

## Web ACT Information

A link to the ACT database can be found through the Vanderbilt-Ingram Cancer Center website. Add this website as the bookmark in your browser, Internet Explorer 6. If the bookmark doesn't work reboot your computer and try again. If you still cannot get in to enter data, get in touch with Debbie Murrey\*. If you do not currently have Internet Explorer 6 installed on your computer please download from <http://www.microsoft.com/windows/ie/default.asp> and then add the VICC bookmark [www.vicc.org](http://www.vicc.org) to your browser.

Once in the VICC website, click on Clinical Trials, then click on Clinical Trials Information for Healthcare Professionals, then ACT Database and then ACT Login. You will then need to enter a User ID and Password to enter ACT.

When your site opens a protocol that requires data collection in Web ACT, specified members at your site will each be granted individual User IDs and passwords for Web ACT. You will receive a generic initial password which you should immediately change upon your first visit to Web ACT. Each site will only be able to see studies that are open at that site, and patients on that study who are treated at that site.

When your site enrolls a patient on an ACT study the patient will be entered in the ACT database by Debbie Murrey. Then your patient will automatically appear in Web ACT for data entry on that study. No additional steps will be required on your part to enroll a patient into Web ACT.

One **important** thing to remember when entering information in ACT. If you leave your computer idle for 15 minutes or longer the system automatically shuts you out and you will lose any data on the current form you were working on. **So save the current form before leaving OR remember to go back in and reenter all the information again.**

**Helpful hint:** In order to see most, if not all, of the ACT form on your computer screen, particularly if you do not have a 17" monitor, the display setting for your monitor should be set to 1024 x 768 pixels. To change your setting go to Start, Settings, Control Panel, Display then click on the Settings tab. Slide the bar in the Desktop Area section to make it 1024 x 768 if it is not already that. This makes everything smaller on your screen so you can see the entire form in most cases.

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# Things that are nice to know about the database

Contact Debbie Murrey 615-936-1191 in case you have a question

## Getting around:

These arrows move the viewing area so you can see all the data in the fields.

This form uses what is called a **repeating group**. This is where the same group of questions appears as many times as you need it, in order to get all your information entered. In this example, the entire set of questions is one group. To enter a new group, just click on "Add" after completing the last question of the preceding group.

ACT forms are used across several studies. **Just because the repeating group capability is available on the form does not necessarily mean you are required to use it for a particular study.** For example, weekly CBCs in a cycle that lasts 6 weeks would require 6 forms to be filled out for the cycle and would use the repeating group feature; but a study where the phases are each listed as one week would only need the form filled out once per phase and would not need the repeating group feature.

It is possible to have a repeating group and a non-repeating group of questions on the same page. On this form, **Adria Treatment History** is non-repeating, and **Past Treatment History-Chemo** is repeating.

These buttons display each record that is entered.

- First:** Displays the first record on the form.
- Prev:** Displays the Previous record. For example: if you are looking at record #3, it would show you record #2.
- Next:** Displays the next record on the form.
- Last:** Displays the last record on the form.
- Add:** Allows you to add another record.

# The Interface (what you see when you enter clinical data):

**ACT Form Selection for Clinical Data Entry**

**Study & Patient**  
 Study: VICC BRE 9623  
 Patient: Symptoms, Sally  
 Patient ID: 1234567  
 Patient MRN: 1234567  
 Patient SSN:

**Required Forms**  
 Completed | Required Form  
 ---YES--- | Common Toxicity Criteria 1  
 ---NO--- | Complete Blood Count (CBC)  
 ---NO--- | Docetaxel Administration  
 ---NO--- | Evaluable Disease Assessment  
 ---NO--- | Herceptin Administration  
 ---NO--- | Lab Chemistries  
 ---NO--- | Measurable Disease Assessment  
 ---NO--- | Overall Response

**Optional Forms**  
 Optional Form  
 Past Medical History  
 Physical Exam  
 Notes to Investigator  
 Common Toxicity Criteria  
 MUGA  
 EKG  
 Other Tests  
 Height/Beta HCG

**Study Phase**  
 Started - End date - Collected | Phase  
 00/00/00 | 00/00/00 | -----NO----- | Pre-Treatment  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 1  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 2  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 3  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 4  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 5  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 6  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 7  
 00/00/00 | 00/00/00 | -----NO----- | Cycle 8

**Existing Forms**  
 Collected - Entered - Scheduled - Completed - Verified | Existing Form  
 08/01/00 | 08/22/00 | -----YES----- | -----YES----- | -----NO----- | Common Toxicity Criteria 1  
 01/01/11 | 08/23/00 | -----YES----- | -----NO----- | -----NO----- | Treatment Status

**Callout Boxes:**

- Top:** If this section says "Yes", then the corresponding form has been completed
- Required Forms:** This is a list of required forms for the current phase
- Optional Forms:** This is a list of optional forms for each phase.
- Study & Patient:** This section identifies the study and patient you are working on.
- Study Phase:** This box identifies the phase of protocol therapy to which you are currently adding data.
- Existing Forms:** This is a list of forms you have completed for the highlighted phase.
- Buttons:** Click on these buttons to enter Start Date and End Date for each cycle/phase
- Completed Column:** If this section says "Yes", then all required forms for the corresponding phase have been completed.

**Definitions:**

- Collected:** the date the data was collected. This date is entered when the corresponding form is originally opened. If a required item is Not Done, enter the date the item should have been done. If a required item is Not Applicable, enter the date where it is documented that the item is not applicable.
- Entered:** The date you first began working on the corresponding form.
- Scheduled:** "Yes" indicates this form came from the Required forms list of the corresponding phase. "No" indicates that it came from the Optional forms list.
- Completed:** See the last page for updated information of this set of instructions titled: "New Buttons to Show Form Completion"
- Verified:** To be used by monitors to check off as they compare data on the computer screen to source documents.

### Important information about cycles and phases:

When entering information, you would be allowed to enter all the patient's treatments and tests under cycle one because of the convenience of the repeating group. However, this will make getting the data back out of the database much more difficult for the programmers and it would throw off the "Forms Completed" column. So, please enter information under the correct phase.

# Drop Down Boxes:

If you click on this arrow, you get this list of choices for this field.

ACT Form Data Entry for : Common Toxicity Criteria 1

PATIENT NAME: Sally S. Symptoms PATIENT ID: 1234567 STUDY: VICC BRE 9823

*CTC without weeks*

Date:

Category: **Select one** ▼

CTC Toxicity: **Select one** ▼

Specify Other:

Grade: **Select one** ▼

Is toxicity related to protocol therapy? **Select one** ▼

Comments:

Was this event reported as an ADR?

First Prev Next Last Add Delete record 1 of 1

Scheduled:  Completed:  Verified:  Cancel Delete Save

ACT Form Data Entry for : Common Toxicity Criteria 1

PATIENT NAME: Sally S. Symptoms PATIENT ID: 1234567 STUDY: VICC BRE 9823

*CTC without weeks*

Date:

Category: **Select one** ▼

CTC Toxicity: **Select one** ▼

Specify Other:

Grade: **Select one** ▼

Is toxicity related to protocol therapy? **Select one** ▼

Comments:

Was this event reported as an ADR?

First Prev Next Last Add Delete record 1 of 1

Scheduled:  Completed:  Verified:  Cancel Delete Save

- 01 - Allergy/Immunology |
- 02 - Auditory/Hearing |
- 03 - Blood/Bone Marrow |
- 04 - Cardiovascular (Arrhythmia) |
- 05 - Cardiovascular (General) |
- 06 - Coagulation |
- 07 - Constitutional Symptoms |
- 08 - Dermatology/Skin |
- 09 - Endocrine |
- 10 - Gastrointestinal |
- 11 - Hemorrhage |
- 12 - Hepatic |
- 13 - Infection/Feverile Neutropenia |
- 14 - Lymphatics |
- 15 - Metabolic/Laboratory |
- 16 - Musculoskeletal |
- 17 - Neurology |
- 18 - Ocular/Visual |
- 19 - Pain |

ACT Form Data Entry for : Common Toxicity Criteria 1

PATIENT NAME: Sally S. Symptoms PATIENT ID: 1234567 STUDY: VICC BRE 9823

*CTC without weeks*

Date:

Category: **01 - Allergy/Immunology |** ▼

CTC Toxicity: **01 - Allergic rhinitis | (including sneezing, nasal stuffiness, postnasal drip)** ▼

Specify Other:

Grade: **Select one** ▼

Is toxicity related to protocol therapy? **Select one** ▼

Comments:

Was this event reported as an ADR?

First Prev Next Last Add Delete record 1 of 1

Scheduled:  Completed:  Verified:  Cancel Delete Save

On some forms, choice fields are related, meaning the choice you make in the second field is limited by the choice you made in the preceding field. An example is how the Category and CTC Toxicity fields are related on this form. If you choose the Category “01 – Allergy/Immunology”, you should choose a related “CTC Toxicity”. You will know whether or not the toxicity is related by the numeric code that precedes it. Once you have chosen the category and you are ready to enter the toxicity, you can type in the numeric code of the category and the database will automatically take you to the correct toxicity choices.

New Buttons to show form completion:

Complete Metabolic Profile Web - Microsoft Internet Explorer

Address: https://act.mc.vanderbilt.edu/Act/ACTSelectForm.jsp

**ACT Form Data Entry for : Complete Metabolic Profile Web**

PATIENT NAME: Susie Symptoms    PATIENT ID: 88599864    STUDY: VICC THO 0059

*CMP Basic*

Date   
Na   
K   
Cl   
Glucose   
BUN   
Creatinine   
Ca   
Tbili   
Alb   
T Prot   
AlkPhos   
SGOT

First Prev Next Last Add Delete record 1 of 1

Scheduled:  Completed:  Not Done:  Not Applicable:   
Verified:

Cancel Delete Save

Done

Start Thomas Kinkade Screen S... Microsoft Word Complete Metabolic P... Microsoft Excel - Book1 4:21 PM

Manually click the appropriate button when **completely finished** with entering any data on the form. **If the form has a repeating group function and additional data for the cycle will be entered later, then do not click anything until all appropriate information is entered for the cycle.**

**Scheduled:** Automatically checked when the form is opened for the first time.

**Completed:** **Manually** check once **all data** entered for the phase. Check also when/if Not Done or Not Applicable are checked.

**Not Done:** **Manually** check if the required test or information was not collected.

**Not Applicable:** **Manually** check if the required test was not applicable.