



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*TM) 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.

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 / 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. 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 the Canine Cruciate Registry website. Three red circles with arrows point to specific features:

- Circle 1:** Points to the "Access the portal" link in the text "Are you a veterinary professional who is already taking part? Access the portal".
- Circle 2:** Points to the "Latest" section header above the "New veterinary research made possible with data from Canine Cruciate Registry", "Canine Cruciate Outcome Awards", and "Introduction to the reporting tools" cards.
- Circle 3:** Points to the "Canine Cruciate Registry - CCR" browser extension icon in the top right corner of the browser window.

The website content includes:

- Header:** RCVS KNOWLEDGE logo, navigation links (inFOCUS, LEARN, VETERINARY EVIDENCE, VET HISTORY), and CANINE CRUCIATE REGISTRY title.
- Navigation:** Home, About, Dog Owners, Veterinary Professionals, Resources, Contact, Vet Portal.
- Main Content:**
 - Section: "Improving the quality of care for dogs with cranial cruciate ligament ruptures".
 - Text: "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."
 - Buttons: "Dog Owners" and "Veterinary Professionals".
 - Text: "Are you a veterinary professional who is already taking part? Access the portal".
 - Link: "Learn more".
 - Section: "Latest" with three cards:
 - "New veterinary research made possible with data from Canine Cruciate Registry"
 - "Canine Cruciate Outcome Awards" (These RCVS Knowledge Awards showcase practical examples in which individuals and/or teams are...)
 - "Introduction to the reporting tools" (Find out how the reporting function within the Canine Cruciate Registry can benefit you, your team and your...)

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)

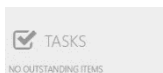
SURGICAL LIST (1)

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		
GASTON, Gerry Grace	Canine CCL Pathway	17 Feb 2021 21:05	1	

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**

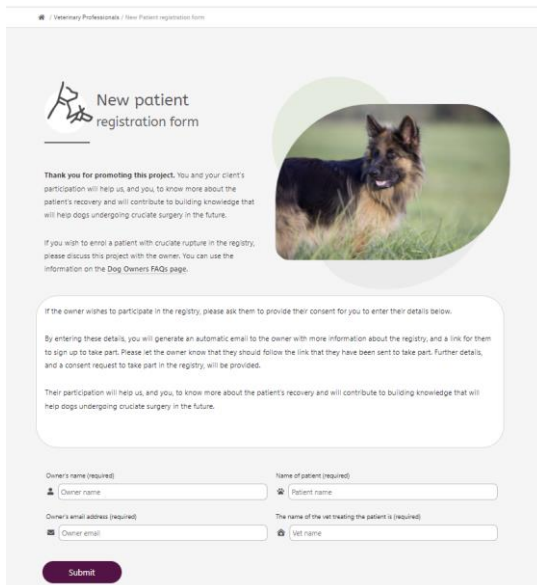
Step by step guide

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.



New patient registration form

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.

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.

If the owner wishes to participate in the registry, please ask them to provide their consent for you to enter their details below.

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.

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.

Owner's name (required)
Owner name

Name of patient (required)
Patient name

Owner's email address (required)
Owner email

The name of the vet treating the patient is (required)
Vet name

Submit

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

FIND PATIENT

Serial Number Date of Birth Name

Pathway Type Owner

Search

ADD PATIENT **FIND PATIENT**

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.

FIND PATIENT

Serial Number Date of Birth Name

Pathway Type Pathway Owner

Search

Name	Pathway	Pathway Owner
RCVST0000109 BEVAN, Barney (M, 08 May 2000) CREATE A NEW PATHWAY FOR THIS PATIENT	Canine CCL Pathway 10 Feb 2021	CONRAD, Corri Pathway Active

Create a New Patient

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**.

WORKLIST

NO ITEMS FOR 11 FEB 2021 - 11 FEB 2021

TASKS

1 CLINICIAN 1 PATIENT

+

ADD PATIENT

Q

FIND PATIENT

FIND PATIENT

Serial Number

Date of Birth

Name

Pathway Type

Pathway Owner

Include All

Include All

Search

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

Create a New Patient

Home

Worklist

Tasks

Search

Analytics

Settings

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

CLINICAL RECORD

4 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

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**.


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

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

Assessment Date



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.

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.

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

MY DASHBOARD

WORKLIST
NO ITEMS FOR: 11 FEB 2021 - 11 FEB 2021

TASKS
2 CLINICIAN 2 PATIENT

ADD PATIENT FIND PATIENT

MY TASKS PATIENT TASKS

Filter by Task
Nothing selected

View Mode
My Patient Tasks

Patient	Pathway	Action
<input type="checkbox"/> BEVAN, Barney	Canine CCL Pathway (Right)	3
<input type="checkbox"/> BEVAN, Sarah	Canine CCL Pathway (Right)	3

Action
Send Email Reminders
List of Email Addresses

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

BEVAN, Barney
sarah@amplitude GENDER: Male BORN: 08 May 2019 (1y)
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)

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
RCVST0000124 BLURB, Cassie Max (M, 19 Jun 2015) CREATE A NEW PATHWAY FOR THIS PATIENT	Canine CCL Pathway 16 Feb 2021	DOORLY, Ashley Pathway Active

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 given 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

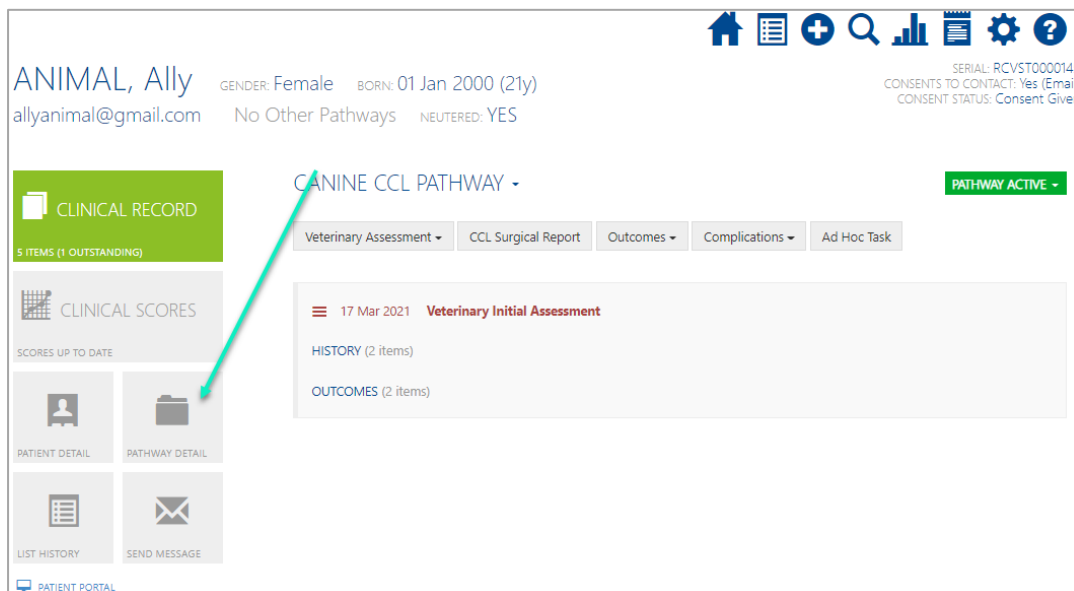
Whilst the default Security is Locked, you can set your pathway security to allow or deny other users access to your patient records.

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**



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 Given

CLINICAL RECORD
5 ITEMS (1 OUTSTANDING)

CLINICAL SCORES
SCORES UP TO DATE

PATIENT DETAIL PATHWAY DETAIL

LIST HISTORY SEND MESSAGE

PATIENT PORTAL

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
1 ITEM SELECTED

CUSTOM LISTS DELEGATES

PROFILE SECURITY

SYSTEM SETTINGS NATIONAL IDS

PATHWAY TYPES

Search by Name or Tag

Show My Selected Pathways Only OFF

Knee Pathways

ON 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**.

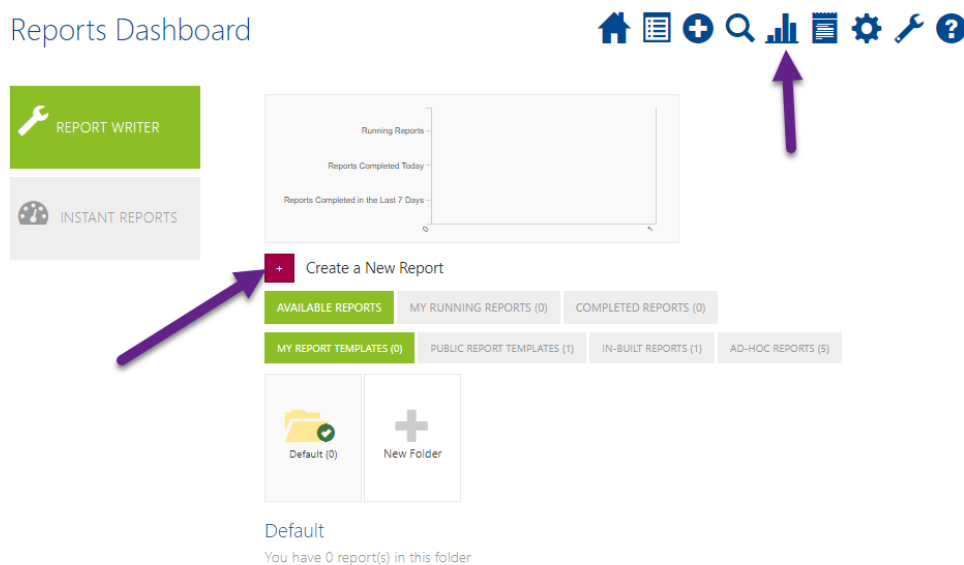
If **Sealed**, you will be able to view the **Pathway** but will be asked for a **Reason** and their **Pathway Owner** will know you accessed the **Pathway** and will see the **Reason**

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

Name

Pathway Type
Canine CCL Pathway

Report Access Type
Private

Show Data Exchanged Patients
OFF

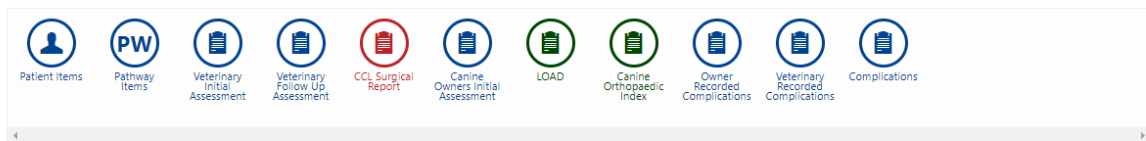
Save in Folder
Default

Excel Template Upload
Select a Microsoft Excel file to use as a custom report template.
 No file chosen

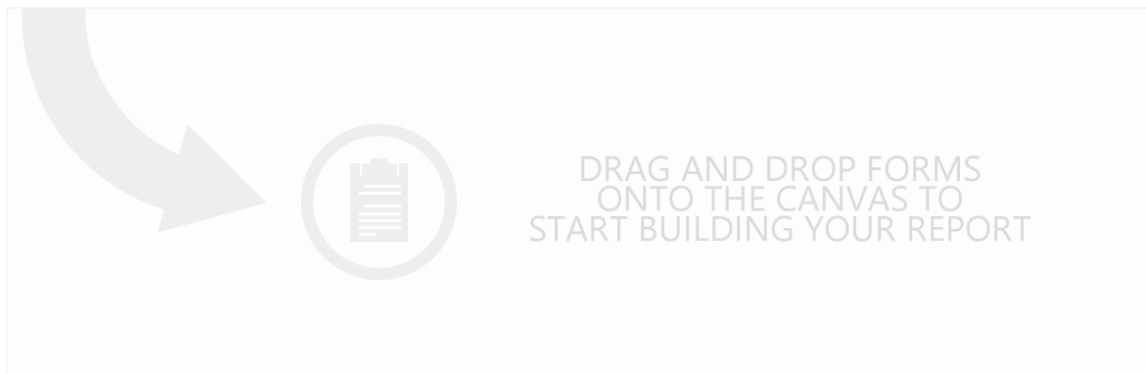
After selecting a pathway type, a screen like the one below will appear. **Blue** icons are standard forms, **Red** icons are procedure forms and **Green** icons are Scores.

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, a toolbar contains icons for home, reports, add, search, reports, settings, and help. A purple arrow points to the reports icon. On the left sidebar, there are buttons for 'REPORT WRITER' and 'INSTANT REPORTS'. The main area displays a 'Create a New Report' section with tabs for 'AVAILABLE REPORTS', 'MY RUNNING REPORTS (0)', and 'COMPLETED REPORTS (0)'. Below these are 'MY REPORT TEMPLATES (1)', 'PUBLIC REPORT TEMPLATES (1)', 'IN-BUILT REPORTS (1)', and 'AD-HOC REPORTS (5)'. A purple arrow points to the 'MY REPORT TEMPLATES' tab. Below this, a folder named 'Default (1)' is shown, containing a report titled 'Canine Test Report' with a green play button icon. A purple arrow points to this play button. A 'Report Options' dialog box is open, showing 'User Context' (Run as Bevan, Sarah), 'Report Scope Options' (Search across whole system selected), 'Export File Type' (Excel (*.xlsx)), and a 'Run Report' button. Purple arrows point to the 'Search across whole system' option, the 'Report Scope Options' dropdown, the 'Export File Type' dropdown, and the 'Run Report' button.

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

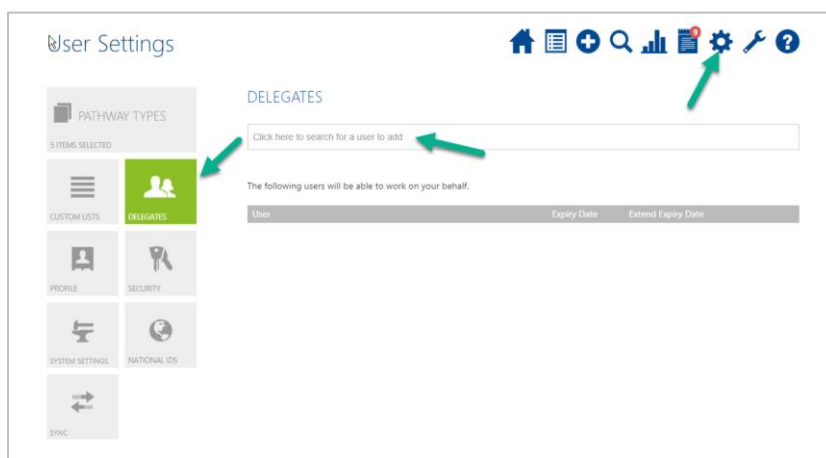
Adding or changing delegates

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. 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 / 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**.

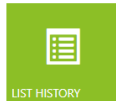
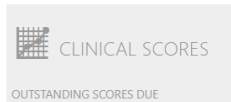
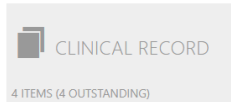
Click on the **List History** tile.

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



PATIENT PORTAL

CANINE CCL PATHWAY [RIGHT] ▾

WORKLIST HISTORY

There are no worklist items

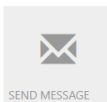
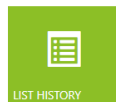
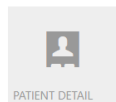
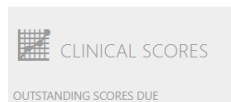
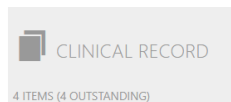
Add Worklist Entry

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



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

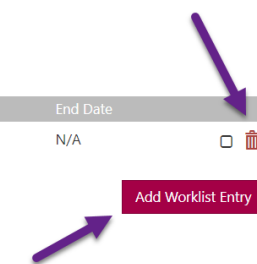
[PATIENT PORTAL](#)

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

WORKLIST < 17 FEB 2021 - 17 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

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

WORKLIST < 17 FEB 2021 - 17 FEB 2021 >

CONSULT LIST (1) MY RECENTLY VIEWED

Patient	Pathway	Date/Time	C	P
BEVAN, Barney	Canine CCL	17 Feb 2021 11:40	1	3

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

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 ▼
<div> Show on Pathway Dashboard Only Create Alert Schedules </div>	
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 ▼

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

WORKLIST

NO ITEMS FOR 25 JUL 2023 - 25 JUL 2023

TASKS

1 CLINICIAN

ADD PATIENT

FIND PATIENT

ALERTS 1

WORKLIST 25 Jul 2023 - 25 Jul 2023

NO WORKLIST ITEMS MY RECENTLY VIEWED (1)

Patient	Pathway
JONES, Rover	Canine CCL Pathway

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

WORKLIST

NO ITEMS FOR 25 JUL 2023 - 25 JUL 2023

TASKS

2 CLINICIAN

ADD PATIENT

FIND PATIENT

ALERTS 2

OUTSTANDING ALERTS

User: VET, Eva

Patient	Pathway
JONES, Rover	View Pathway
DOUGLAS, Petra	View Pathway

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

CLINICAL RECORD
5 ITEMS (1 OUTSTANDING)

CLINICAL SCORES
SCORES UP TO DATE

PATIENT DETAIL

PATHWAY DETAIL

LIST HISTORY

SEND MESSAGE

PATIENT PORTAL
ALERTS

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**

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

Search mail

**** 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 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**.

PATIENT DETAILS

IDENTIFIED PATIENT ⓘ All patient detail can be recorded

Serial Number
RCVST000114

Title Forename Middle Name Surname
Gerry Grace Gaston

Data Collection Consent Date of Birth Gender
Consent Given 29 Oct 2020 Male

Contact Consent Contact Types
ON Email

Email Address Confirm Email Address
anybody@gmail.com

Deceased
NO

Save Cancel Other Actions ▾

Patient Consent Status (click to expand)

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 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 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?](#)

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 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 / 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 | Website: 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 | Website: amplitude-clinical.com