



eRAPID

**Electronic patient self-Reporting of
Adverse-events:
Patient Information and aDvice**

A Step-by-Step User Guide

Version 1.3 16th May 2016

Introduction to the eRAPID User Guide

Thank you for agreeing to help with the eRAPID research study. This guide provides a step by step description of how to log into the eRAPID system and report your symptoms during your cancer treatment. The guide is divided into the following sections:

Step 1: Finding the eRAPID website and logging in

Step 2: Completing the eRAPID symptom report

Step 3: eRAPID advice for symptom management

Step 4: Additional symptom management advice on the eRAPID website

Step 5: Interpreting the graphs

Step 6: Viewing your previous responses

For support with logging in and using the eRAPID system, please contact the research team during normal office hours 9am-5pm, Monday-Friday:

Email: [REDACTED]

Telephone: [REDACTED]

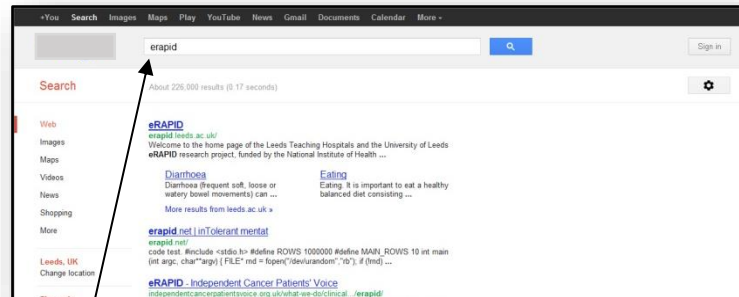
Please remember:

- We would like you to complete the symptom report **every week** or more frequently if you feel unwell and want to receive advice on how to manage symptoms.
- Please try to complete the symptom report **even when you are feeling well** as this will help to provide a full record of your symptom experience.
- **The eRAPID system is not a replacement for usual care.** If you are concerned about any symptoms you are experiencing, please contact your medical team as usual.
- **If you feel unwell and want to speak to the medical team please call St James's University Hospital on [REDACTED] and ask for the Oncology Patient Enquires Bleepholder.**

Step 1: Finding the eRAPID website and logging in

1.1. To access the online symptom report you will need to go to the eRAPID webpage by either:

- i) Typing 'eRAPID' into a search engine such as Google...



Type 'eRAPID' into a search engine like Google and you should be given a list of sites including the main eRAPID page which you can click on to be taken to the eRAPID homepage

- ii) Typing the eRAPID website address <http://www.erapid.leeds.ac.uk/> into the address bar of an internet browser (for example Internet Explorer, Firefox etc.). For example:



Type the address into the bar which is usually at the top of your screen when you open the internet

Once on the eRAPID website you should see the following page.

www.erapid.leeds.ac.uk

eRAPID
Developing a system for cancer patients to report symptoms online

Welcome to the login page of the eRAPID research

eRAPID stands for "Electronic patient self-Reporting of Adverse-events: Patient Information and Advice".

Please enter your unique username and this will take you to the eRAPID homepage. On the homepage you can access your symptom reports and view self-management advice.

If you have any queries regarding the content of this website, please contact the Patient Reported Outcomes Group on (0113) 20 68968.

Patient Login

Username :

Please enter your QTool username here. This username will be printed on the postcard we have given you.

You will then be taken to the eRAPID homepage.

www.erapid.leeds.ac.uk/Leeds/Chemo/

[Click here to complete eRAPID symptom report](#)

LOG OUT

- Home
- Managing Treatment Symptoms and Side Effects
- Keeping Healthy During Cancer Treatment
- Coping With Cancer and Your Treatment

HOME

eRAPID
Developing a system for cancer patients to report symptoms online

Welcome to the home page of the University of Leeds and Leeds Teaching Hospitals, eRAPID research project funded by a National Institute for Health Research (NIHR) Programme Grant (RP-PG-0611-20008).

eRAPID stands for "Electronic patient self-Reporting of Adverse-events: Patient Information and Advice".

The aim is to develop an integrated web-system for patients to report symptoms and side effects during and after cancer treatment. Data that is reported by patients using the web-system (called QTool) will be documented in individual patient electronic health records. Where patients report mild side effects they will receive advice on how to manage them and to seek timely medical advice.

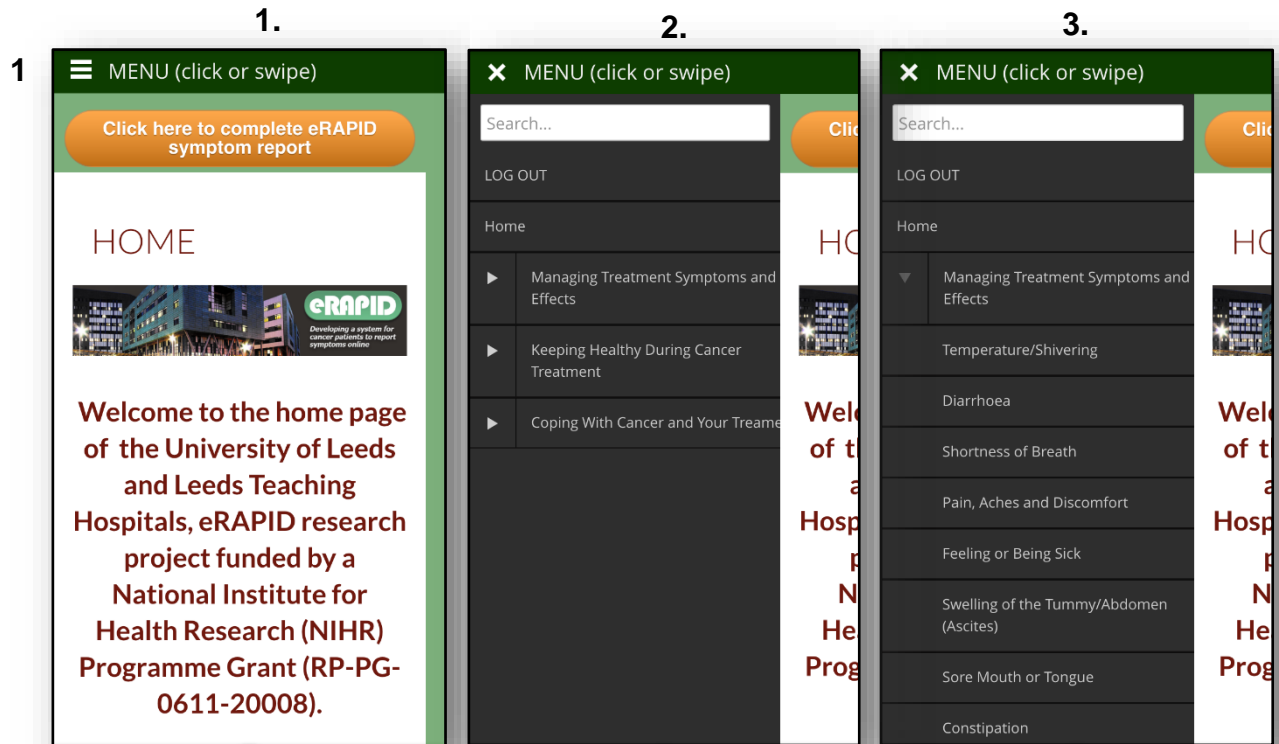
If you have any queries regarding the content of this website, please contact The Patient Reported Outcomes Group (POG) on (0113) 20 68968.

Please visit our Patient Reported Outcomes website www.pogweb.org to view our other studies. Our research primarily involves developing and evaluating web based systems for cancer patients to report information about their health and wellbeing.

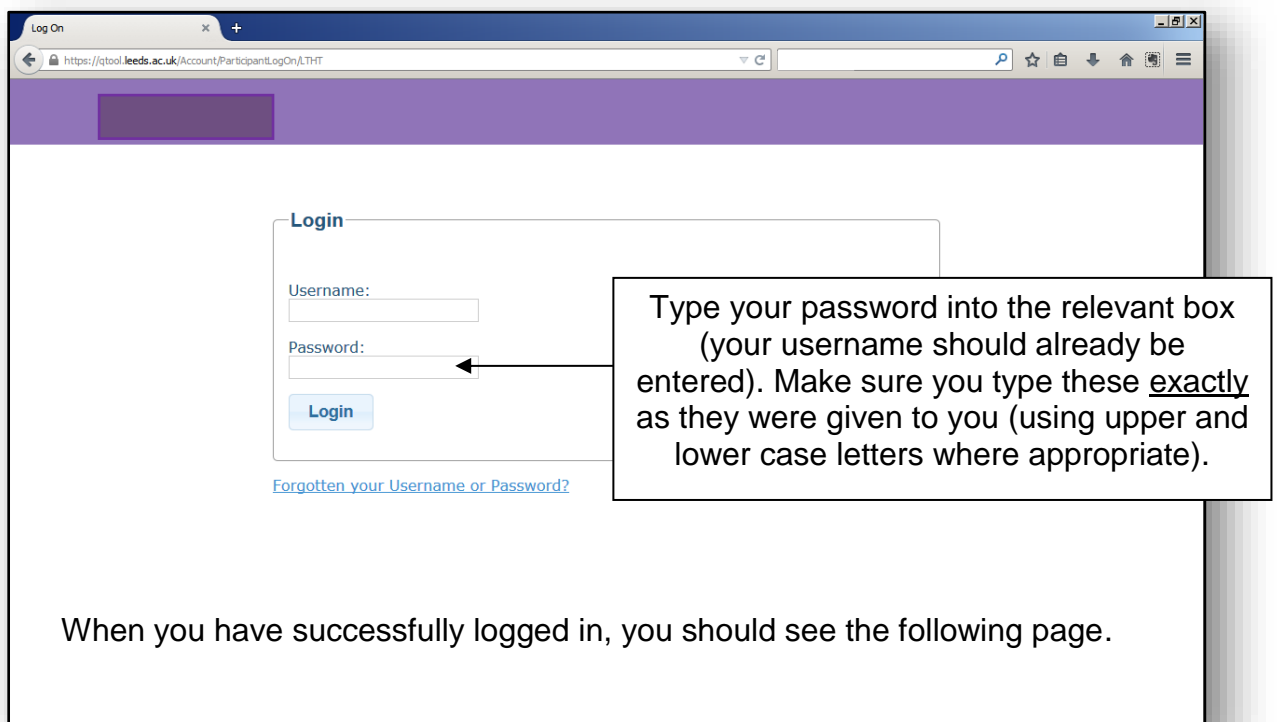
Mobile/Tablet Menu view

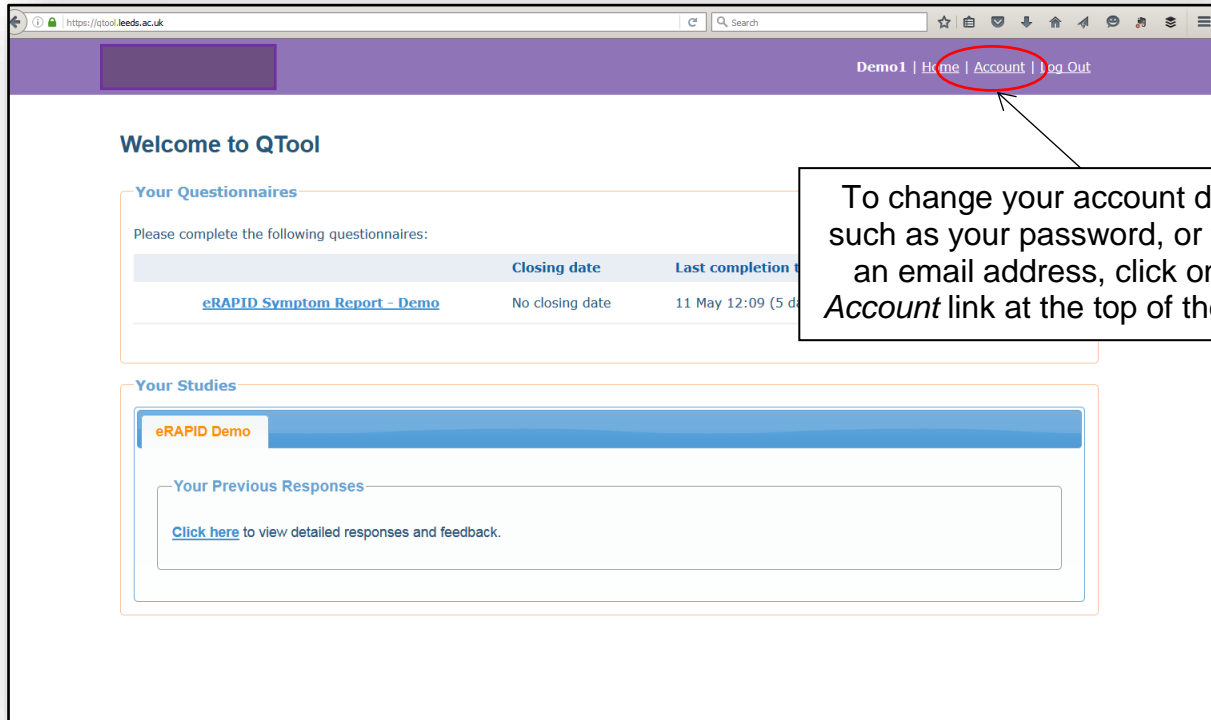
The eRAPID website is optimised for use with a mobile phone or tablet computer.

1. You can enter the menu by either clicking on the lined menu box in the top left corner, or swiping across the screen.
2. Click on the triangle arrows to open up the menus (Please note in the mobile/tablet version of the website you cannot open the menus by clicking directly onto the text).
3. Click on the name of the symptom/side effect you wish to view to enter that page.



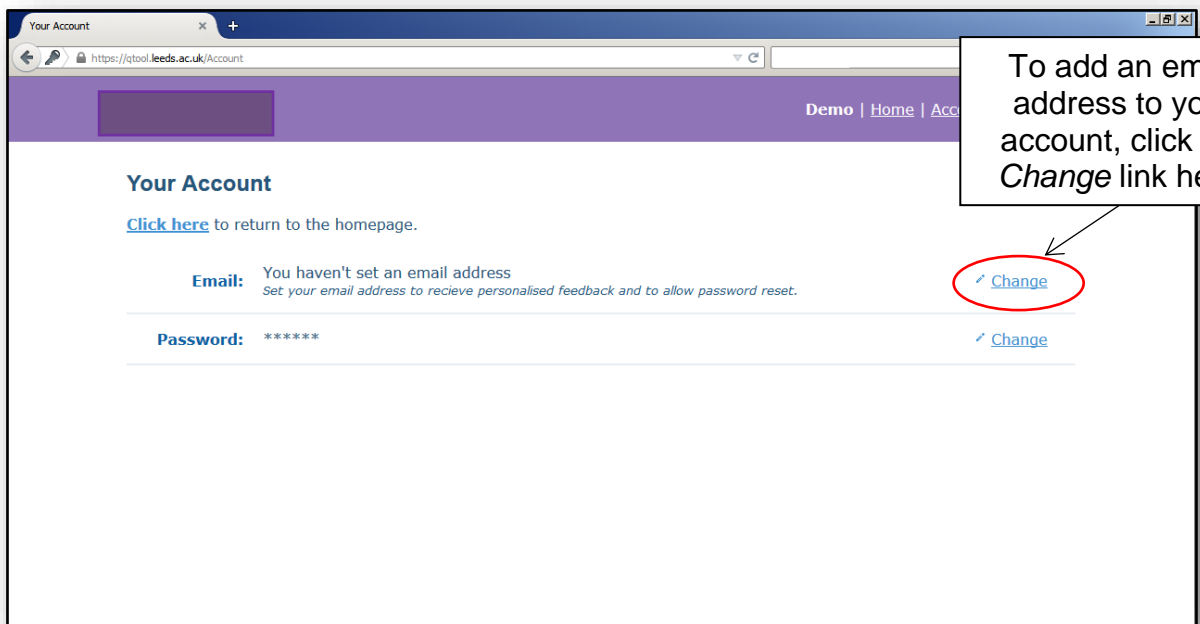
- 1.2. When you click on the orange button, this will open another window or another tab in your internet browser and you will then be taken to Q-Tool, our online website where you can log in to complete the symptom reports.





To change your account details such as your password, or to add an email address, click on the **Account** link at the top of the page

- 1.3. You should then see the following page. You have the option to add an email address to your account. The benefit of adding an email address is that if you ever forget your password, you can have a reminder emailed to yourself automatically. We will store your email address on a secure server and we will not share it with anyone else. If you forget your password and you haven't added your email address to your account, you can contact us using the details on the front of this document, or on your eRAPID postcard and we can reset this for you.



To add an email address to your account, click the **Change** link here.

Change Email

https://qtool.leeds.ac.uk/Account/ChangeEmail

Demo | Home | Account | Log Out

Change Email

Use the form below to change your email address.

Email Information

Email
johnsmith@hotmail.co.uk

Confirm Email
johnsmith@hotmail.co.uk

Submit

Enter your email address in the first text box, and then again in the second box to confirm. Click on the *Submit* button.

Your Account

https://qtool.leeds.ac.uk/Account

Demo | Home | Account | Log Out

Email changed successfully.

Your Account

[Click here](#) to return to the homepage.

Email: johnsmith@hotmail.com
Set your email address to receive personalised feedback and to allow password reset.

[Change](#)

Password: *****

[Change](#)

You can also change your password at any time from the *Account* page. To do so, click on the *Change* link.

You should then see the following page.

The screenshot shows a web browser window with the title 'Change Password' and the URL 'https://qtool.leeds.ac.uk/Account/ParticipantChangePassword'. The page has a purple header with navigation links: 'Demo | Home | Account | Log Out'. The main content area is titled 'Change Password' and includes the instruction: 'Use the form below to change your password.' Below this is a form titled 'Password Information' with three input fields: 'Current password' (containing four dots), 'New Password' (containing eight dots), and 'Confirm Password' (containing eight dots). A blue 'Change Password' button is located at the bottom of the form and is circled in red. A callout box with a black border and white background contains the text: 'Please enter your current password first, and then the password that you would like to change it to. Then confirm your new password and click the *Change Password* button.' Three arrows point from the callout box to the three input fields.

Step 2: Completing the eRAPID symptom report

2.1 When you have successfully logged in you will be able to see the symptom report available to complete.

https://qtool.leeds.ac.uk

Demo1 | Home | Account | Log Out

Welcome to QTool

Your Questionnaires

Please complete the following questionnaires:

	Closing date	Last completion time	
eRAPID Symptom Report - Demo	No closing date	11 May 12:09 (5 days ago)	Start

Your Studies

eRAPID Demo

Your Previous Responses

[Click here](#) to view detailed responses and feedback.

Click the Start button to begin

Questions will appear on the page one at a time. Please have a go at answering each one, and then use the *Next* button to move to the next question.

Take Questionnaire: eRAPID ques... x

https://qtool.leeds.ac.uk/TakeQuestionnaire/19a57997-84db-4f44-b951-8950bd00d355/page2

Demo | Home | Account | Log Out

eRAPID questionnaire

Page 2 of 12

During the past week:
Have you felt sick (nauseous or queasy)?

- No
- I felt sick but I was able to eat and drink the SAME AMOUNT and type of foods as usual
- I felt sick and I ate or drank LESS THAN usual or changed what I ate or drank
- I felt sick and was not able to eat or drink

[Previous page](#) [Next page](#)

Take Questionnaire: eRAPID ques... x

https://qtool.leeds.ac.uk/TakeQuestionnaire/19a57997-84db-4f44-b951-8950bd00d355/page3

Demo | Home | Account | Log Out

eRAPID questionnaire

Page 3 of 12

During the past week:
Have you been sick (vomited)?

- No
- I have vomited 1 - 2 times in a 24 hour period
- I have vomited 3 - 5 times in a 24 hour period
- I have vomited 6 or more times in a 24 hour period

Is this a current problem or has it now improved?

- This is a current problem for me
- I have experienced this problem in the last 7 days but it has now improved

[Previous page](#) [Next page](#)

If you report a severe symptom, we may ask you whether this is a current problem for you, or if it has now improved.

eRAPID gynae demo

During the past week:
Have you felt sick (nauseous or queasy)?

- No
- I felt sick but I was able to eat and drink the SAME AMOUNT and type of food
- I felt sick and I ate or drank LESS THAN usual or changed what I ate or drank
- I felt sick and was not able to eat or drink

Is this a current problem or has it now improved?

- This is a current problem for me
- I have experienced this problem in the last 7 days but it has now improved

You have indicated a serious problem in this area. We recommend that you contact the hospital now to discuss your symptoms with the medical team (St James's University Hospital 0113 243 3144 and ask for the Oncology Patient Enquiries Bleep Holder).

Before you contact the hospital and if you feel able, please complete the remaining questions.

[Next page](#)

If you report a symptom that needs immediate medical attention, you will be advised to contact the hospital. We ask you to continue with the report if you feel able, as the information you provide will be useful for the medical team.

2.2 After completing the questions, you will then be given the chance to describe any further symptoms that were not covered previously...

https://qtool.x-labsystems.co.uk/TakeQuestionnaire/b4c8e029-229c-40f4-9329-496de559cfaf/page13

Patient1 | Home | Account | Log Out

eRAPID symptom report

Page 13 of 15

So far we have asked you about pain, fatigue, your physical ability, nausea, vomiting, sore mouth, temperature, chills, constipation, diarrhoea, appetite and sleep.

Have you had other side effects, not listed here?

No

Yes

Previous page Next page

https://qtool.x-labsystems.co.uk/TakeQuestionnaire/b4c8e029-229c-40f4-9329-496de559cfaf/page13

Patient1 | Home | Account | Log Out

eRAPID symptom report

Page 13 of 15

Please tell us about **up to five** of these below. Individual advice for be provided here, but your medical team will be able to see that you trouble with these issues next time they check your records.

If you are concerned and would like advice on these now, please contact your GP or hospital.

1)

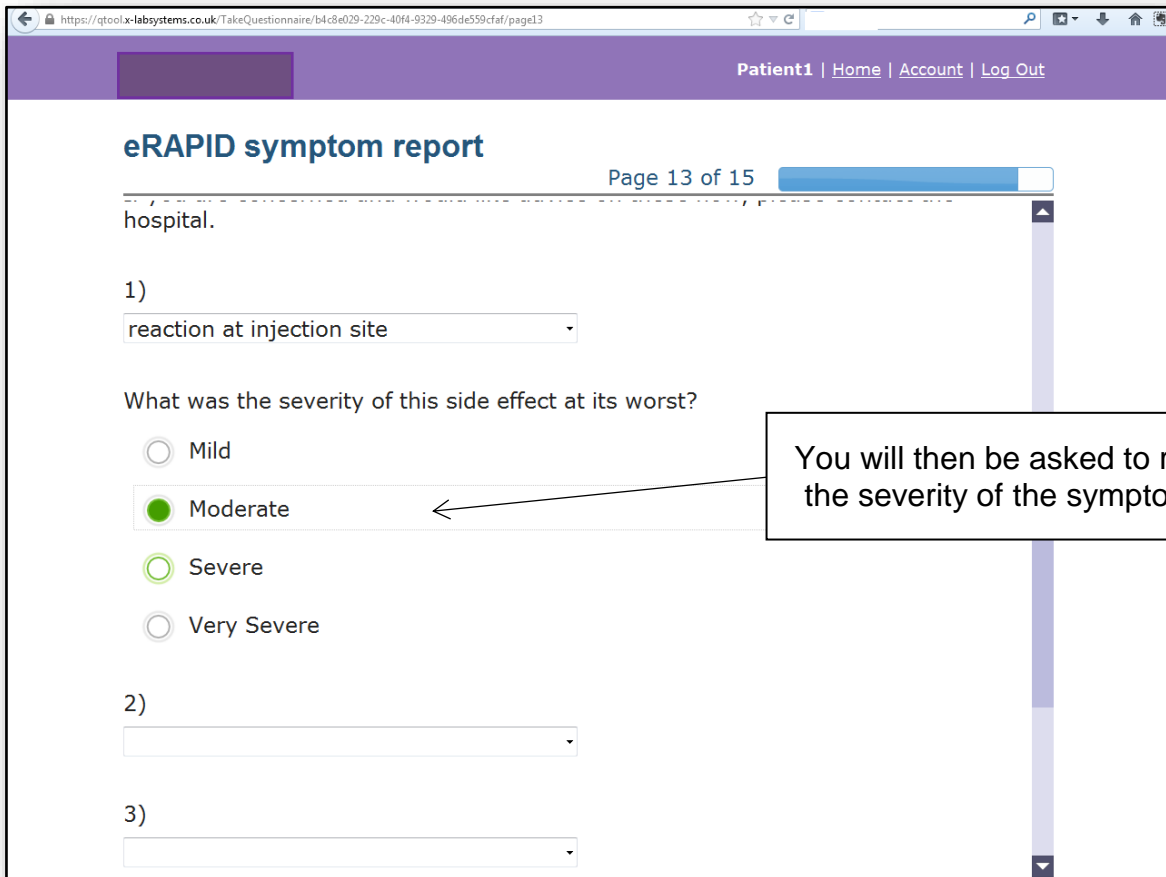
- leg weakness
- seizures or fits
- passing out
- new and worsening shortness of breath
- reaction at injection site
- pain along the veins of your arms
- Other (please specify)

4)

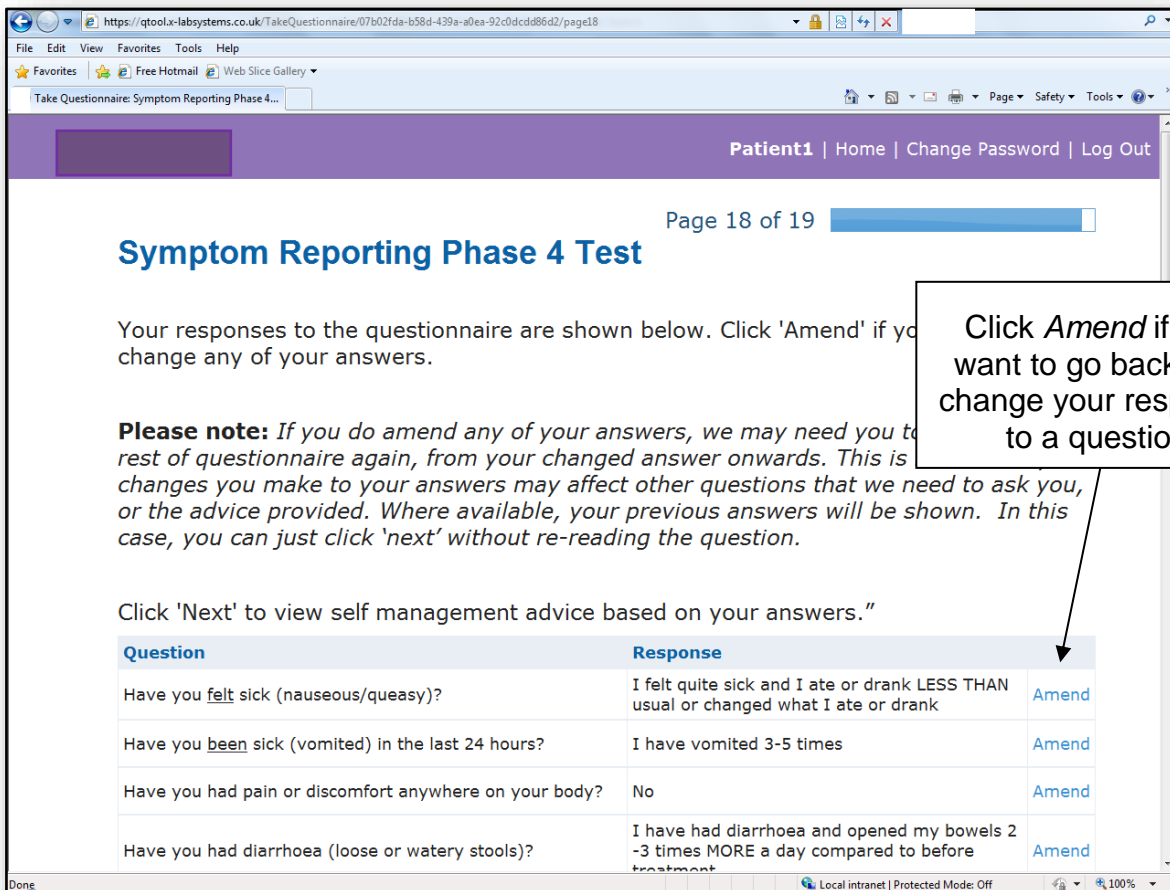
5)

Please specify other side effect

If the symptom you have been experiencing is listed, select it here. If your symptom is not listed, select 'Other'. This will bring up a text box for you to write a description of the symptom you have been experiencing.



You will then be shown a summary list of all questions and your responses to each one, and will be given the option to go back and change any of your responses.



https://qtoolx-labsystems.co.uk/TakeQuestionnaire/07b02fda-b58d-439a-a0ea-92c0dcd086d2/page18

File Edit View Favorites Tools Help

Take Questionnaire: Symptom Reporting Phase 4...

Patient1 | Home | Change Password | Log Out

Please select from the options below the statement that best describes your current level of physical ability.	I am up and about and can do pretty much everything that I could do before my illness without any difficulty	Amend
Have you lacked appetite/lost interest in food?	I have lacked appetite but I was able to eat and drink the SAME AMOUNT and type of food as usual	Amend
Have you felt tired or fatigued?	I felt tired and this WAS relieved by rest	Amend
Have you had difficulty falling asleep, staying asleep or waking up early?	No	Amend
Have you had tingling or numbness in your hands or feet?	No	
Over the last two weeks have you felt low in mood (for example felt hopeless, helpless, guilty, irritable, or worthless)?	No	
Over the past two weeks have you experienced feelings of anxiety (for example feelings of dread, restlessness, panic and tension)?	No	Amend
Have you had other side effects, not listed here?	No	Amend

Previous Next

Local intranet | Protected Mode: Off

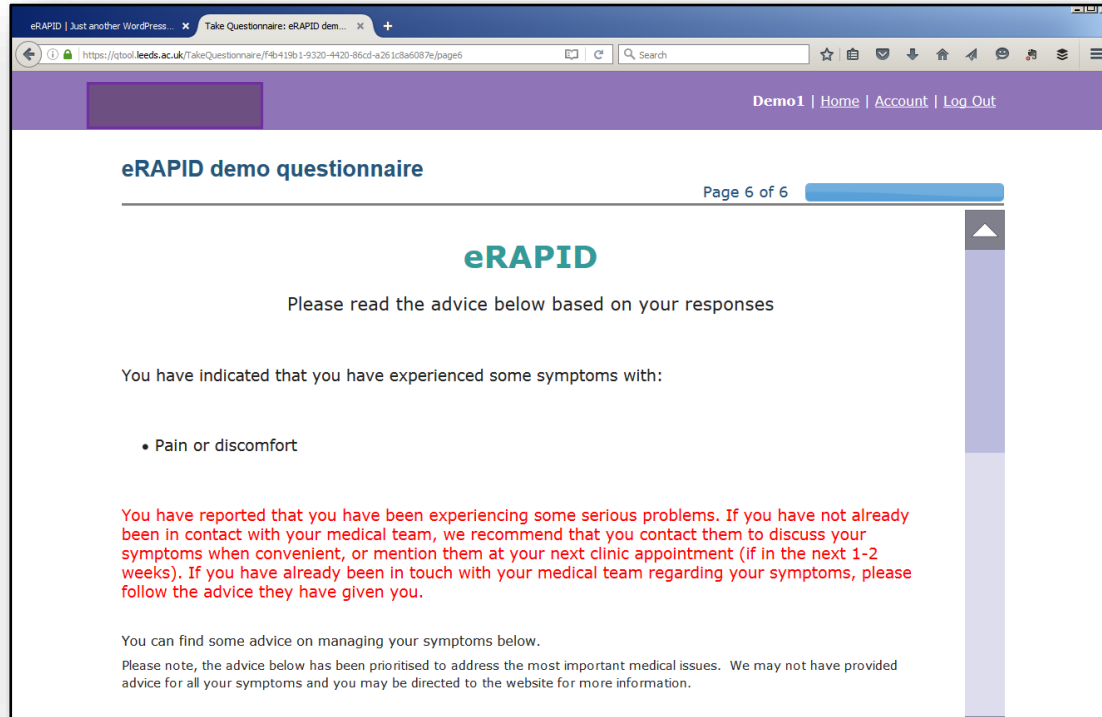
Click *Next* if all responses are correct.

N.B If you do go back to amend a response, you will have to complete the rest of the report from that response forward.

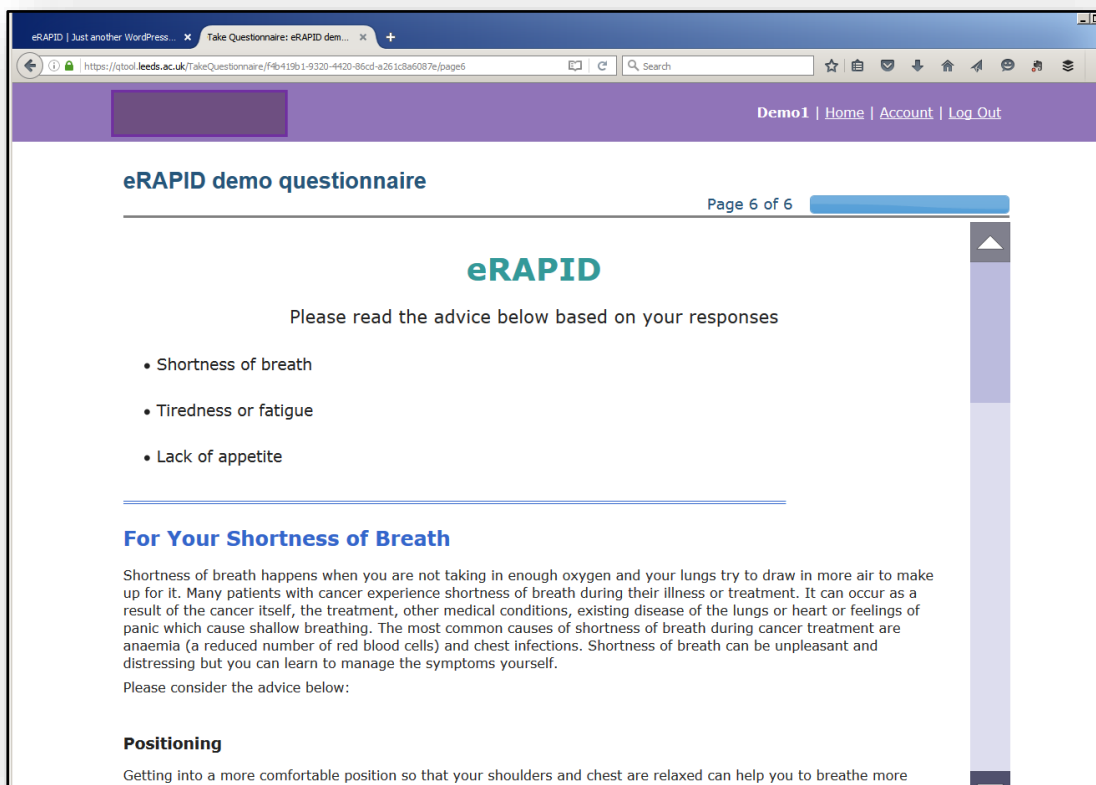
We have made this as quick and easy as possible by having your previous answer selected, so you can go through the report by clicking "Next" on every page.

Step 3: eRAPID advice for symptom management

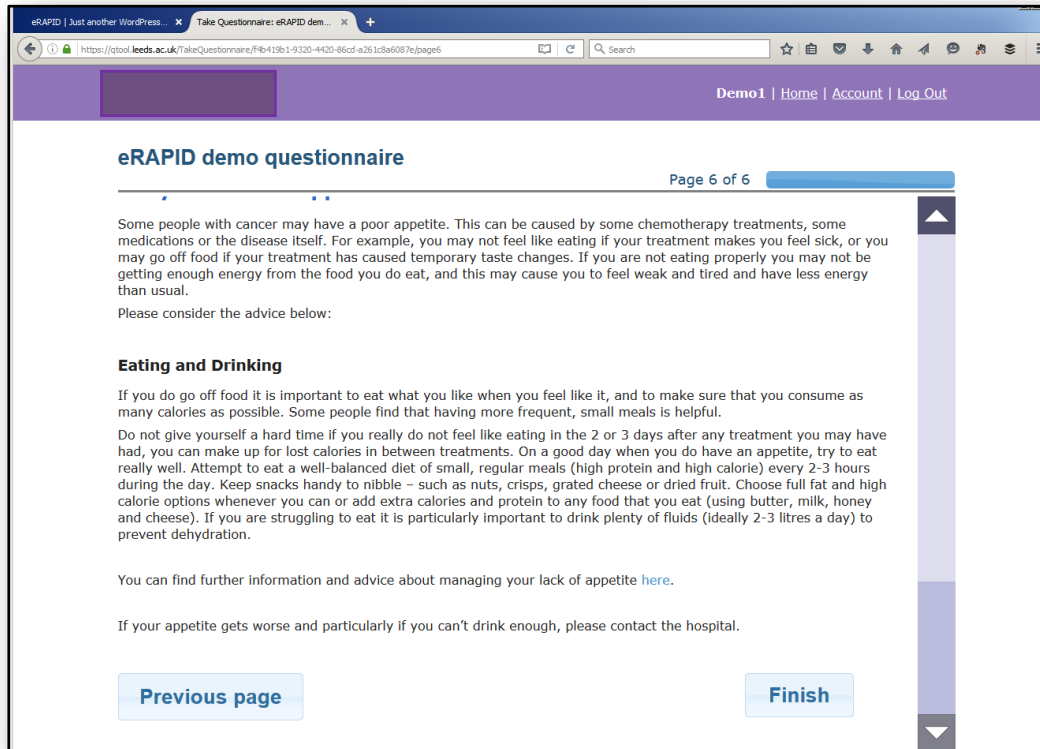
- 3.1. When all the eRAPID questions are completed the system will provide advice for the symptoms that have been reported to be a problem. For serious symptoms, you will be advised to immediately call the medical team at the hospital to speak to someone about the problem, for example...



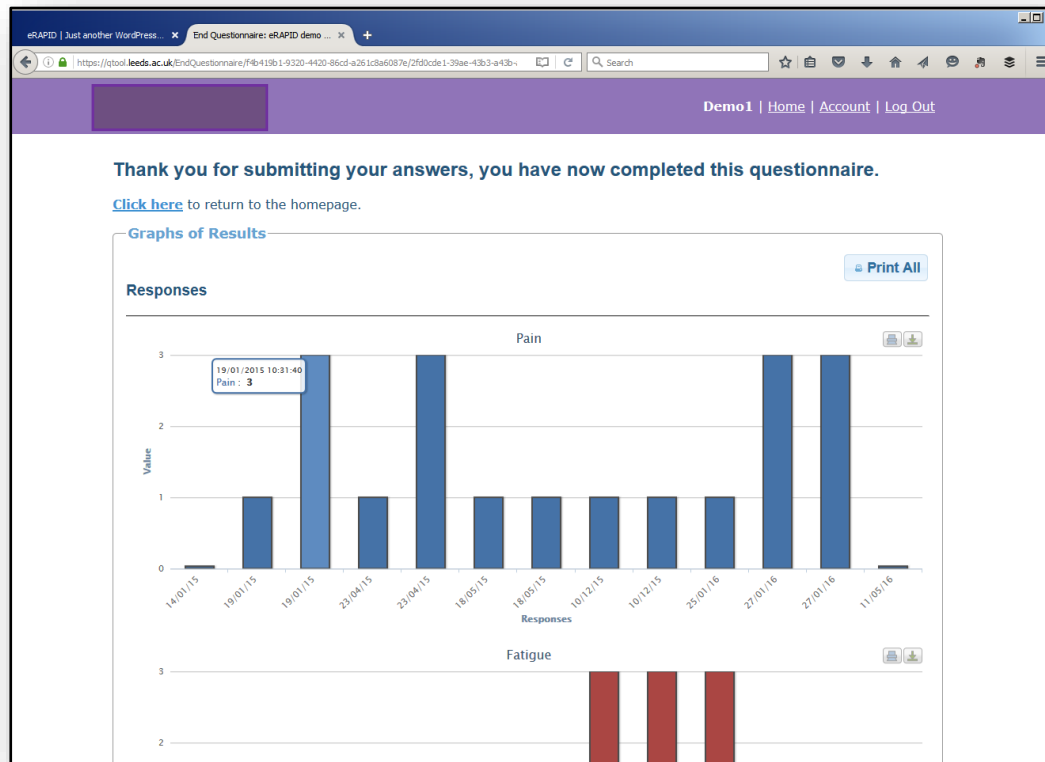
For less serious symptoms the system will provide some advice for helping you manage these issues. If a number of less serious problems are reported, advice for all the symptoms will not be provided. Information on all symptoms and side effects is available on the eRAPID website (as described in Step 4).



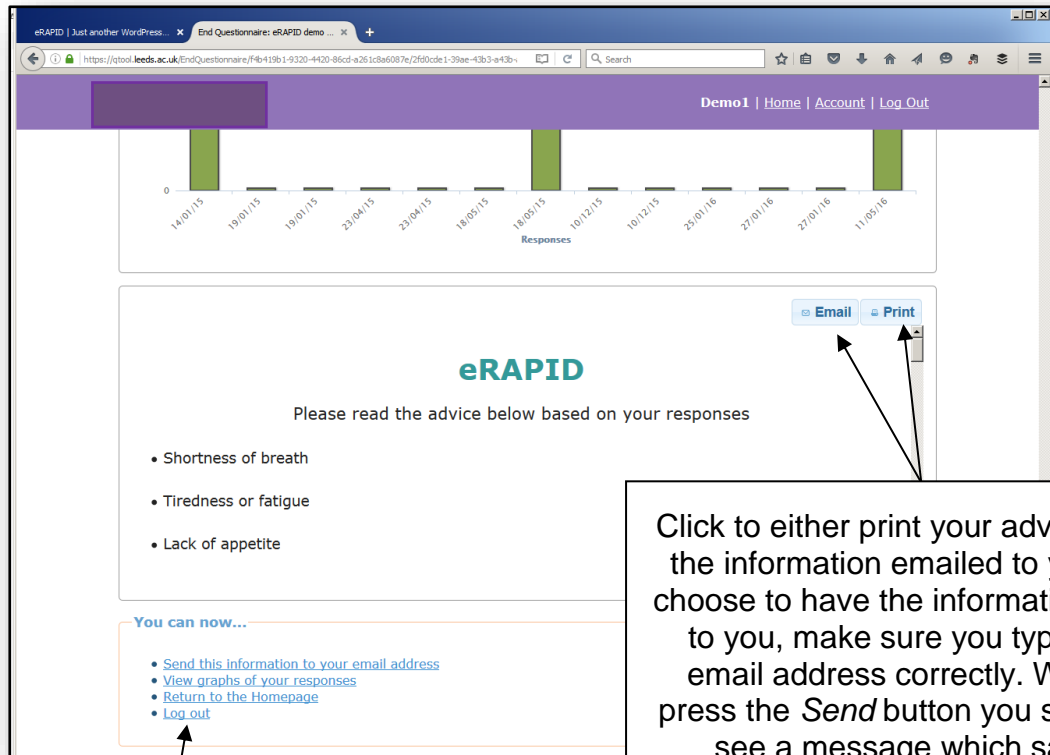
- 3.2. You will be able to scroll down to the bottom of the page and click on the *Finish* button.



- 3.3. You are then taken to a page which thanks you for submitting your responses. Here you will be shown a graphical summary of your responses. We will go through how to interpret these graphs in Step 5.



- 3.4. Under the graphs, there is a section where your feedback information will be displayed again. There is a *Print* button to print out the information, or you can send the advice to your email address.



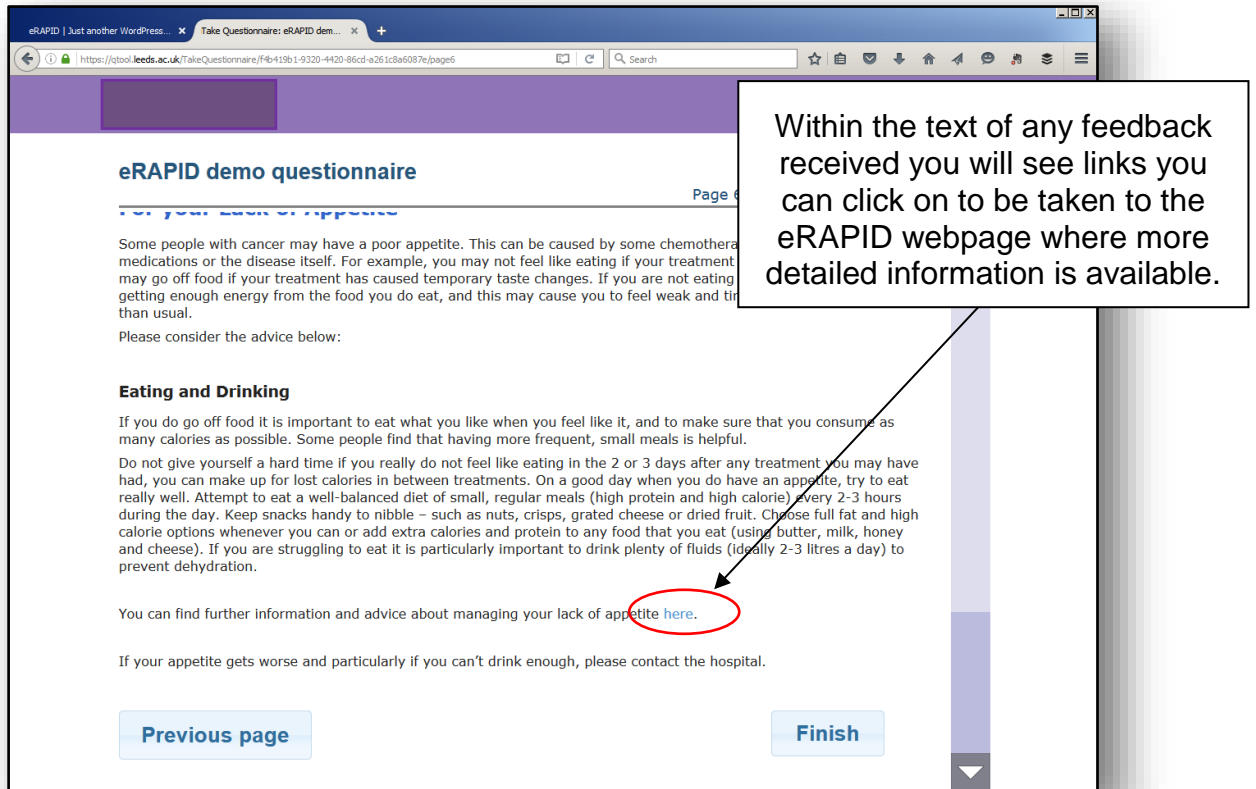
Click to either print your advice or have the information emailed to you. If you choose to have the information emailed to you, make sure you type in your email address correctly. When you press the *Send* button you should then see a message which says the feedback has been successfully sent.

You can then decide if you would like to:

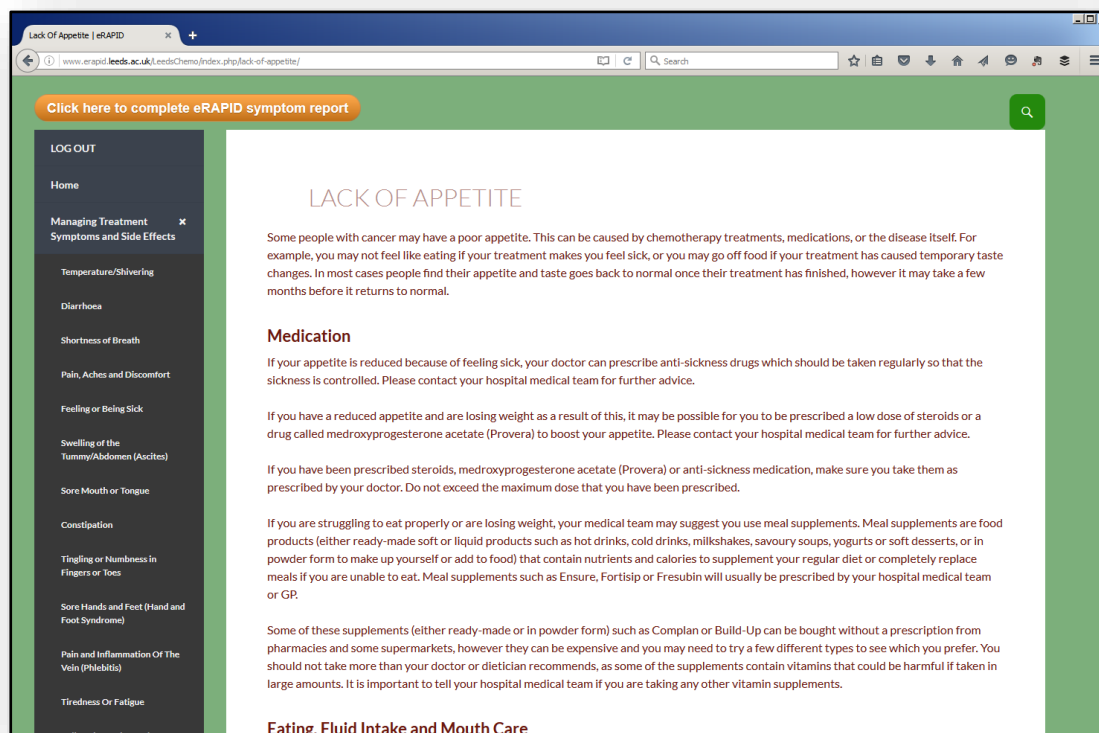
- Email the information to another address
- View your graphs
- Return to the homepage (where you can complete the report again if you want)
- Logout of the system.

Step 4: Additional symptom management advice on the eRAPID website

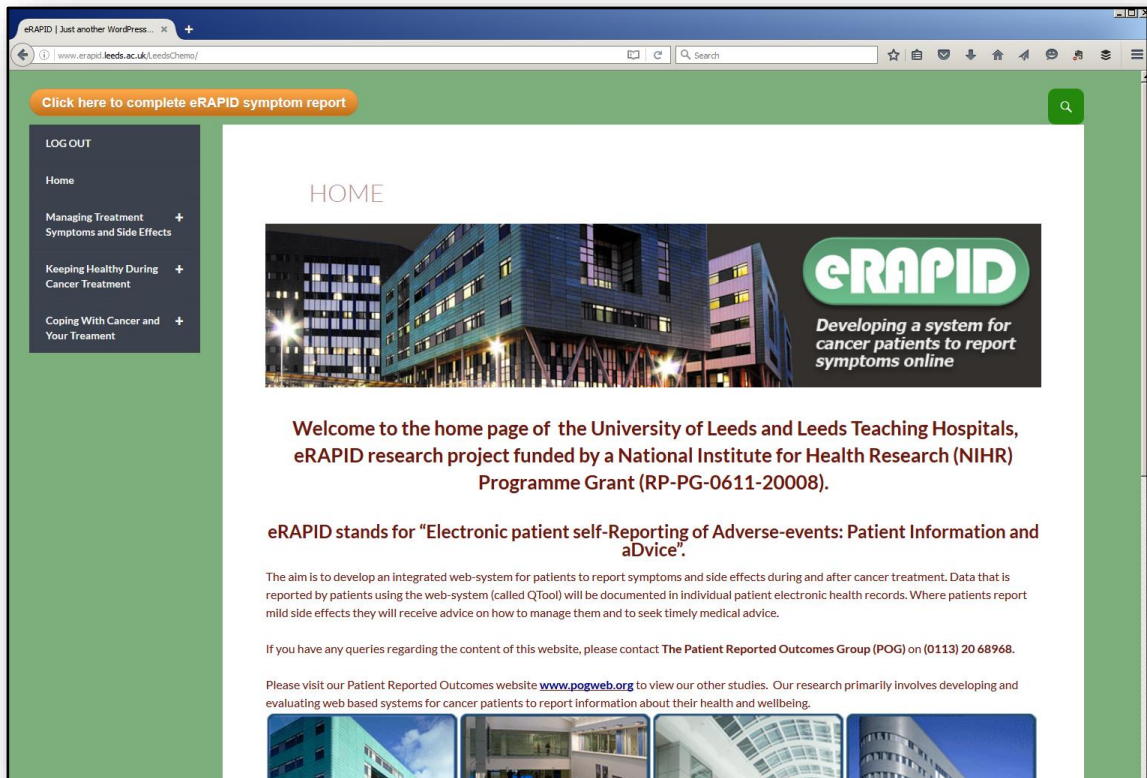
- 4.1. In addition to the advice you received for managing symptoms after the symptom report is completed, more detailed information is available on the eRAPID website. This can be accessed by clicking on the links in the feedback, for example:



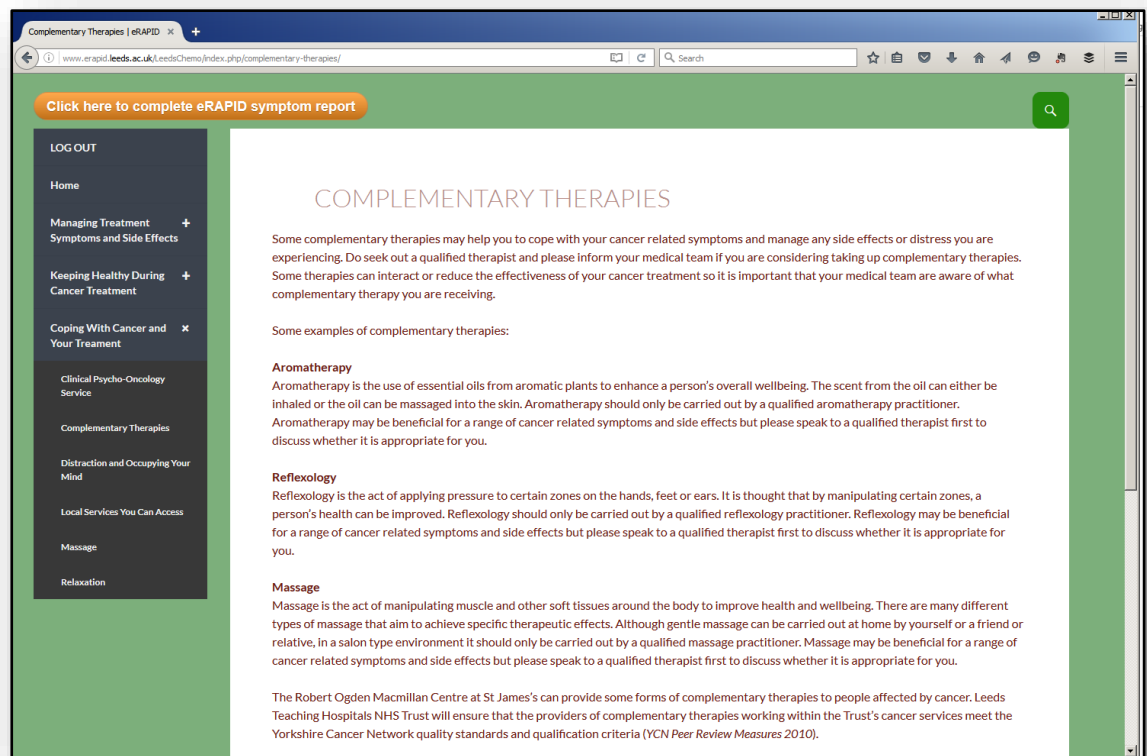
The information on the eRAPID website will look something like this....




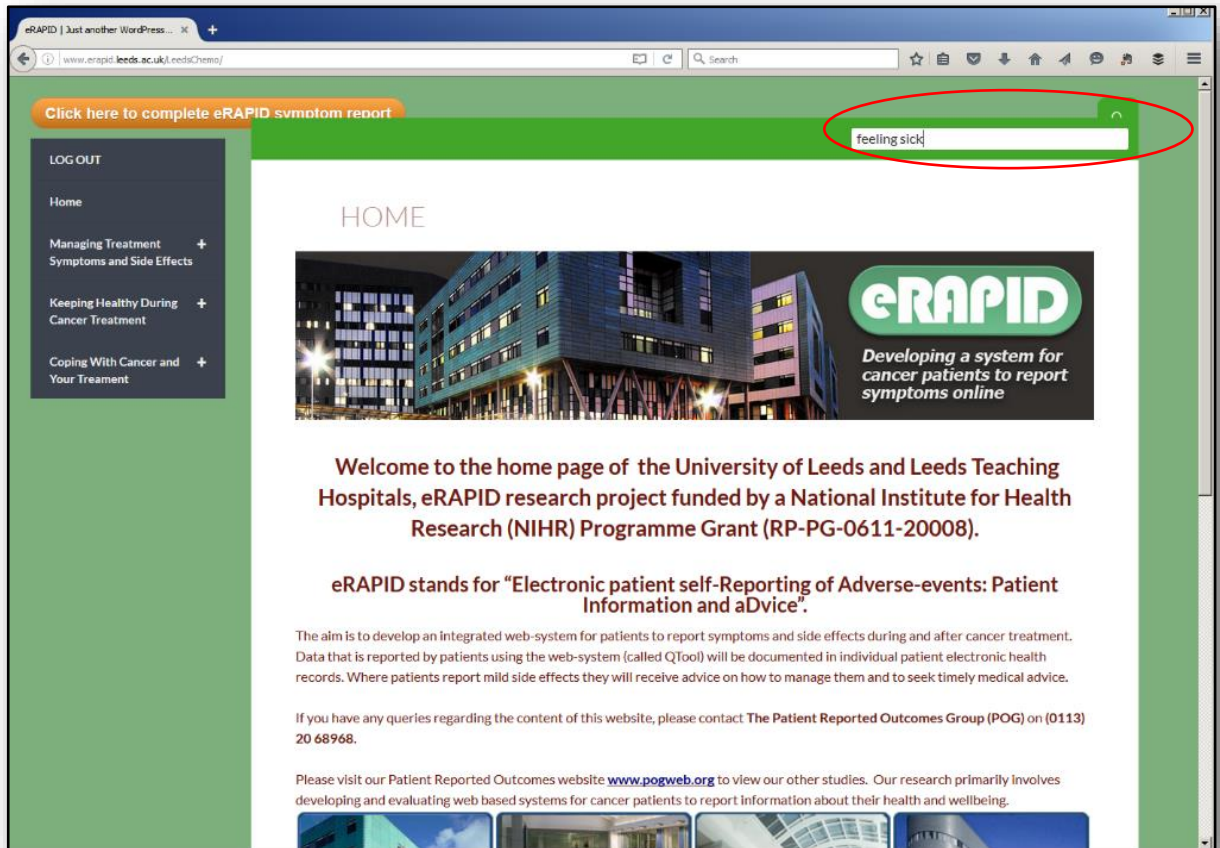
- 4.2. This advice can also be accessed by going straight to the eRAPID website <http://www.erapid.leeds.ac.uk/>.



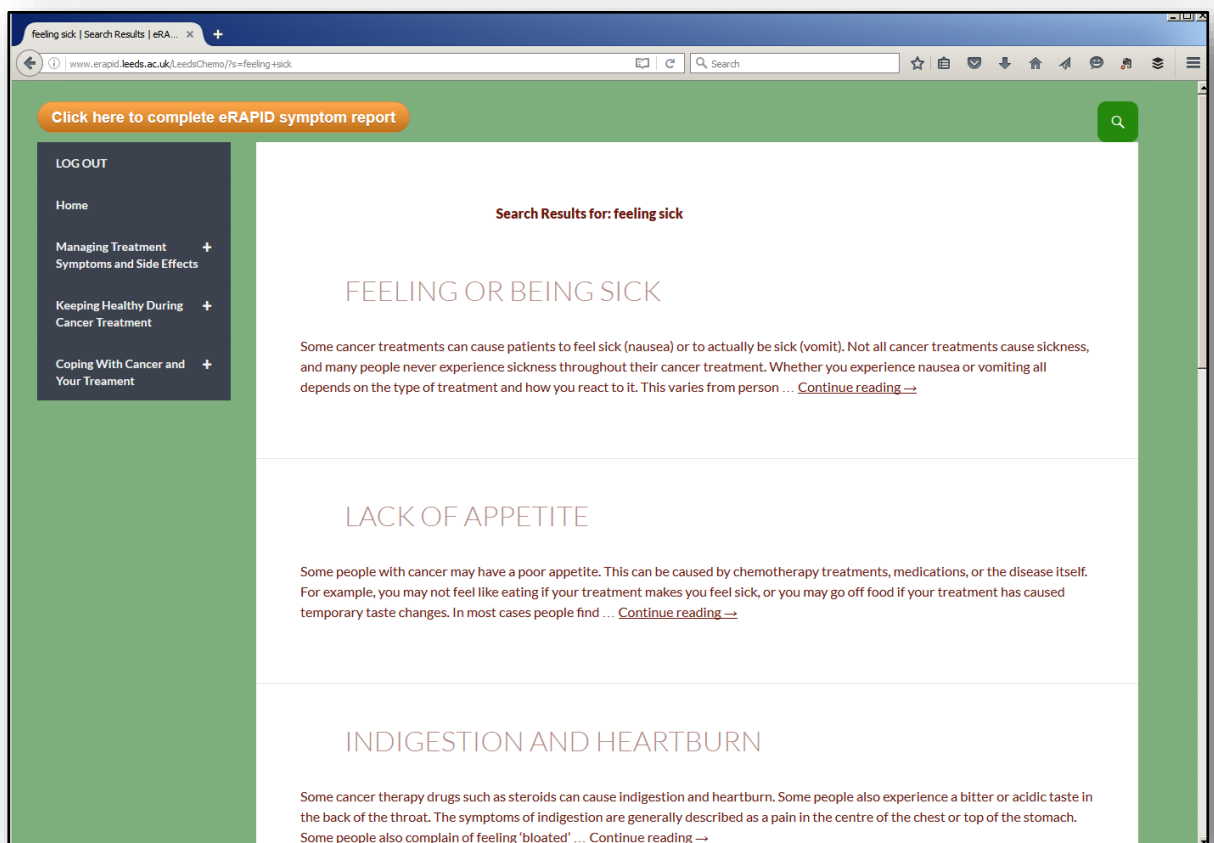
You can use the links on the left side to open the menus and view advice on 'Managing treatment symptoms and side effects', 'Keeping healthy during cancer treatment' and 'Coping with cancer and your treatment'.



- 4.3. You can click on the  symbol in the top right corner of the website to search for information.

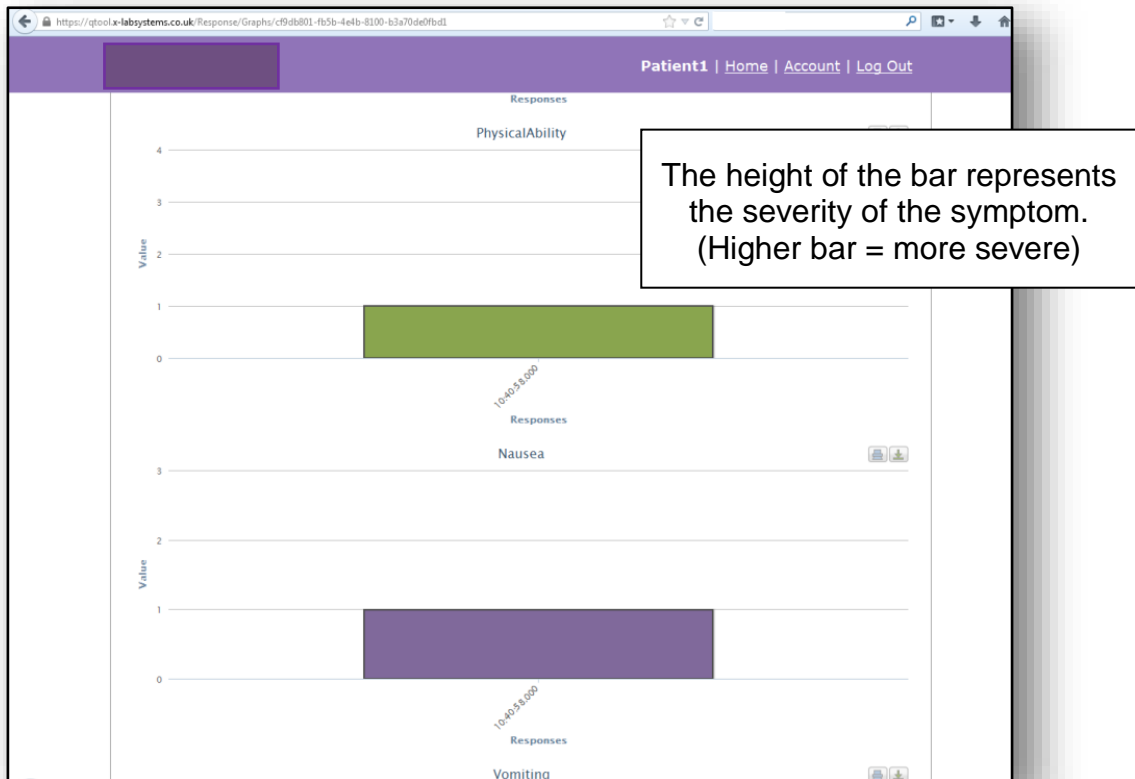


You can then view all the relevant search results for that term.

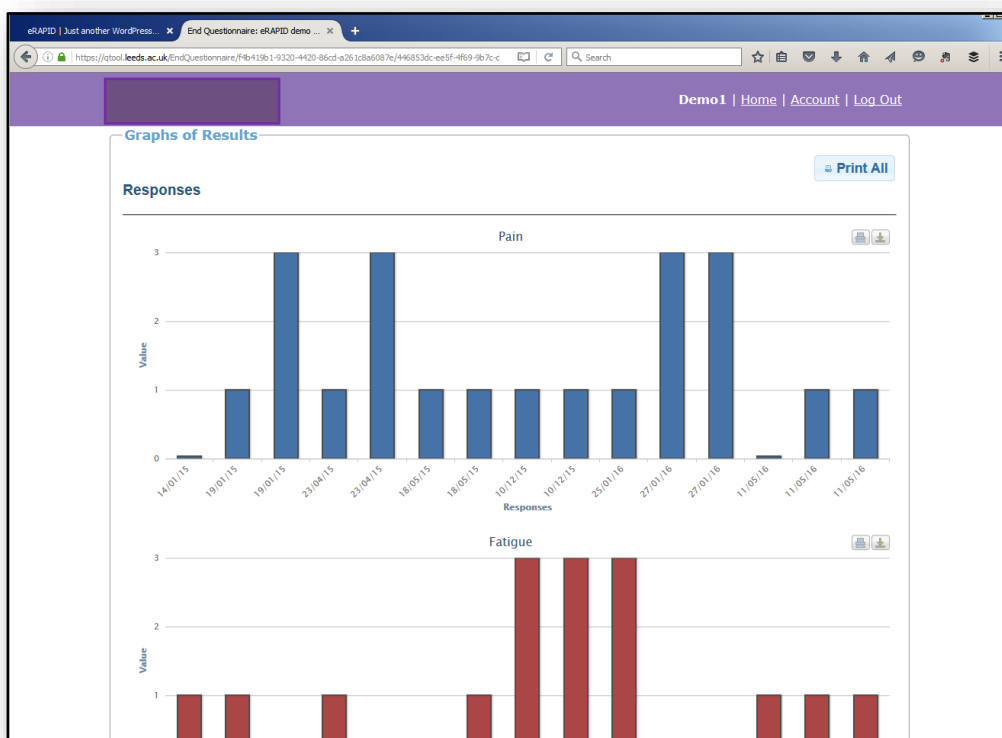


Step 5: Interpreting the graphs

- 5.1. The first time you complete the symptom report, the graph of your results will look something like this.

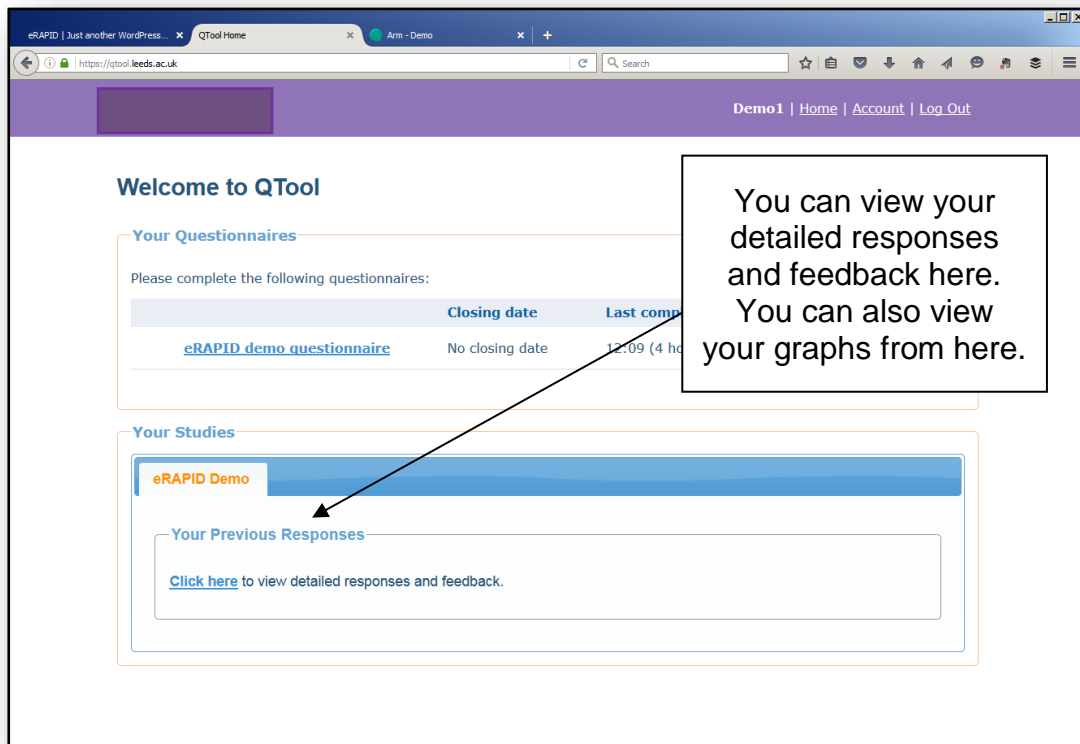


- 5.2. When you have completed the symptom report more than once, your results are displayed as several bar graphs to show you how the severity of your symptoms has changed over time. Each bar on the graph represents a time point when you have completed the symptom report, and the height of the bar represents the severity you reported at that time.

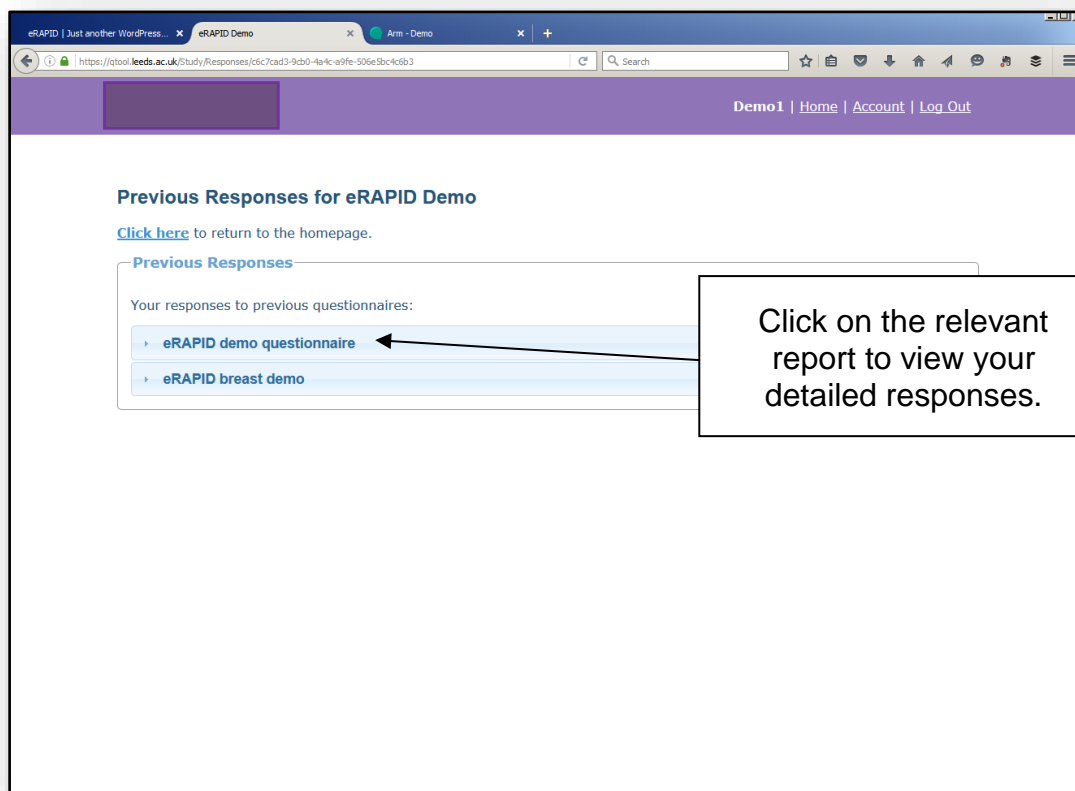


Step 6: Viewing your previous responses

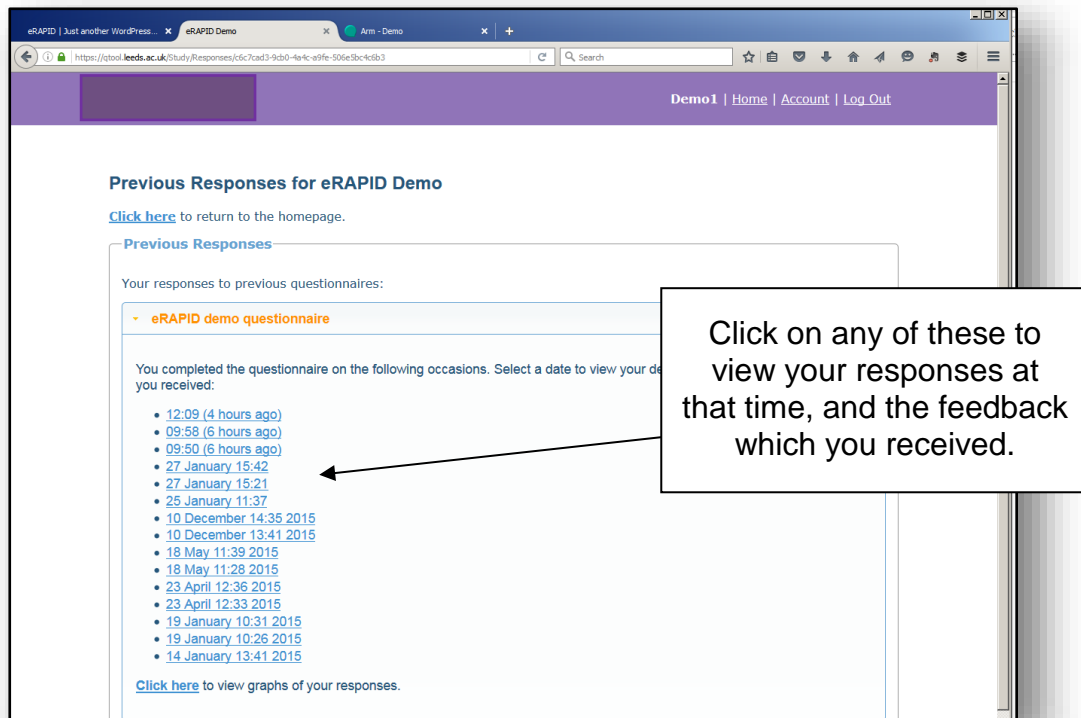
- 6.1. When you return to the homepage after completing a symptom report, your responses will be stored here for you to view at any time.



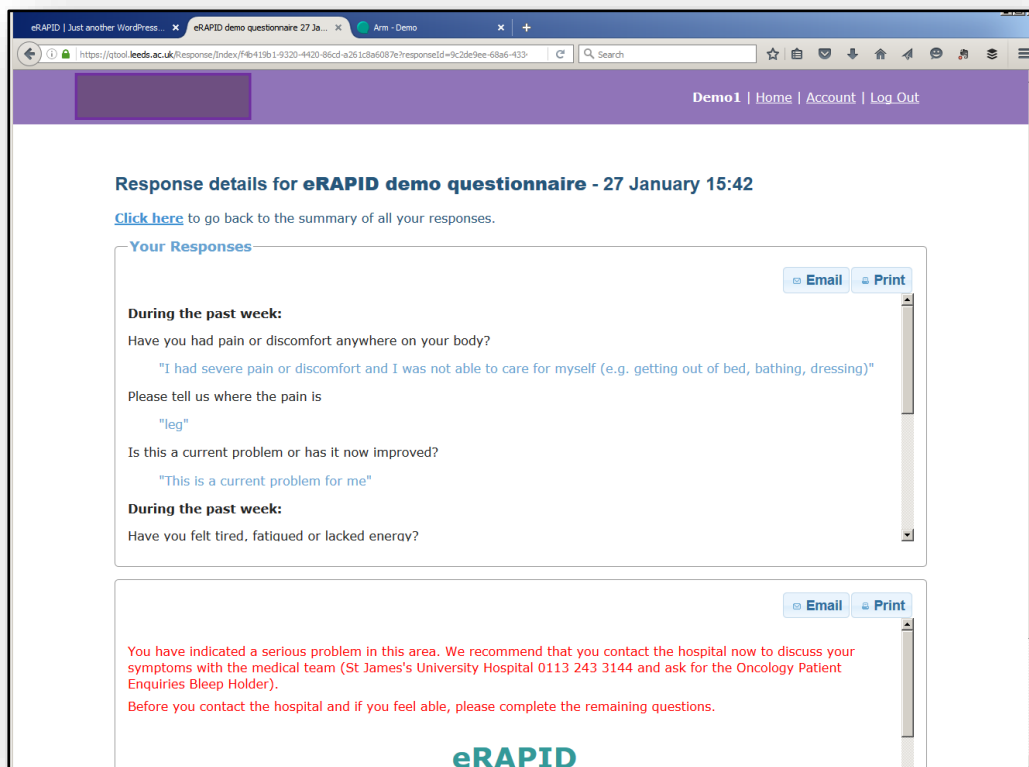
- 6.2. If you click on 'Detailed Responses and Feedback', you will be brought to this page, where any symptom reports that you have completed at any time will be listed.



- 6.3. All of your previous responses to the symptom report will be displayed in a list, giving the time and date of completion.



- 6.4. From here, you can view and print your previous responses and the feedback which you received.



Thank you for your help with this study

Please remember:

- The eRAPID system is not a replacement for usual care. If you are concerned about ANY symptoms you are experiencing, please contact your medical team as usual.
- If you feel unwell and want to speak to the medical team please call St James's University Hospital on [REDACTED] and ask for the Oncology Patient Enquires Bleepholder.

For support with logging in and using the eRAPID system, please contact the research team during normal office hours 9am-5pm, Monday-Friday:

Email: [REDACTED]

Telephone: [REDACTED]

