

User Guide

Sample Collection Component of CORGI

Welcome to the sample user guide for CORGI. These pages should accompany the practical training session in the appropriate use of this resource. As this component contains identifiable information, access authorisation is restricted to research nurses, the database administrator and the principal investigator from the application start-up screen.

Introduction

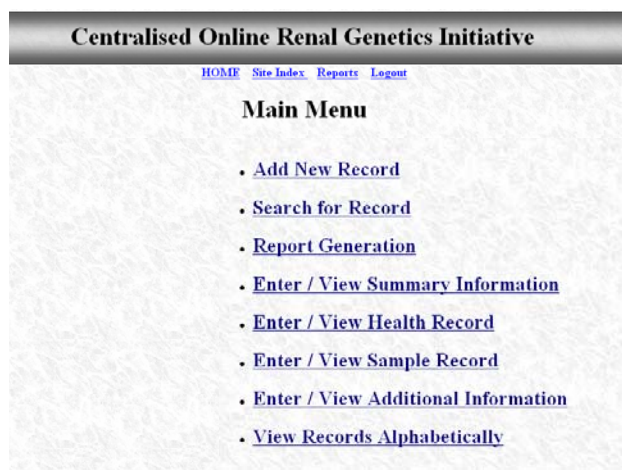
Select (click the left mouse button with cursor over desired object) the 'CORGI_Samples' icon from the desktop. The following screen should appear.



Select the 'Enter Site' button to add, amend or delete samples from this resource.

***** Please note, withdrawn samples should have all fields completed with 'blank' to prevent distribution of duplicate IDs *****

A variety of options are available. Select your required action from the main menu (as below) to proceed.



Viewing all records and the generation of reports should be self explanatory using the pre-defined query parameters. If additional information is required, then this must be directly queried using MySQL – please seek assistance.

The 'Enter / View' links allow data to be added or amended for specific samples, however the most common use of this application is the addition of new samples. To input a new sample, select the 'Add New Record' link and a page should open similar to that shown below. All data on the top half of the page (above the central tabs) should be completed and double-checked before proceeding. Data below the tabs should be completed as soon as it becomes available. Please ensure that each sample is placed in the appropriate sample collection (blue arrow) as this will determine which layout is shown under the 'Health Record' tab.

Duplicate records are allowed on the basis of names – PLEASE confirm that *new* samples are not already recorded in the database using the 'View Records Alphabetically' or search functions. Periodic checks for duplicate samples will be performed, however prevention of duplication is preferred!
Duplicate NHS or hospital or sample reference numbers are not permitted.

Centralised Online Renal Genetics Initiative

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Records for all Recruited Individuals

Main Menu Add New Record Delete Record Reports Search Previous Record Next Record

Preferred Form of Address: Address: Sample Reference:

First Name: Address: Hospital Number:

Last Name: Address: NHS Number:

Previous Last Name: Address: Sample Collection:

Title: Postcode: Category:

Date of Birth: Home: Collection Centre:

Gender: Work: Country of Origin:

Ethnic Group: Mobile: Notes:

Summary Information Health Record Sample Record Additional Comments

Recruitment Information: Status: Recruitment Date: Signed Consent Date: Family Relationship: Part of Trio: Yes No Number of Children: With T1D Number of Siblings: With T1D

Family Information: Father: Father Status: Mother: Mother Status: Available for Reblood:

Additional Information: Missing Data: Comments:

Select each tab sequentially, ensuring that the maximal amount of information is provided at all times. If the incorrect health record appears, try refreshing the screen using the web-browser refresh button. If that fails, then reselect the sample collection and click the health record button to view the appropriate layout. As discussed, any additional comments should be noted under the final tab.

If you require further assistance, please [contact us](#).
Tel: +44 (0)2890 329241 x2558 – CORGI Administrator