Dear colleagues,

Thank you for taking part in “Blood Pressure Control in ESH Excellence Centers” project. In order to make this eCRF easy to use please follow the instructions within this tutorial.

**Registration - (step 0)**
Before you take part in this Survey, you need to register yourself as an active member of BP - CON - ESH.
To complete registration, please click as shown below:

![Log In](image)

- Click a *Register* button and fulfill all required data and at the end click *register* at the bottom right side.
Once you have done it you will be redirected to the Home page.

**List of patient surveys (Step 1)**

- At the Home page on Your left side you will find button.

- After clicking the button above you will be able fill in basic information of your patient.

- When you fulfill the entire section *New Patient Data* click “Submit”. Once you have submitted *New Patient Data* your patient will be listed on the home page as per below and you can start entering data in other parts of this eCRF (*Risk Factors, Therapy, Clinical Exam, Medical Records*)

![List of patient surveys](image)

Figure 1

- For each new patient do the same procedure.
Start of entering data (step 2)

- On your right side you’ll find three icons
  - First icon indicates - *edit general information of your patient* (Step 1 in this document)
  - Second icon indicates - *delete data*
  - Third icon indicates - *start entering data of this patient.*

- Since you have fulfilled patient’s general data, you are ready to start with the entering data of this patient in other parts of this eCRF (*Risk Factors, Theraphy, Clinical Exam, Medical Records*).

- To start with survey, please, click the icon next to Your patient’s name.
Entering data (step 3)

- Once you start with the survey you will realize that the eCRF is consisted of 5 different sections (General Information, Risk Factors, Therapy, Clinical Exam, Medical Records) which are positioned at the header of the survey.

- When you fill in data into the section General Information (step 1) these information will be automatically shown at the screen. If needed you can edit them by clicking at the button as described previoulsy.
• When you finished the first section *Risk factors* please click “NEXT” on the right bottom side and go to the next section *Therapy*. Please do the same when finish this part and by clicking „NEXT“ go to the section *Clinical Exam*.

• Section *Medical records* could be filled in later during the study but within a one month period.

**Finishing the survey (step 4)**

• Once you have filled in all the required sections by clicking “FINISH” button within the section *Medical Records* you will complete the entire survey for this patient.

• All entered data will be available for editing during a 1 moth, and after this period expires data of this patient will be locked.