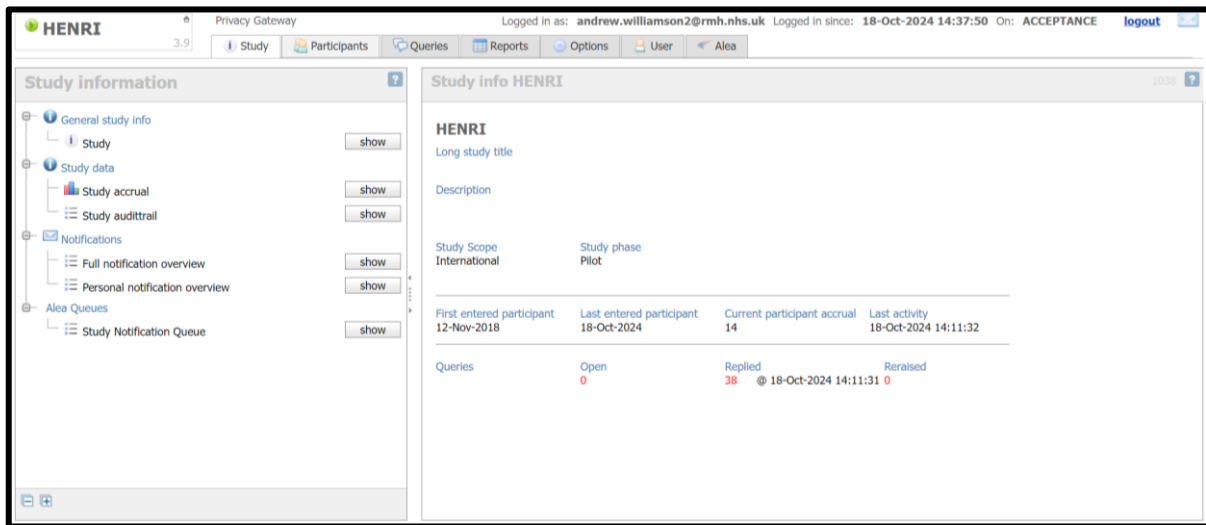


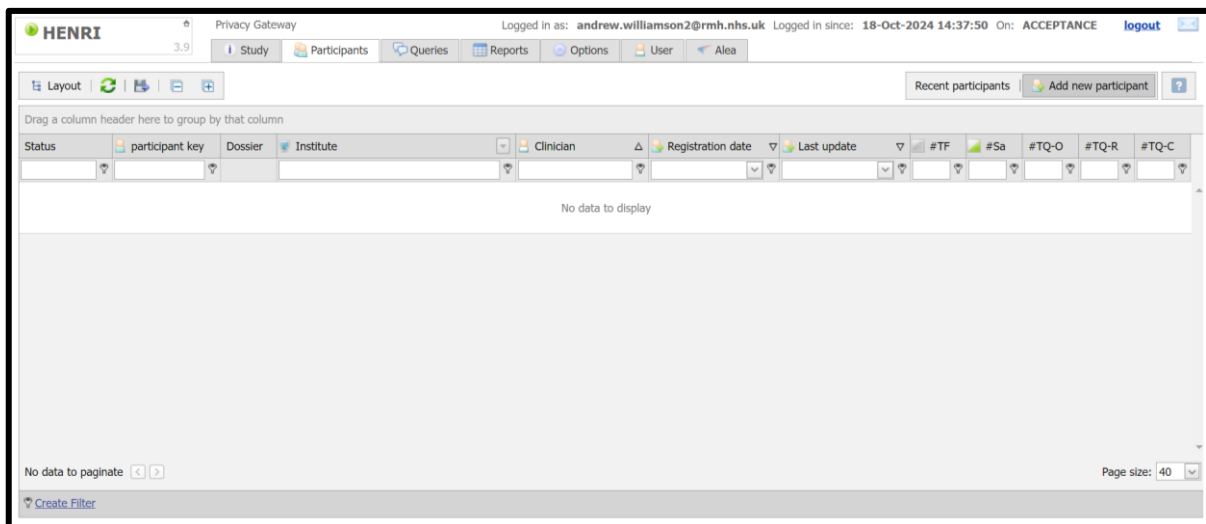
Instructions for data entry

The following document provides instructions on patient registration and data entry in the Alea system. If you have any questions regarding data entry, please contact the audit team on torsaudit@entintegrate.co.uk.

1. After logging into the data entry system, select the “Participants” tab on the top of the screen.



2. To add a new patient, select the “Add a new patient” tab on the top right of the screen. Previously registered patients will appear in the columns below and can be edited.



3. On the registration page, select “TORS” on the question “Please select which forms you would like to use”. Do **not** select “HENRI” as this will generate the incorrect data entry forms. Enter a 3-digit subject number (starting with 001), and click “submit”.

4. Close the registration form, the rest of the form can be populated. Please ensure all data points are completed. Please note, the “follow-up” tab should only be completed 30 days after the robotic procedure. Additionally, in the data entry system, all robotic procedures are referred to as TORS.