient Calendar HTML File.

Thanks,  
ACR

Note: This information E-mail is Auto generated by the Clinical Server On Wed Jan 14 12:44:00 EST 2004 (Eastern Standard Time). Replies will not be checked on this server, so please send your Queries to HQ directly for prompt response.

**NOTE:** The RTOG uses the American College of Radiology computing infrastructure. ACRIN also uses the web-based system. Confirmation emails will reference ACR and the RTOG study and case number.