

# 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:

Telephone:

#### 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 <u>even when you are</u> <u>feeling well</u> as this will help to provide a full record of your symptom experience.
- <u>The eRAPID system is not a replacement for usual care</u>. 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 **Example 1** 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...



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:

Image: Second	Enter
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Welcome to Yahoo! UK An experience that's made locally. <u>Need help?</u> Stay on Yahoo! UK	Go to Y-shoo.com Close 💌
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Scroll back for	is usually at the top of your screen when you open the internet

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



You will then be taken to the eRAPID homepage.



#### 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.

Log On × +	<u>_[8] x</u>
https://gtool.keds.ac.uk/Account/ParticipantLogOn/LTHT	
Username: Password: Login Forgotten your Username or Password?	Type your password into the relevant box (your username should already be entered). Make sure you type these <u>exactly</u> as they were given to you (using upper and lower case letters where appropriate).
When you have successfully logged in,	you should see the following page.

Your Questionnaires       To change your account de such as your password, or to an email address, click on an email address, click on <i>Account</i> link at the top of the         Your Studies       Image: Studies         Your Previous Responses       Click here to view detailed responses and feedback.	Welcome to QTool			
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Your Studies	eRAPID Symptom Report - Demo	No closing date	11 May 12:09 (5 da	Account link at the top of the
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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.

Your Account × +		
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	Demo   <u>Home</u>   <u>Account</u>   <u>Log Out</u>
Change Password	
Use the form below to change your passw	vord.
Password Information	
Current password	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 <i>Change Password</i> button.

### **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.

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		Der	mo1   Home   Account   Log Out
Welcome to QTool			Click the Star
-Your Questionnaires			button to begin
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 feedba	ack.		

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.

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eRAPID questionnaire	Page 3 of 12	2
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?	ved	If you report a seve symptom, we may you whether this is current problem for or if it has now impro
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Is this a current problem or has it now improved?	
This is a current problem for me	
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You have indicated a serious problem in this area. We recommend that you your symptoms with the medical team (St James's University Hospital 0113 Patient Enquiries Bleep Holder).	contact the hospital now to discuss 243 3144 and ask for the Oncology
Before you contact the hospital and if you feel able, please complete the rer	naining questions.
	Next page

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

RAPID symptom report         of are we have asked you about pain, fatigue, your physical ability, nausea, vomitand, one mouth, temperature, chils, constipation, diarrhoea, appetite and sleep.         ave you had other side effects, not listed here!         Ne         Yes         Previous page					Patient1	Home   Account   Lo	og Out
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eRAPID symptom report	Dago 12 of 15		
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1)			
reaction at injection site	•		
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What was the severity of this side e	ffect at its worst?		
O Mild		You will then b	e asked t
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O Severe	L		
Very Severe			
2)			
	•		
3)			
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	Patient1   Home   Change Password   Log Ou
Symptom Reporting Phase 4	Page 18 of 19
Your responses to the questionnaire are change any of your answers.	shown below. Click 'Amend' if ye Click Amend want to go ba change your re
Please note: If you do amend any of yo	our answers, we may need you to a quest
<b>Please note:</b> If you do amend any of your rest of questionnaire again, from your conchanges you make to your answers may or the advice provided. Where available, case, you can just click 'next' without rest. Click 'Next' to view self management advice the self management advice to the self management adv	our answers, we may need you to hanged answer onwards. This is y affect other questions that we need to ask you, y your previous answers will be shown. In this e-reading the question.
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Please note: If you do amend any of your rest of questionnaire again, from your conchanges you make to your answers may or the advice provided. Where available, case, you can just click 'next' without rest' witho	our answers, we may need you to hanged answer onwards. This is       to a quest         to a quest       to a quest         y affect other questions that we need to ask you, your previous answers will be shown. In this e-reading the question.       In this e-reading the question.         vice based on your answers."       Ifelt quite sick and I ate or drank LESS THAN usual or changed what I ate or drank       Amend         I have vomited 3-5 times       Amend

re: symptom keporting Phase 4	<b>⊙</b> ▼ <u>⊡</u> m ▼ Pag	e 👻 Safety 🍷 Tools 🍷 🚺
	Patient1   Home   Change Pase	sword   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	all respons
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	Ameng
		▶
Previous		Next

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.

qtool.leeds.ac.uk/TakeQuestionnaire/f4b419b1-9320-4420-86cd-a261c8a6087e/page6	다 C Q Search ☆ E 🛇 🕹 🏠 🦧 😕 🐰
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eRAPID demo questionnaire	
	Page 6 of 6
1 A A A A A A A A A A A A A A A A A A A	
Some people with cancer may have a poor appette. Inis cc medications or the disease itself. For example, you may noi may go off food if your treatment has caused temporary ta getting enough energy from the food you do eat, and this n than usual.	an be caused by some chemotherapy treatments, some t feel like eating if your treatment makes you feel sick, or you ste changes. If you are not eating properly you may not be nay cause you to feel weak and tired and have less energy
Please consider the advice below:	
Fating and Brighton	
Eating and Drinking	
If you do go off food it is important to eat what you like wh many calories as possible. Some people find that having mo	en you feel like it, and to make sure that you consume as ore frequent, small meals is helpful.
Do not give yourself a hard time if you really do not feel like had, you can make up for lost calories in between treatmer really well. Attempt to eat a well-balanced diet of small, reg during the day. Keep snacks handy to nibble – such as nuts calorie options whenever you can or add extra calories and and cheese). If you are struggling to eat it is particularly im prevent dehydration.	e eating in the 2 or 3 days after any treatment you may have ts. On a good day when you do have an appetite, try to eat jular meals (high protein and high calorie) every 2-3 hours s, crisps, grated cheese or dried fruit. Choose full fat and high protein to any food that you eat (using butter, milk, honey apportant to drink plenty of fluids (ideally 2-3 litres a day) to
You can find further information and advice about managing	g your lack of appetite here.
If your appetite gets worse and particularly if you can't drin	k enough, please contact the hospital.
Previous page	Finish

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.



# 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.

<ol> <li>www.erapid.leeds.ac.uk/LeedsChemo/?s=feeling+sid</li> </ol>		E C Search	য ∎		+			•9	*
Click here to complete eRAPID s	mptom report							٩	
LOG OUT									
Home	Search Results for	: feeling sick							
Managing Treatment + Symptoms and Side Effects									
Keeping Healthy During +	FEELING OR BEING S	SICK							
Coping With Cancer and +	Some cancer treatments can cause patients to feel si and many people never experience sickness through	ck (nausea) or to actually be sick (vomit). Not all o out their cancer treatment. Whether you experie	ancer tre nce naus	atmer ea or v	its caus omiting	e sickr all	ness,		
	depends on the type of treatment and how you react	to it. This varies from person <u>Continue readin</u>	8→						
								_	
	LACK OF APPETITE								
	Some people with cancer may have a poor appetite.	Fhis can be caused by chemotherapy treatments,	medicatio	ons, or	the dise	ease it	self.		
	For example, you may not feel like eating if your treat temporary taste changes. In most cases people find .	tment makes you feel sick, or you may go off food <u>Continue reading →</u>	if your tr	eatme	nt has c	aused	I		
	INDIGESTION AND H	IEARTBURN							
	Some cancer therapy drugs such as steroids can caus the back of the throat. The symptoms of indigestion a Some people also complain of feeling 'bloated' Co	e indigestion and heartburn. Some people also es are generally described as a pain in the centre of ntinue reading →	perience he chest	a bitte or top	er or aci of the s	dic ta: tomad	ste in ch.		

## 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.

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			Demo1   Home   Account   Log Out
Welcome to QTool           Your Questionnaires			You can view your detailed responses
Please complete the following questionnaire	s: Closing date	Last comp	and feedback here. You can also view
<u>eRAPID demo questionnaire</u>	No closing date	12:09 (4 hd	your graphs from here.
Your Studies			
Your Previous Responses			
Click here to view detailed responses a	and feedback.		

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.

eRAPID   Just another WordPress X eRAPID Demo X Arm - Demo X +	
O A https://gtool.leeds.ac.uk/Study/Responses/c6c7cad3-9cb0-4a4c-a9fe-506e5bc4c6b3	C Q Search ☆自 🛛 🖡 🎓 🛷 🧐 🔅 🚍
	Demo1   <u>Home</u>   <u>Account</u>   <u>Log Out</u>
Previous Responses for eRAPID Demo Click here to return to the homepage. Previous Responses Your responses to previous questionnaires: • eRAPID demo questionnaire         • eRAPID breast demo	Click on the relevant report to view your detailed responses.

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

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O M https://doi.lectu.ac.uk/Bud/Response/dc/tad34d0-464-e9fe-506e3bc46b3     C Q Search     C Q Search     C     C A Search     C C C C C C C C C C C C C C C C C	☆     Image: Content of the second of the sec
Previous Responses for eRAPID Demo Click here to return to the homepage.	
Previous Responses Your responses to previous questionnaires:	
eRAPID demo questionnaire  You completed the questionnaire on the following occasions. Select a date to view your de you received:     12:09 (4 hours ago)     09:50 (6 hours ago)     09:50 (6 hours ago)     27 January 15:21	Click on any of these to view your responses at that time, and the feedback which you received.
<ul> <li>25 January 11:37</li> <li>10 December 14:35 2015</li> <li>10 December 13:41 2015</li> <li>18 May 11:39 2015</li> <li>23 April 12:36 2015</li> <li>23 April 12:33 2015</li> <li>19 January 10:31 2015</li> <li>19 January 10:26 2015</li> <li>14 January 13:41 2015</li> <li>Click here to view graphs of your responses.</li> </ul>	

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

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			Demo1   <u>H</u>	ome   <u>Account</u>	Log Out	
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<u>Click here</u> to go back to the summ	ary of all your responses.					
-Your Responses						٦
				🛛 Email	a Print	
During the past week:					<u>^</u>	
Have you had pain or discomfort	anywhere on your body?					
"I had severe pain or discor	fort and I was not able to care	e for myself (e.g. getti	ng out of bed, ba	athing, dressin	g)"	
Please tell us where the pain is						
"leg"						
Is this a current problem or has	t now improved?					
"This is a current problem f	or me"					
During the past week:						
Have you felt tired, fatiqued or la	cked energy?				•	
				o Fmail	a Print	ר ר
					-	
You have indicated a serious pro symptoms with the medical team Enquiries Bleep Holder).	olem in this area. We recomme (St James's University Hospita	nd that you contact th al 0113 243 3144 and	e hospital now t ask for the Onco	o discuss your blogy Patient		
Before you contact the hospital a	nd if you feel able, please com	plete the remaining qu	lestions.			

# Thank you for your help with this study

**Please remember:** 

- The eRAPID system is <u>not</u> a replacement for usual care. If you are concerned about <u>ANY</u> 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 **Example 1** 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:			
Telepho	one:		

