



# HOW TO GET STARTED

*Pro Registry™ User Guide*

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## Introduction

The purpose of this document is to support veterinary teams to use the Canine Cruciate Registry.

The Canine Cruciate Registry is funded by RCVS Knowledge, who are dedicated to advancing the quality of veterinary care for the benefit of animals, the public, and society. The registry and online portals are managed on a day-to-day basis by Amplitude Clinical Outcomes, a global leader in online registry software.

To learn more about the Canine Cruciate Registry, please read the information for veterinary professionals: <https://caninecruciateregistry.org/vet-professionals-faqs/>.

To understand your responsibilities as a joint data controller, please read the terms of use, available at: <https://caninecruciateregistry.org/user-guides/>.

Please note that the platform provided by Amplitude (*pro registry*™) is implemented in different ways to meet customers' requirements. Some of the functions listed in this document may therefore not be available to you.

For more information contact Customer support [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com).

## Getting started:

### Accessing your account

All veterinary surgeons who perform Canine Cruciate Ligament surgery in the UK can take part in the registry. Veterinary surgeons can sign up at <https://caninecruciateregistry.org/vet-surgeons-registration-form/>.

Amplitude Clinical Outcomes will email you within two working days to provide you with your log in details. Once you are sent this email, you will have 24 hours to activate your account. Your username will follow the format of ForenameSurname (without spaces). You will be asked to update your password on a regular basis. Please take care if you are using your browser to remember your password. Amplitude has a password and a secret question, often it is answer to the secret question that the browser remembers, and so populates the password field incorrectly the next time you login. If you need any assistance, please contact **Amplitude Customer Support**: [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) / 0333 014 6363 *available Monday-Friday 9am-5pm excluding Bank Holidays*.

Each time you log in to the registry (1), please do so at [www.caninecruciateregistry.org](http://www.caninecruciateregistry.org). This will enable you to keep up to date with latest developments of the project (2). You can save this in your favourites bar of your web browser (3) if you wish for easy access next time you want to go into the system.

The screenshot shows a web browser window with the URL `caninecruciateregistry.org`. The browser's address bar and extension icons are circled with a red circle labeled '3'. The website header includes the RCVS Knowledge logo and navigation links: `inFOCUS`, `LEARN`, `VETERINARY EVIDENCE`, and `VET HISTORY`. A dark purple navigation bar contains the `CANINE CRUCIATE REGISTRY` logo and a menu with `Home`, `About`, `Dog Owners`, `Veterinary Professionals`, `Resources`, and `Contact`. A `Vet Portal` link is also present. The main content area features a large heading: `Improving the quality of care for dogs with cranial cruciate ligament ruptures`. Below this is a text block asking for user input: `Can you share information about how cruciate surgery has affected dogs in your care? Help build the evidence-base so that we can better understand which surgical techniques and implants improve patient outcomes.` There are two buttons: `Dog Owners` and `Veterinary Professionals`. A text prompt asks: `Are you a veterinary professional who is already taking part? Access the portal`, with a link icon circled by a red circle labeled '1'. A `> Learn more` link is also visible. The lower section, titled `Latest` (circled with a red circle labeled '2'), contains three article cards: `New veterinary research made possible with data from Canine Cruciate Registry`, `Canine Cruciate Outcome Awards`, and `Introduction to the reporting tools`.

## User dashboard

The first screen on login is the User Dashboard:

### My Dashboard



**WORKLIST**  
3 ITEMS FOR 17 FEB 2021 - 17 FEB 2021

**TASKS**  
7 CLINICIAN 9 PATIENT

ADD PATIENT

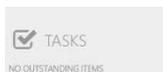
FIND PATIENT

WORKLIST < 17 FEB 2021 - 17 FEB 2021 >

CONSULT LIST (2)
SURGICAL LIST (1)
MY RECENTLY VIEWED (10)
My Worklist ▾

Patient	Pathway	Date/Time	C	P
O'DOXTON, Brandy Bert	Canine CCL Pathway (Right)	17 Feb 2021 21:10		<input checked="" type="checkbox"/>
GASTON, Gerry Grace	Canine CCL Pathway	17 Feb 2021 21:05	1	<input checked="" type="checkbox"/>

**WORKLIST** - a list of the owners/patients, you can bookmark to either a **consult** or **surgical** list. The screenshot above shows a patient on a **consult** list. You do not need to use this feature to collect outcomes. It is available for your convenience, a way to bookmark a patient to a certain date, if you want to look for them in the future rather than search for them by name. For more information, see the section in this guide on *Managing your account: managing worklists*.



**TASKS** – Outstanding patient or clinical tasks



**OR**



**FIND PATIENT** - click here to search for a patient record



**REPORTS** - clicking here will open the reporting dashboard



**NOTICES** - click here to view a list of any system notifications



**TODAY'S WORKLIST** – click here for a quick link to your list of patients for today



You can return to the User Dashboard at any time by clicking the **HOME BUTTON**

## Step by step guide

Client consultation, enrolment, registration, and baseline assessment: registering a new patient.

Once a diagnosis of cranial cruciate ligament rupture is made by the veterinary surgeon and the veterinary surgeon and the owner decide that surgery is needed, the veterinary surgeon, or a member of the practice team, should ask the owner to participate in the registry. Discuss the Canine Cruciate Registry with the owner using the owner information available at:

<https://caninecruciateregistry.org/dog-owners-faqs/>, then take either of the following steps:

1. Either enter the required information at: <https://caninecruciateregistry.org/new-patient-registration-form/>. You will need to ask the owner for their permission to do this.

The screenshot shows a web form titled "New patient registration form". It features a logo on the left and a circular image of a dog on the right. The text on the page reads: "Thank you for promoting this project. You and your client's participation will help us, and you, to know more about the patient's recovery and will contribute to building knowledge that will help dogs undergoing cruciate surgery in the future." Below this, it says: "If you wish to enrol a patient with cruciate rupture in the registry, please discuss this project with the owner. You can use the information on the Dog Owners FAQs page." A section titled "If the owner wishes to participate in the registry, please ask them to provide their consent for you to enter their details below." contains a paragraph: "By entering these details, you will generate an automatic email to the owner with more information about the registry, and a link for them to sign up to take part. Please let the owner know that they should follow the link that they have been sent to take part. Further details, and a consent request to take part in the registry, will be provided." Below this is another paragraph: "Their participation will help us, and you, to know more about the patient's recovery and will contribute to building knowledge that will help dogs undergoing cruciate surgery in the future." The form has four input fields: "Owner's name (required)" with a person icon, "Owner's email address (required)" with an envelope icon, "Name of patient (required)" with a dog icon, and "The name of the vet treating the patient is (required)" with a dog icon. A "Submit" button is at the bottom left.

By entering their information on this form, an email will be generated to the owner which includes a link back to the information to the owner (<https://caninecruciateregistry.org/dog-owners-faqs/>) and the link to the platform for the owner to register (<https://caninecruciateregistry.org/take-part/>). This will allow the owner to read about the project, decide whether they would like to take part, and register their dog in their own time.

2. Or, the owner can register themselves while at your surgery via the registration link available at: <https://caninecruciateregistry.org/take-part/>.

During the registration process the owner will be asked to provide their explicit consent for email contact and data collection to take place.

## OWNER CONSENT

- - I agree to participation in the Canine Cruciate Registry. I understand that participation will not affect the treatment my dog receives.
  - I confirm I am the owner of the dog and I am over 18 years of age.
  - I agree to regular contact by email requesting an update about my dog's progress.
  - I confirm I have read and understood the owner information sheet for the Canine Cruciate Registry available at <https://caninecruciateregistry.org/dog-owners-faqs/>. I have had the opportunity to ask questions and these have been answered.
  - I understand that any data collected will be anonymised once submitted to the registry and will remain confidential. Individual patient data will be accessible by my veterinary surgeon to monitor clinical progress.
  - I understand the data collected may be used in presentations and publications, though this will not include any personal information that could identify me or my dog.
  - I understand that participation is voluntary and that I am free to withdraw at any time without this affecting the treatment my pet receives now or in the future.
  - I understand that under the General Data Protection Regulations and UK Data Protection Act (2018) I can request access to the information that I provide and ask for my details to be removed at any time, though I understand any anonymised data will remain in the registry

The owner will be asked to select their surgeon's name, and to complete a baseline assessment of their dog using the Liverpool Osteoarthritis in Dogs (LOAD), and Canine Orthopaedic Index (COI) outcome measures. The named veterinary surgeon (pathway owner) as appointed by the owner, and their delegates, will then have access to this information via the vet portal. (A delegate is a member of your team who may help manage cases on the registry on your behalf).

## Owner consent information/removing consent

Once the owner has completed registration and given consent, the **consent** status on the patient's record will be "**Consent Given**". If the owner wishes to remove consent, they can do so via the Owner Portal, by clicking on the **My Details** link on the welcome page. If an owner removes their consent, the patient's record will be automatically deleted from the system overnight. The same will happen if during the registration process the owner selects the **I do not consent** button. Any anonymous data will remain.

## Finding the patient

You can find the patient by pressing either **Find Patient** buttons on the Dashboard:

### My Dashboard

Fill in the basic details and then select **Search**. You only need to complete a single demographic field in order to search. The name field will contain the dogs first name, and the owner’s surname. Using any one of these names will return results.

Name	Pathway	Pathway Owner
<a href="#">RCVST0000109</a> BEVAN, Barney (M, 08 May 2000) <a href="#">CREATE A NEW PATHWAY FOR THIS PATIENT</a>	Canine CCL Pathway 10 Feb 2021	CONRAD, Corri <span style="color: green;">Pathway Active</span>

Information for Delegates: If you are a delegate for more than one Veterinary Surgeon, you can change the field “**Pathway Owner**” from “**My Patients Only**” to “**Include All**”.

## Reviewing clinical data

Once you have found the patient and click on Pathway to open their **Clinical Record**.

**FIND PATIENT**

Serial Number:  Date of Birth:  Name:

Pathway Type:  Pathway Owner:

Name	Pathway	Pathway Owner
RCVST0000109 BEVAN, Barney (M, 08 May 2000) <a href="#">CREATE A NEW PATHWAY FOR THIS PATIENT</a>	Canine CCL Pathway 10 Feb 2021	CONRAD, Corri <span style="color: green;">Pathway Active</span>

Navigation icons: Home, List, Add, Search, Bar Chart, Document, Settings, Tools, Help

SERIAL: RCVST0000109  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given

**BEVAN, Barney** GENDER: Male BORN: 08 May 2019 (1y)  
sarah@amplitude No Other Pathways

**CANINE CCL PATHWAY** PATHWAY ACTIVE

Veterinary Assessment | CCL Surgical Report | Outcomes | Complications | Ad Hoc Task

Lock All | Unlock All

- 10 Feb 2021 **Veterinary Initial Assessment**
- HISTORY** (1 items)
  - 10 Feb 2021 **Owner's Initial Assessment**
- OUTCOMES** (2 items)
  - 10 Feb 2021 **Owner's Baseline LOAD Score**  
Activity/Exercise: 8  
Stiffness/Lameness: 7  
LOAD Total: 18
  - 10 Feb 2021 **Owner's Baseline Canine Orthopaedic Index**  
Stiffness: 3  
Function: 7  
Gait: 8  
QoL: 5  
Total: 23

## Recording procedures and clinical data

The Veterinary Initial Assessment form should be completed prior to surgery. After the patient's operation is complete the CCL Surgical Report form should be completed.

Find the patient and open their **Clinical Record**.

The screenshot shows the 'FIND PATIENT' search interface. On the left, there are navigation buttons for 'WORKLIST', 'TASKS', 'ADD PATIENT', and 'FIND PATIENT'. The search results table is as follows:

Name	Pathway	Pathway Owner
<b>RCVST0000109</b> BEVAN, Barney (M, 08 May 2000) <a href="#">CREATE A NEW PATHWAY FOR THIS PATIENT</a>	Canine CCL Pathway 10 Feb 2021	CONRAD, Corri <b>Pathway Active</b>

Below the table is a 'Create a New Patient' button. The 'FIND PATIENT' button is highlighted in green.

Click the **Veterinary Initial Assessment/ CCL Surgical Report** and complete the forms.

The screenshot shows the 'CLINICAL RECORD' section for 'CANINE CCL PATHWAY'. The 'CLINICAL RECORD' button is highlighted in green and shows '4 ITEMS (1 OUTSTANDING)'. The 'CANINE CCL PATHWAY' header is highlighted in green. Below the header, there are several menu items: 'Veterinary Assessment', 'CCL Surgical Report', 'Outcomes', 'Complications', and 'Ad Hoc Task'. The 'CCL Surgical Report' button is highlighted in green. A 'PATHWAY ACTIVE' button is also visible in the top right corner.

Any boxes marked with an **asterisk** are mandatory and the **minimum** requirement to proceed. Once the form is completed, click **“Save”**.

**YOU CANNOT COLLECT ANY POST-OP SCORES WITHOUT ADDING A SURGICAL REPORT.**

## Completing the “Veterinary Follow Up Assessment” form

At post op follow up you should complete the **Veterinary Follow Up Assessment** form.

 **BEVAN, Barney (M, 1y)** SERIAL NO.: RCVST0000109  
Canine CCL Pathway [Right] - Veterinary Follow Up Assessment

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**Assessment Date**

29 Mar 2021 

**Consultation**

Weight in kg

**Lameness Grading Left Hind**

0 - Clinically Sound	1 - Barely Detectable Lameness	2 - Mild Lameness	3 - Moderate Lameness	4 - Severe Lameness (carries limb when trotting)	5 - Could not be more lame
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**Lameness Grading Right Hind**

0 - Clinically sound	1 - Barely Detectable Lameness	2 - Mild Lameness	3 - Moderate Lameness	4 - Severe Lameness (carries limb when trotting)	5 - Could not be more lame
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Did you perform follow up X-rays?

Yes  No

Have any complications occurred?

No  Yes

If the owner has reported complications then please complete and save this form and then ensure you complete the Veterinary Recorded Complications Form that will be in red on the dashboard. If these are Surgeon reported complications then please complete and save this form and from the dashboard buttons select Complications and then complete the Veterinary Recorded Complications form.

[Feedback about this form?](#)

**IF** the owner has reported complications, you will then need to complete the **Veterinary Recorded Complications** form which will automatically be displayed as a red form on the **Clinical Record** if the **Owner** has reported complications.



BEVAN, Barney GENDER: Male BORN: 08 May 2019 (1y)  
sarah@amplitude No Other Pathways NEUTERED: YES

SERIAL: RCVST0000109  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given

**CLINICAL RECORD**  
24 ITEMS (2 OUTSTANDING)

**CLINICAL SCORES**  
SCORES UP TO DATE

PATIENT DETAIL PATHWAY DETAIL

LIST HISTORY SEND MESSAGE

PATIENT PORTAL

CANINE CCL PATHWAY [RIGHT] -

PATHWAY ACTIVE -

Veterinary Assessment CCL Surgical Report Outcomes Complications Ad Hoc Task

Lock All Unlock All

Only Pathway Related Forms

- 10 Feb 2021 **Veterinary Initial Assessment**
  - 01 Mar 2021 **Veterinary Follow Up Assessment**
  - 11 Feb 2021 **CCL Surgical Report**
  - 04 Mar 2021 **Veterinary Recorded Complications**
- HISTORY (1 items)
- 10 Feb 2021 **Owner's Initial Assessment**
- OUTCOMES (2 items)
- COMPLICATIONS (1 items)
- 04 Mar 2021 **Owner's Recorded 6 Weeks Complications**
- FUTURE TASKS (16 items)



If the **Surgeon** reports complications, then please **complete** and **save** the **Veterinary Recorded Complications** form accessible from **Complications** tab.



BEVAN, Barney GENDER: Male BORN: 08 May 2019 (1y)  
sarah@amplitude No Other Pathways NEUTERED: YES

SERIAL: RCVST0000109  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given

**CLINICAL RECORD**  
23 ITEMS (1 OUTSTANDING)

**CLINICAL SCORES**  
SCORES UP TO DATE

PATIENT DETAIL PATHWAY DETAIL

LIST HISTORY SEND MESSAGE

PATIENT PORTAL

CANINE CCL PATHWAY [RIGHT] -

PATHWAY ACTIVE -

Veterinary Assessment CCL Surgical Report Outcomes **Complications** Ad Hoc Task

Lock All Unlock All

Only Pathway Related Forms

- 10 Feb 2021 **Veterinary Initial Assessment**
  - 01 Mar 2021 **Veterinary Follow Up Assessment**
  - 11 Feb 2021 **CCL Surgical Report**
- HISTORY (1 items)
- OUTCOMES (2 items)
- FUTURE TASKS (17 items)



Owner Recorded Complications  
Veterinary Recorded Complications



## Collecting outcome scores

Once the Veterinary Surgeon, or their delegate, has completed the CCL Surgical Report, the system will generate post-operative emails to the animal owner automatically. These will be sent to the owner at 6 weeks, 3 months, 6 months, 1 year and then on an annual basis. If the owner does not respond to a request for their scores, the system will send reminder emails **twice**.

On the patient record you may notice that some scores are in red, some in black and some in grey. Black means the score has been completed. Red indicates that the owner or Veterinary Surgeon needs to complete the form. Grey shows scores to be completed in the future.

BEVAN, Barney GENDER: Male BORN: 08 May 2019 (1y)  
sarah@amplitude No Other Pathways

SERIAL: RCVST0000109  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given

CLINICAL RECORD  
23 ITEMS (1 OUTSTANDING)

CLINICAL SCORES  
SCORES UP TO DATE

PATIENT DETAIL PATHWAY DETAIL

LIST HISTORY SEND MESSAGE

PATIENT PORTAL

CANINE CCL PATHWAY - PATHWAY ACTIVE

Veterinary Assessment CCL Surgical Report Outcomes Complications Ad Hoc Task

Lock All Unlock All Only Pathway Related Forms

- 10 Feb 2021 **Veterinary Initial Assessment**
- 11 Feb 2021 CCL Surgical Report

HISTORY (1 Items)

OUTCOMES (2 Items)

FUTURE TASKS (18 Items)

- 25 Mar 2021 Veterinary Follow Up Assessment
- 25 Mar 2021 Instructions to Owners at 6 Weeks
- 25 Mar 2021 Owner's 6 Week LOAD
- 25 Mar 2021 Owner's 6 Week Canine Orthopaedic Index

You can view any owners who do not fill in the patient's outcomes scores on your **task list**. From here you can send manual email reminders within the vet portal, or call the owner to remind them according to your own process. Clicking on the blue headings will expand the list of patients.

My Dashboard

WORKLIST  
NO ITEMS FOR 25 JUN 2020 - 25 JUN 2020

TASKS  
36 CLINICIAN 22 PATIENT

ADD PATIENT FIND PATIENT

MY TASKS PATIENT TASKS

CCL Surgical Report (15 Items)  
Veterinary Initial Assessment (21 Items)

## Reminding the owner to complete their follow-up questionnaires

There are 2 ways to send the owner a manual email reminder.

**Method 1:** Select the **Home** icon and go to **Tasks**. Select **Patient Tasks**, to the right of the patients will be a mail icon (provided they have a valid email address and consent to contact) as well as a red box to indicate how many tasks are outstanding. If no email is present the mail icon will display with a red exclamation mark. Select the **mail icon** and then click '**Send Reminder Now**'.

### My Dashboard

The screenshot shows the 'My Dashboard' interface. At the top right, there is a navigation bar with icons for Home, List, Add, Search, Charts, Settings, and Help. Below this, the 'WORKLIST' section shows 'NO ITEMS FOR 11 FEB 2021 - 11 FEB 2021'. The 'TASKS' widget is highlighted with a purple arrow and shows '2 CLINICIAN 2 PATIENT'. Below it are 'ADD PATIENT' and 'FIND PATIENT' buttons. The 'MY TASKS' section has 'PATIENT TASKS' selected. A 'Filter by Task' dropdown is set to 'Nothing selected'. The 'View Mode' is 'My Patient Tasks'. A table lists two patients: 'BEVAN, Barney' and 'BEVAN, Sarah', both with 'Canine CCL Pathway (Right)'. To the right of each patient name is a mail icon with a red '3' in a box. A purple arrow points to the 'Action' dropdown menu for the second patient, which contains 'Send Email Reminders' and 'List of Email Addresses'.

**Method 2:** Find the patient record and select **Send Email**.

The screenshot shows the patient record for 'BEVAN, Barney'. At the top, it displays 'GENDER: Male BORN: 08 May 2019 (1y)' and 'sarah@amplitude No Other Pathways'. On the right, it shows 'SERIAL: RCVST0000109', 'CONSENTS TO CONTACT: Yes (Email)', and 'CONSENT STATUS: Consent Given'. The main content area is titled 'CANINE CCL PATHWAY' and has a 'PATHWAY ACTIVE' status. Below the title are tabs for 'Veterinary Assessment', 'CCL Surgical Report', 'Outcomes', 'Complications', and 'Ad Hoc Task'. There are 'Lock All' and 'Unlock All' buttons. A dropdown menu is set to 'Only Pathway Related Forms'. The main content area shows a list of items: '10 Feb 2021 Veterinary Initial Assessment', '11 Feb 2021 CCL Surgical Report', 'HISTORY (1 items)', 'OUTCOMES (2 items)', and 'FUTURE TASKS (18 items)'. On the left, there is a navigation menu with 'CLINICAL RECORD' (23 ITEMS (1 OUTSTANDING)), 'CLINICAL SCORES' (SCORES UP TO DATE), 'PATIENT DETAIL', 'PATHWAY DETAIL', 'LIST HISTORY', and 'SEND MESSAGE'. A purple arrow points to the 'SEND MESSAGE' button. At the bottom left, there is a 'PATIENT PORTAL' link.

## Adding an additional pathway

If the patient is recovering from surgery of one limb and being monitored, and ruptures the contralateral cruciate ligament this procedure can be added by searching for the patient and selecting the original pathway.

**My Dashboard**

**FIND PATIENT**

Serial Number:

Date of Birth:

Name:

Pathway Type:

Name	Pathway	Pathway Owner
RCVS10000124 BLURB, Cassie Max (M, 19 Jun 2015) <a href="#">CREATE A NEW PATHWAY FOR THIS PATIENT</a>	Canine CCL Pathway 16 Feb 2021	DOORLY, Ashley <span style="color: green;">Pathway Active</span>

Go to the **Pathway Detail**, select the **Side**, and enter the relevant side.

**PATHWAY DETAILS**

Pathway Type:

Start Date:

Status:

Security:

Record can only be viewed and updated by people who have explicitly been granted permission by the pathway owner

Pathway Owner:

**Side**

- Nothing selected
- Right
- Left
- Unknown

**Users to Have Read Only Access**

**Users to Have Full Access**

**Notes**

**Additional Questions**

Has your dog been neutered?

To add an additional pathway:

Enter the patient's Clinical Record and click on **No Other Pathways** and then **Add a New Pathway**.

Then click **Side** and select the side you want to add. Once selected click **Add Pathway** (or **Add and Open Pathway** which will allow you to complete the veterinary initial assessment). The system will generate the schedule for questionnaires to the owner.

My Dashboard

Managing pathway security levels

Whilst the default Security is Locked, you can set your pathway security to allow or deny other users access to your patient records.

These are the Security Levels that are available:

- **None**, means the pathway is open and viewable to all.
- **Sealed**, means the pathway is visible, can be opened but a notification will be sent to advise the Pathway Owner who accessed the record.
- **Locked**, means a user must request your permission to view the Pathway. This is the default setting.

## Changing the security level of a pathway

**Click on Pathway Detail** tile from the **Clinical Record**

The screenshot displays the Amplitude Pro Registry interface for a patient named Ally. At the top, the patient's name 'ANIMAL, Ally' is shown along with her contact information and medical details: GENDER: Female, BORN: 01 Jan 2000 (21y), No Other Pathways, and NEUTERED: YES. A 'PATHWAY ACTIVE' status is indicated in a green box. The main content area shows the 'CANINE CCL PATHWAY' with a dropdown menu for 'Veterinary Assessment' and other options like 'CCL Surgical Report', 'Outcomes', 'Complications', and 'Ad Hoc Task'. Below this, there is a section for '17 Mar 2021 Veterinary Initial Assessment' with sub-sections for 'HISTORY (2 items)' and 'OUTCOMES (2 items)'. On the left side, there is a navigation menu with several tiles: 'CLINICAL RECORD' (5 ITEMS (1 OUTSTANDING)), 'CLINICAL SCORES' (SCORES UP TO DATE), 'PATIENT DETAIL', 'PATHWAY DETAIL' (highlighted with a red arrow), 'LIST HISTORY', and 'SEND MESSAGE'. At the bottom left, there is a 'PATIENT PORTAL' link. The top right corner contains a utility bar with icons for home, list, add, search, bar chart, calendar, settings, and help. Additional information includes SERIAL: RCVST0000145, CONSENTS TO CONTACT: Yes (Email), and CONSENT STATUS: Consent Given.

**Click** on the **Security** drop down to see various security options. Once the correct option has been selected, **click Save**.

**ANIMAL, Ally** GENDER: Female BORN: 01 Jan 2000 (21y)  
allyanimal@gmail.com No Other Pathways NEUTERED: YES

SERIAL: RCVST000014  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Give

### PATHWAY DETAILS

**Pathway Type**: Canine CCL Pathway **Side**: Nothing selected

**Start Date**: 17 Mar 2021 **Status**: Pathway Active **Security**: Sealed

Record can be viewed (read only) if a user provides a reason why they need to see it

**Pathway Owner**: ATTWOOD-VET, Caroline

**Users to Have Read Only Access**: Click here to search for a user to add

**Users to Have Full Access**: Click here to search for a user to add

**Notes**

**Additional Questions**  
Has your dog been neutered? Yes

**Save** **Delete** **Cancel**

To change security levels for ALL your future pathways

Whilst the default will be for your **Pathways** to be **Locked** you can change that by clicking on the **Cog**, and then clicking on the **Pathway**.

RCVS Knowledge Test System ATTWOOD-VET, CAROLINE

### User Settings

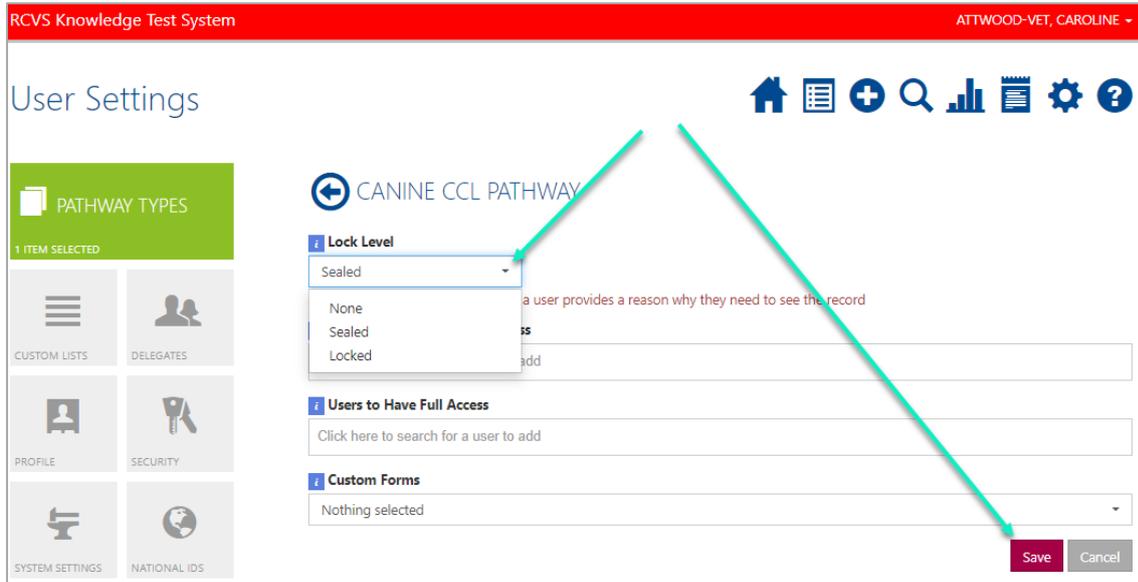
#### PATHWAY TYPES

Search by Name or Tag **Show My Selected Pathways Only** OFF

Knee Pathways

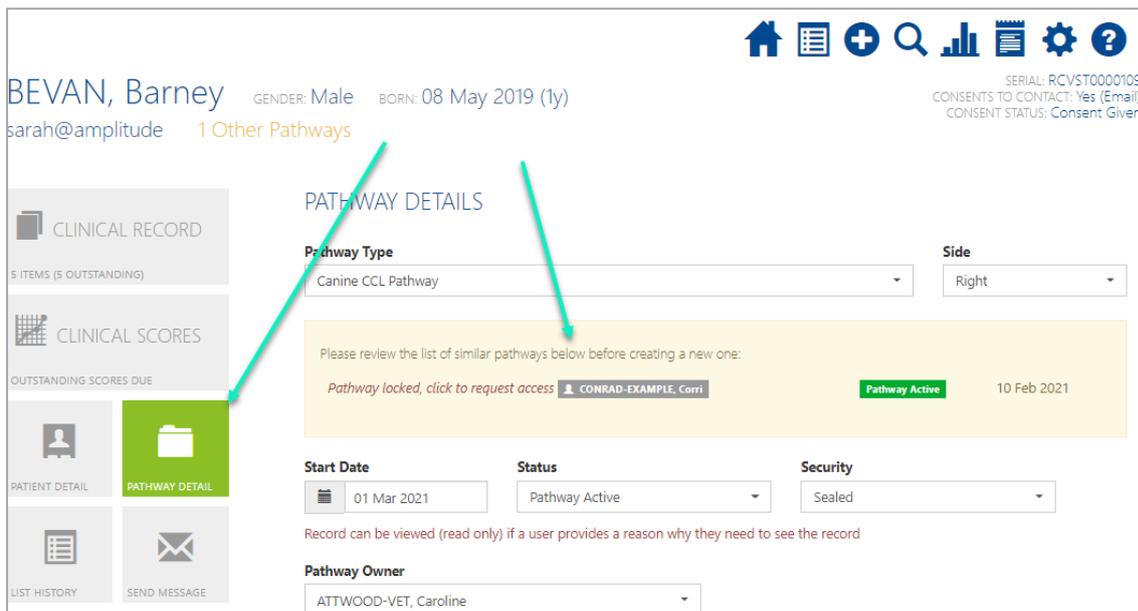
**ON** **i** Canine CCL Pathway **SET DEFAULT**

Once on the **Pathway Settings** screen **Click** on the **Lock Level** drop down to see various security options. Once the correct option has been selected, **click Save**.



### Identifying sealed and locked pathways

When you search for patients, you will only see those that either you are the **Pathway Owner** for, or those for the **Pathway Owner** you are delegating for. If you access the **Pathway Details** tile (as above) and another Vet has a **Pathway** for this patient this will be highlighted.



Access to the other **Pathway** depends on the **Security Level**.

If **None**, you will be able to view the **Pathway**.

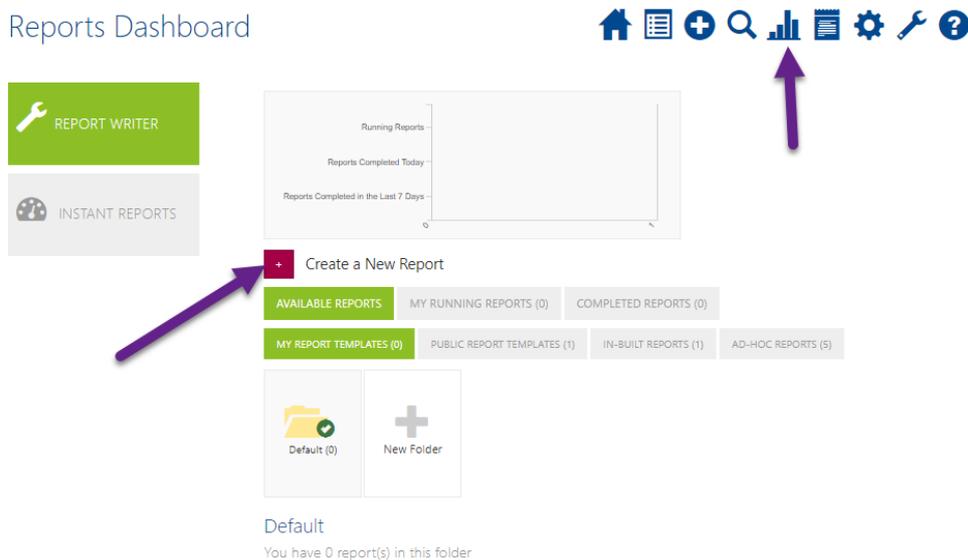
If **Sealed**, you will be able to view the **Pathway** but will be asked for a **Reason** and their **Pathway Owner** will know you accessed the **Pathway** and will see the **Reason**

If **Locked**, you will not be able to view, but can **Request**, providing a **Reason**.

## Creating a simple report

For full information and guidance on reporting, please visit the Knowledge Base by selecting the question mark icon on the top ribbon of the platform. The following information is an introduction on how to build a simple report.

Click on the **report icon**, then click **Create a New Report**.



Fill in the report options:

**Name:** Relevant name which will remind you what the report is for.

**Pathway Type:** Choose the pathway you want the report for.

**Report Access Type:** Private means only you can see/use this template.

Report Builder



REPORT OPTIONS

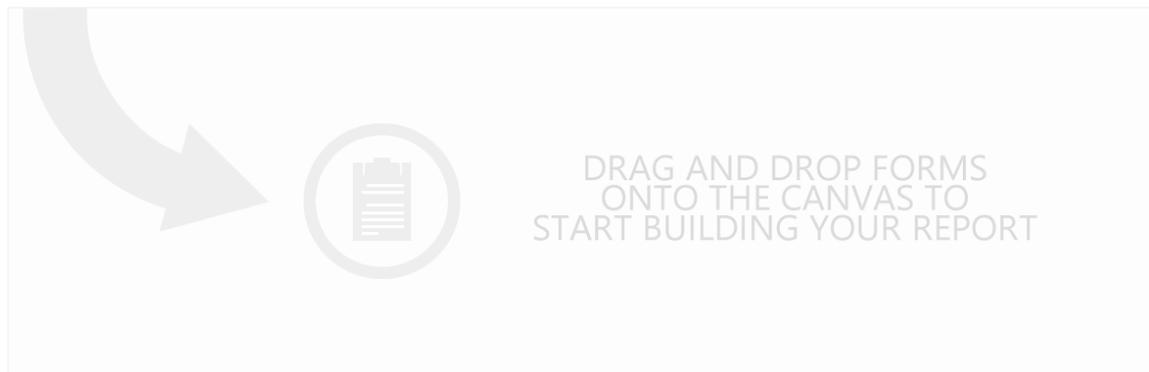
After selecting a pathway type, a screen like the one below will appear. **Blue** icons are standard forms, **Red** icons are procedure forms and **Green** icons are Scores.

**Drag and drop** the icons you want into the canvas below. To remove them, click the X on the right-hand side.

YOUR AVAILABLE REPORT ITEMS



YOUR REPORT SELECTIONS



Open each selection and **tick** the boxes of the items you wish to see; **ONLY TICKED ITEMS WILL SHOW ON YOUR REPORT**. When you are happy with the selection click **save**.

**NOTE:** The report is produced in Excel and will display each patient as a separate row and each ticked report selection as a separate column, if you select as large number of items this may appear daunting in Excel so be careful with your choices.

**ALSO NOTE:** The reporting server updates once a night. So, for example if you add procedure forms today, these will not appear on the report until tomorrow.

## How to Run a Report

Click on the reports icon and click either **Public Report Templates** or **My Report Templates**. Next to the report you would like to run click on the **green play button**.

Choose the **date range**. You can restrict it to a specific date range or ‘Search across whole database’. Choose the **report scope** i.e., whose patients you would like to view. Choose **file type**.

Once happy click **Run Report**.

The screenshot shows the 'Reports Dashboard' interface. At the top right, there is a navigation bar with icons for home, reports, add, search, charts, settings, and help. A purple arrow points to the reports icon. Below this, there are two main sections: 'REPORT WRITER' (green) and 'INSTANT REPORTS' (grey). A 'Create a New Report' button is visible. Below that are tabs for 'AVAILABLE REPORTS', 'MY RUNNING REPORTS (0)', and 'COMPLETED REPORTS (0)'. Under 'MY REPORT TEMPLATES', there are sub-tabs for 'PUBLIC REPORT TEMPLATES (1)', 'IN-BUILT REPORTS (1)', and 'AD-HOC REPORTS (5)'. A 'Report Options' dialog box is open, showing 'User Context' (Run as Bevan, Sarah), 'Report Scope Options' (Search across whole system), and 'Export File Type' (Excel (\*.xlsx)). A 'Run Report' button is at the bottom of the dialog. In the background, a report titled 'Canine Test Report' is visible in the 'My Running Reports' section with a green play button icon.

The report then appears in ‘**My Running Reports**’ and the spinning arrow shows it is not yet complete. This might take a while.

Once complete it will move to ‘**My Completed Reports**’. To view the report, click the **green download icon** and confirm you will be saving patient identifiable data to your computer hard drive. Once open in Excel the data can be manipulated using tools such as pivot tables and filters, alternatively, if it is a public report, it may already have this done for you.

# Managing your account

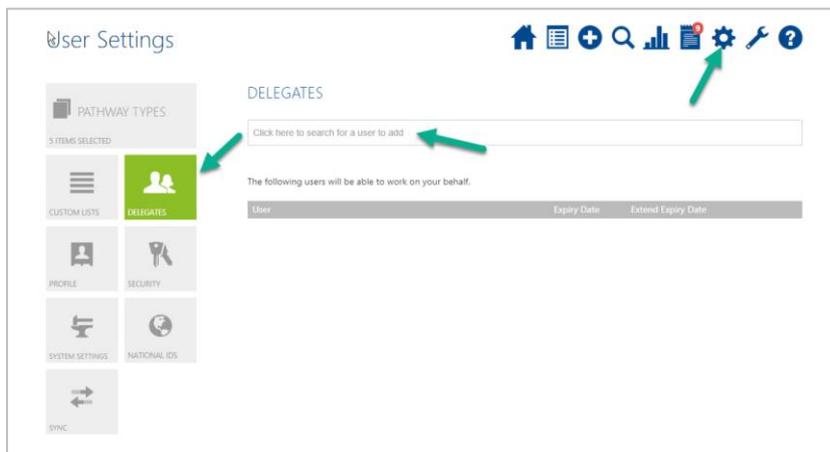
## Adding or changing delegates

Veterinary Surgeons are the pathway owner. Veterinary surgeons can nominate other members of their practice team to be their delegates. Delegates are able to enter or edit owner/patient data on behalf of their nominee. Delegates have access to the pathway owner’s records and can update owner/patient information under their name, (these can be other veterinary surgeons, veterinary nurses, or members of your administration team who are adding data on your behalf). It is the responsibility of the veterinary surgeon who is the pathway owner to ensure that the terms of use (<https://caninecruciateregistry.org/user-guides/>) are met by any person to which you delegate the administration of the registry to.

When veterinary surgeons sign up to the registry, they are able to nominate individuals to their records as delegates. When you move practices or your team arrangements change, you will need to update your delegate lists.

If new delegates do not already have an account on the Amplitude system, they can create their own login by contacting Amplitude Customer Support: [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com). Amplitude Clinical Outcomes will email the delegate within two working days to provide them with their log in details. Once they are sent this email, they will have 24 hours to activate their account. Their username will follow the format of ForenameSurname (without spaces). They will be asked to update their password on a regular basis. Delegates should take care if they are using their browser to remember their password. Amplitude has a password and a secret question, often it is answer to the secret question that the browser remembers, and so populates the password field incorrectly during the next login. For any assistance, please contact **Amplitude Customer Support**: [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) / 0333 014 6363 available Monday-Friday 9am-5pm excluding Bank Holidays.

Once your delegate has an account, to nominate them as your delegate, select the **cog** (settings) **icon** from the top right-hand corner, select the **Delegates** button.



**Type the name** of your delegates in this text box and **select** them from this list. Please note if your delegate does not appear in this list, they will have to be added directly to Amplitude by our customer support team.

Your delegate has now been added.

From this Delegate screen pathway owners can give their Delegates an expiry date or remove Delegates from their account (thereby revoking permissions to all pathways held by the pathway owner).

## Managing worklists

**Find** your patient, click on the **Pathway** to open the **Clinical Record**.

**Click on the List History** tile.

Click **Add Worklist Entry**.

BEVAN, Barney  
sarah.bevan@amplitude

GENDER: Male BORN: 09 May 2018 (2y)  
1 Other Pathways

SERIAL: RCVST0000111  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given



**CLINICAL RECORD**  
4 ITEMS (4 OUTSTANDING)

**CLINICAL SCORES**  
OUTSTANDING SCORES DUE

PATIENT DETAIL    PATHWAY DETAIL

**LIST HISTORY**    SEND MESSAGE

PATIENT PORTAL

CANINE CCL PATHWAY [RIGHT] -

WORKLIST HISTORY

There are no worklist items

Add Worklist Entry



Select **Worklist** and choose the appropriate option.

BEVAN, Barney  
sarah.bevan@amplitude

GENDER: Male BORN: 09 May 2018 (2y)  
1 Other Pathways

SERIAL: RCVST0000111  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given



**CLINICAL RECORD**  
4 ITEMS (4 OUTSTANDING)

**CLINICAL SCORES**  
OUTSTANDING SCORES DUE

PATIENT DETAIL    PATHWAY DETAIL

**LIST HISTORY**    SEND MESSAGE

PATIENT PORTAL

← ADD WORKLIST ENTRY

**Worklist**

Nothing selected

- Consult List
- Surgical List



**Status**

Do not set a status

Save    Cancel

Select **Date** and **Time** and then **Save**.

BEVAN, Barney  
sarah.bevan@amplitude

GENDER: Male BORN: 09 May 2018 (2y)  
1 Other Pathways

SERIAL: RCVST0000111  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given



CLINICAL RECORD  
4 ITEMS (4 OUTSTANDING)

CLINICAL SCORES  
OUTSTANDING SCORES DUE

PATIENT DETAIL PATHWAY DETAIL

LIST HISTORY SEND MESSAGE

PATIENT PORTAL

**ADD WORKLIST ENTRY**

Worklist  
Consult List

Date: 17 Feb 2021 Time: 11:40

Status  
Do not set a status

Save Cancel

To remove a Worklist entry, **click** on the **Trash** icon.

To add another worklist entry, **click Add Worklist Entry** and follow above process. To edit a Worklist entry, **click** on the entry to make changes to the **Worklist**, **Date** and **Time**.

BEVAN, Barney  
sarah.bevan@amplitude

GENDER: Male BORN: 09 May 2018 (2y)  
1 Other Pathways

SERIAL: RCVST0000111  
CONSENTS TO CONTACT: Yes (Email)  
CONSENT STATUS: Consent Given



CLINICAL RECORD  
4 ITEMS (4 OUTSTANDING)

CLINICAL SCORES  
OUTSTANDING SCORES DUE

PATIENT DETAIL PATHWAY DETAIL

LIST HISTORY SEND MESSAGE

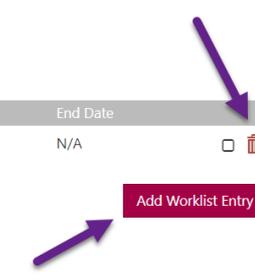
PATIENT PORTAL

CANINE CCL PATHWAY [RIGHT] ▾

WORKLIST HISTORY

Worklist	User	Start Date	End Date	
Consult List	BEVAN, Sarah	17 Feb 2021 11:40	N/A	

Add Worklist Entry



To view the Consult and/or Surgical **Worklist** entries, **click** on the **Home** icon or view **Today's Worklist** from the **Worklist** icon. You can toggle between Worklists by selecting the appropriate tab e.g., **Consult List**.

Only worklists that are populated will appear. You can access the **Clinical Record** from the Worklist by **clicking** on the **Pathway**.

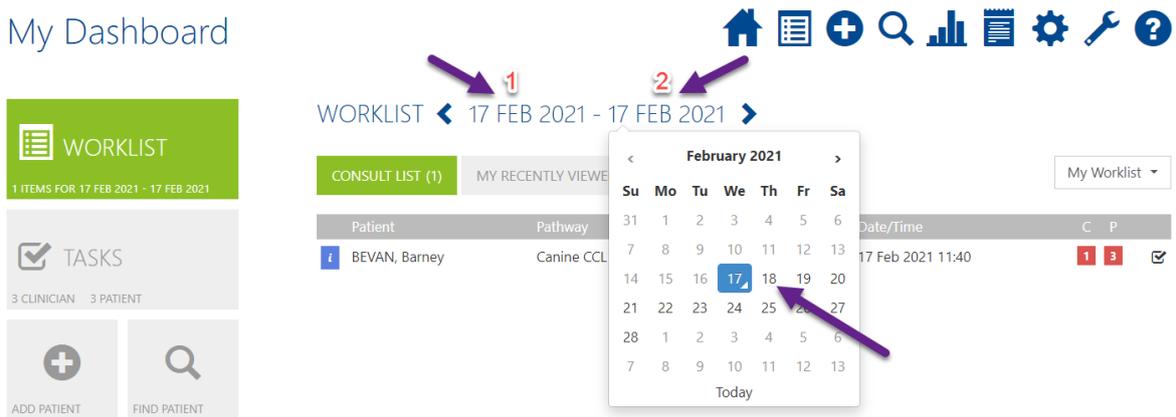
Outstanding tasks will display in the Worklist as a red box. These are indicated under columns headed **C** or **P** for Clinician or Patient tasks. The number represents the number of outstanding tasks. **Click** on the **red box** to see which forms are outstanding.

My Dashboard



To change the calendar view to a different day or to view your worklists over a period, **click** on the date and select the preferred date from the drop-down calendar. Please note there are two calendars 1) start date 2) finish date.

My Dashboard



To scroll through dates, **click** the left or right-hand arrows either side of the date range.

## My Dashboard



**WORKLIST**

1 ITEMS FOR 17 FEB 2021 - 24 FEB 2021

**TASKS**

3 CLINICIAN 3 PATIENT

**+**

ADD PATIENT

**Q**

FIND PATIENT

WORKLIST < 17 FEB 2021 - 24 FEB 2021 >

CONSULT LIST (1)		MY RECENTLY VIEWED (5)		My Worklist ▾	
Patient	Pathway	Date/Time	C	P	
BEVAN, Barney	Canine CCL Pathway (Right)	17 Feb 2021 11:40	1	3	

## Alerts

You can set up subscriptions to alerts to inform you:

1. If a new owner creates a new patient record on the system and you need to add a procedure form to their record.
2. If an owner records a positive answer to the question of “Has your dog had a complication?” on the 6-week, 6-month or annual questionnaires.

To set up alerts, first click on the **settings** cog within your account, and then on the **alerts** icon on the left-hand side.

## User Settings



**PATHWAY TYPES**

1 ITEM SELECTED

**☰**

CUSTOM LISTS

**👤**

DELEGATES

**👤**

PROFILE

**🔑**

SECURITY

**⚙️**

SYSTEM SETTINGS

**🌐**

NATIONAL IDS

**⚠️**

ALERTS

### ALERTS

It is the responsibility of the alert subscriber to ensure the consent of any alert recipient.

**Question Response Configurations**

**An owner has responded positively to the question has your pet had any problems since surgery** ⚙️

**Question** Problems

**Trigger Message** An owner has recorded a complication after surgery

**Notification Type** Not Subscribed Subscription Options ▾

**A new owner has engaged with the system and the veterinary surgeon should now go and add their procedure form**

**Question** New Owner Registration

**Trigger Message** A new owner has engaged with the system

**Notification Type** Not Subscribed Subscription Options ▾

There are no configured Score alerts.

Next, choose which alert you want to set up and choose whether you wish the alert to show only on the dashboard or whether you want to receive alerts to an email address.

User Settings



PATHWAY TYPES  
1 ITEM SELECTED

CUSTOM LISTS DELEGATES

PROFILE SECURITY

SYSTEM SETTINGS NATIONAL IDS

**ALERTS**

ALERTS

It is the responsibility of the alert subscriber to ensure the consent of any alert recipient.

Question Response Configurations

**An owner has responded positively to the question has your pet had any problems since surgery** ⚙️

**Question** Problems

**Trigger Message** An owner has recorded a complication after surgery

**Notification Type** Not Subscribed Subscription Options ▾

**A new owner has engaged with the system and the veterinary surgeon their procedure form**

**Question** New Owner Registration

**Trigger Message** A new owner has engaged with the system

**Notification Type** Not Subscribed Subscription Options ▾

Show on Pathway Dashboard Only  
Create Alert Schedules

There are no configured Score alerts.

You can choose when you want to receive the alert (day of response by owner, or at a later date) and who you wish to receive this. You might choose to receive the notifications yourself, or you may choose for alerts to be triaged by an admin clerk in the first instance. Please ensure you obtain consent before adding another user to receive alerts.

**A new owner has engaged with the system and the veterinary surgeon should now go and add their procedure form** ✓

**Question** New Owner Registration

**Trigger Message** A new owner has engaged with the system

**Notification Type** 1 Scheduled Message Alert(s) Subscription Options ▾

Message Schedule

Day 0 +

🗑️ Day 0

There are currently no subscribers for this schedule

Add New Subscriber

**Subscriber Name**

**Email Address**

**Confirm New Subscriber**

When new alerts are received, they will show on the dashboard, and if you have chosen to receive email notifications you will receive an alert to your inbox.

My Dashboard

The dashboard features a navigation menu on the left with icons for Worklist, Tasks, Add Patient, Find Patient, and Alerts. The Alerts icon has a red notification badge with the number '1'. A purple arrow points to this icon. The main content area shows a 'WORKLIST' section for the date range '25 Jul 2023 - 25 Jul 2023'. It includes a table with columns for 'Patient' and 'Pathway'. One entry is visible: 'JONES, Rover' with the pathway 'Canine CCL Pathway'. There are also buttons for 'NO WORKLIST ITEMS' and 'MY RECENTLY VIEWED (1)'.

Click on the **alerts** icon to see which patients alerts have been received for, and click to see their pathway.

The 'OUTSTANDING ALERTS' page shows a dropdown menu for 'User' set to 'All Users I Delegate For'. Under 'Pathway Alerts', the user is identified as 'User: VET, Eva'. A list of alerts is shown with columns for patient name and a 'View Pathway' link. Two alerts are listed: 'JONES, Rover' and 'DOUGLAS, Petra'. The navigation menu on the left now shows the Alerts icon with a red notification badge containing the number '2'.

When you click **view pathway** you can see further details of the alert.

**JONES, Rover** GENDER: Male BORN: 01 Jan 2010 (13y)  
email address@emailaddress.com No Other Pathways NEUTERED: YES

SERIAL: RCVST0000203  
CONSENTS TO CONTACT: Yes (Email, SMS)  
CONSENT STATUS: Consent Given

**ALERTS** Display Options Show Outstanding Alerts Only

**Pathway Alerts**

Date Raised: 25 Jul 2023 12:36:40 Triggering Value: New Owner Has Registered

**Configuration** A new owner has engaged with the system and the veterinary surgeon should now go and add their procedure form

**Message** A new owner has engaged with the system

**User Comment**

Action Please Select **Confirm**

PATIENT PORTAL  
ALERTS

If you have subscribed to email notifications you will also receive an email informing you that something needs your attention.

Search mail

← [Icons] ⋮

**\*\* Alert – An owner update in the Amplitude Patient Portal needs your attention \*\*** Inbox x

**customer.support@amplitude-clinical.com**  
to me ▾

Please follow this link to view this Patient  
A new owner has engaged with the system  
Click [here](#) to view the pathway  
This alert has been generated by one of the rules you have subscribed to.

## Recording a patient as deceased

In the sad event that the dog has passed away since their surgery, the patient should be recorded on the platform as deceased. This can either be done by the veterinary surgeon or the owner by contacting Customer Support [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) or on 0333 014 6363, or can be done within the system by the veterinary surgeon. To do this, Find the patient, and go to an active pathway. Select the **patient detail**. Mark the patient as **deceased**.

The screenshot displays the 'PATIENT DETAILS' page in the Amplitude clinical record system. On the left sidebar, the 'PATIENT DETAIL' menu item is highlighted with a red circle and the number '1'. The main content area shows the following fields:

- Serial Number:** RCVST0000114
- Title:** (empty)
- Forename:** Gerry
- Middle Name:** Grace
- Surname:** Gaston
- Data Collection Consent:** Consent Given
- Date of Birth:** 29 Oct 2020
- Gender:** Male
- Contact Consent:** ON
- Contact Types:** Email
- Email Address:** anybody@gmail.com
- Confirm Email Address:** (empty)
- Deceased:** A toggle switch currently set to 'NO', highlighted with a red circle and the number '2'.

At the bottom of the form, there are buttons for 'Save', 'Cancel', and 'Other Actions'. Below the form, there are sections for 'Patient Consent Status (click to expand)' and '1 Existing Pathway (click to expand)'.

## FAQs/Troubleshooting:

- Browsers such as Google Chrome remember your passwords for some sites. Amplitude has a password and a secret question, often it is answer to the secret question that the browser remembers, and so populates the password field incorrectly the next time you login. This is something to be wary of.
- If your account is locked this is because you have entered your password incorrectly more than 3 times. You can unlock it by clicking on the “forgotten your password?” link on the login screen and entering the email address registered to your account. In resetting the password it will unlock your account.
- Alternatively, you can contact Customer Support on 0333 014 6363 / [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) and we can unlock your account and/or reset your password.
- If any of your personal details change (e.g. Name or e-mail address) then please call 0333 014 6363 / [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) and we can make the appropriate changes.
- The Amplitude standard Username is ForenameSurname but you may request this to be different, for example:
  - To remove hyphens and apostrophes
  - To reflect your Known Name
  - To make the Username shorter
 If you would like to change your Username, please contact Customer Support

## How to reset your password

From the login page, click ‘**Forgot your password?**’. Enter your email address and **request a reset**. Then check your emails for a link to reset your password.



Log in

**Username**  
  
The Username field is required.

**Password**  
  
The Password field is required.

[Forgot your password?](#) **Log in**

## How to change an owner/patient's security question

If an owner has forgotten their security question, they should contact Customer Support [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) or call on 0333 014 6363.

The next time the owner logs in through the owner portal, they will be asked to set up a new security question.

For more Troubleshooting and FAQs please view the **Knowledge Base**:

Use the Question Mark Icon



This guide is designed to be a “Quick Start” to get you going on the system. There is more functionality and help available. We recommend starting with the Knowledge Base and if you need anything clarifying contact Customer Support.

**Amplitude Customer Support:** [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) / 0333 014 6363  
*available Monday-Friday 9am-5pm excluding Bank Holidays*

## About RCVS Knowledge

The Canine Cruciate Registry (CCR) is funded by RCVS Knowledge, who manage the [Advisory and Steering Committees](#) that are providing clinical oversight for the project.

RCVS Knowledge is a charity whose mission is to advance the quality of veterinary care for the benefit of animals, the public, and society. We meet this mission by championing the use of an evidence-based approach to veterinary medicine, inspiring a culture of continuous quality improvement in practice, and making our resources available to the profession and wider public. RCVS Knowledge is the charity partner of the Royal College of Veterinary Surgeons.

Royal College of Veterinary Surgeons Trust (trading as RCVS Knowledge) is a registered charity No. 230886. Registered as a Company limited by guarantee in England and Wales No. 598443.

Registered: RCVS Knowledge, First Floor, 10 Queen Street Place, London EC4R 1BE

Correspondence: RCVS Knowledge, 3 Waterhouse Square, 138-142 Holborn, London EC1N 2SW

T: 020 7202 0721 | Email: [ebvm@rcvsknowledge.org](mailto:ebvm@rcvsknowledge.org) | Website: [rcvsknowledge.org](http://rcvsknowledge.org)

## About Amplitude Clinical Outcomes

The portal is managed on a day-to-day basis by Amplitude Clinical Outcomes, data processors for the Canine Cruciate Registry, who are a globally recognised, independent supplier of software systems that capture and report clinical and patient reported outcomes data (PROMs). Amplitude is the leading supplier of electronic PROMs to the British NHS, as well as being used by many registries in the UK and internationally. The Amplitude platform collects data from patients (owners), and it allows context to be applied to the outcomes, allowing for a whole picture of a patient's health to be considered, from initial interaction, to post intervention.

Amplitude Clinical Outcomes is a registered Company No. 07172333.

Registered Address: Wood End House, Grafton Flyford, Worcester, Worcestershire, WR7 4PH.

T: 0333 014 6363 | Email: [customer.support@amplitude-clinical.com](mailto:customer.support@amplitude-clinical.com) | Website: [amplitude-clinical.com](http://amplitude-clinical.com)