



## EURAHS GROUP MANAGER

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### 1. START THE GROUP MANAGER

The GROUP MANAGER is a new tool of EuraHS released in December 2015. This tool is wide-ranging and requires some time to fully understand all its capacities. If you have any questions, please contact the EuraHS Project Manager: [iris.kyle-leinhase@eurahs.eu](mailto:iris.kyle-leinhase@eurahs.eu)

**In principle: Your data belongs to you!**  
**Thus, as default, each user can only see and edit his own cases.**

The GROUP MANAGER of EuraHS enables the user to share data with colleagues for joint research projects e.g. clinical studies. This can be done within a research group or on national and international levels.

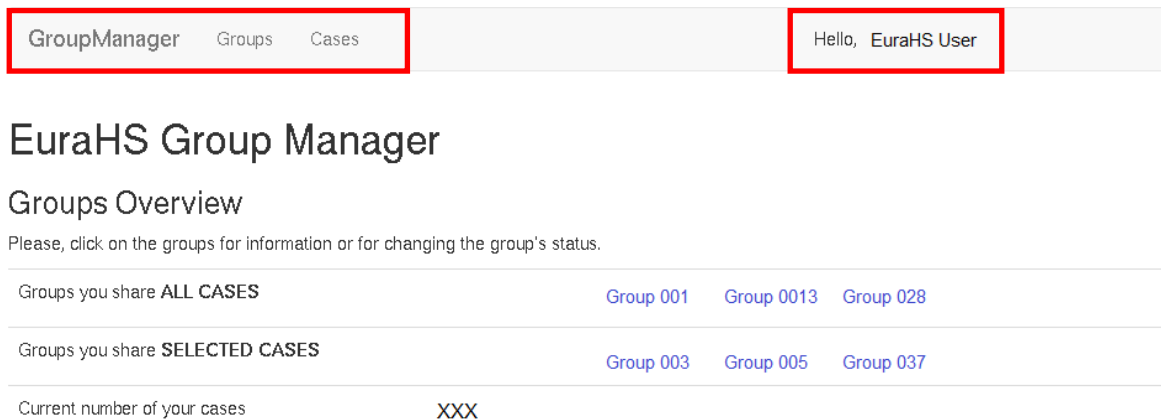
To get to the GROUP MANAGER, you have to log into EuraHS. A detailed manual is available on the EuraHS website. All EuraHS routes open in the same layout. To navigate in EuraHS, you use the top grey operation field.

NEW CASE	LOAD CASE	SAVE CASE	ROUTE	GROUPS	EURAHS II - VENTRAL HERNIA ROUTE				
SUMMARY	STATISTICS	FOLLOW UP	LOGOUT	HELP	CASE-ID: BDKA				

Here you can also access the GROUP MANAGER. The Group Manager can be opened by pressing the button **GROUPS** (red frame). In case the Group Manager needs your attention, the **GROUPS** button will be colored red (picture right).



Once you entered **GROUPS**, the GROUP MANGER will open with an overview. The top grey frame is the navigation within the GROUP MANAGER. It is possible to switch between the GROUP MANAGER, the GROUPS and the CASES overview. This overview is personalized to the EurAHS user who is logged into the system and is also shown in the grey frame.



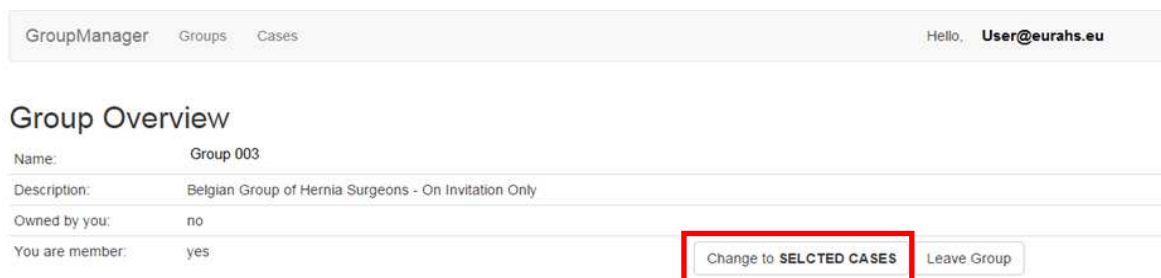
It gives you an overview of all groups that you share your cases with in either ALL CASES or SELECTED CASES. It also tells you the current number of all your cases in EurAHS.

## 2. HOW TO SHARE YOU CASES

In EurAHS, you have two options to share your cases with others.

### 2.1. ALL CASES

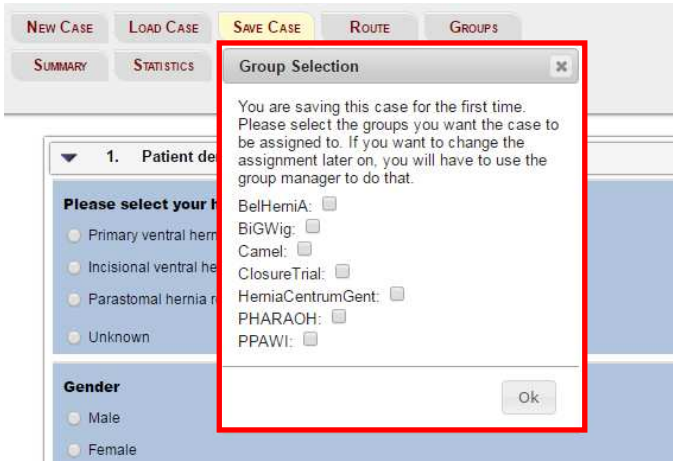
If you want to link your cases with a group of surgeons in your institution, a collection and combination of all your cases is preferable. The option share with **“ALL CASES”** should be chosen in this case. With this option, all cases will be transferred to your own account, as well as to the groups account without another reminder or request.



If you decided to join a group with **ALL CASES**, you can change your decision and change to **“Selected Cases”**. In case you make that change, all the earlier cases that have been enrolled in the group, will be removed from the group.

## 2.2. SELECTED CASES

It is not always convenient to share all your existing EuraHS cases within a specific group. The main idea behind the GROUPS MANAGER is to make research activities and data extraction for specific questions easier. Therefore, the option share with “**SELECTED CASES**” should be chosen if only specific cases should be shared within a specific group.



If you are a member of a group with selected cases, you will be asked to link your case to the group with selected cases (red frame) the first time you save this case.

If you click the box/es you wish to link your case to, it will automatically be saved in the specific group as well as in your all cases inbox. It is possible to link one case to more than one GROUP.

You will only be asked to link a case the first time you save it. If you add data to this case later on and save again, the system remembers the initial decision.

If you had not initially linked your case to a specific group (e.g. a group was created after you entered your case) you can later do this in the CASES overview (see 7. Cases overview).

If you have decided to join a group with SELECTED CASES, you can later change your decision to a group with ALL CASES. After taking this decision, all your cases will be automatically transferred to the group.

However, as the owner of your data, you can decide at any time to leave a group by clicking on the **LEAVE GROUP** button. (see 5. Leave Group)

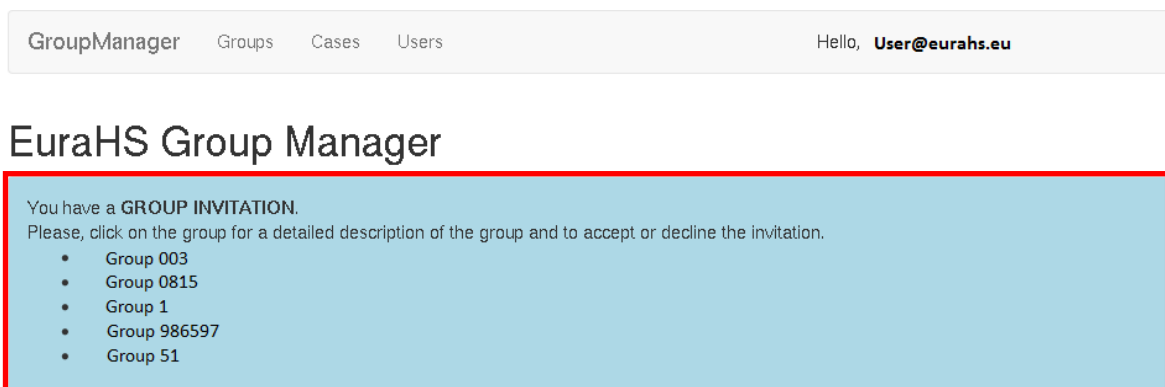
## 3. HOW TO BECOME A MEMBER OF A GROUP

In EuraHS, you have **3 options** to become a member of a specific group:

- 3.1 by **invitation**
- 3.2 by **requesting**
- 3.3 by **group creation**

### 3.1. Invitation from the manager of a specific group

The easiest way to join a group is via an invitation. An invitation can come from the manager of a specific group or from another group member. If a group invitation has not been communicated to you externally, you can find out about the group invitation when you log into EuraHS.



The **GROUPS** button will be highlighted in red (see page 2). When you click on the red **GROUPS** button, you will be directed to the GROUPS MANAGER and receive an overview of your current invitations. (red frame).

In the overview, you can click on a specific group for a detailed description and for accepting or declining the invitation.

The screenshot shows the 'GroupManager' interface with a navigation bar containing 'GroupManager', 'Groups', and 'Cases'. The user is logged in as 'User@eurahs.eu'. The main heading is 'Group Overview - Invitation'. Below this, there is a message: 'Please, choose to accept or decline the invitation to the group. If you accept the invitation, please choose one of the possible options:'. Two options are listed: 'ALL CASES: to share automatically all your cases' and 'SELECTED CASES: case-by-case sharing; you will get asked to share your case, when you first save your case.'. The group details are: Name: Group 51, Description: EuraHS Quality of Life group Europe, Owned by you: no, and You are member: no, but invited. At the bottom, there are three buttons: 'Decline Invitation', 'Accept Invitation ALL CASES', and 'Accept Invitation SELECTED CASES'. The buttons are highlighted with a red border.

## Member Overview

### Filter Options

Username

User	Institute	
Kyle-Leinhase, Iris;	Az Maria Middelares	Member

You can also see the participating members of this group.

Accepting an invitation can be done with **ALL CASES** or **SELECTED CASES**, as earlier described (page 3). Once you have decided to accept or decline the group, this group invitation will disappear out of your invitation overview.

The screenshot shows the 'EuraHS Group Manager' interface with a navigation bar containing 'GroupManager', 'Groups', 'Cases', and 'Users'. The user is logged in as 'User@eurahs.eu'. The main heading is 'EuraHS Group Manager'. Below this, there is a blue notification box with a red border. The notification text is: 'You have a GROUP INVITATION. Please, click on the group for a detailed description of the group and to accept or decline the invitation.' Below the notification, there is a list of group IDs: Group 003, Group 0815, Group 1, and Group 986597.

### 3.2. Requesting a group membership

If you find a group of interest in the **GROUPS OVERVIEW** (see 7. Groups overview), you can click on this group for more details. In the detailed view you receive a short description of the group, as well as the list of group participants.

### Group Filter Options

Member:   
Owner:   
Not a Member:   
Text Contains:

Create new group

- Group 1**  
Owner: User XX@eurahs.eu  
Description: Belgian Group of Hernia Surgeons - On Invitation Only
- Group 51**  
Owner: user.eurahs@hotmail.com  
Description: EuraHS Quality of Life group Europe

If this group interests you, you can request your membership to this group. When making the request, you will be asked to select between group participation for ALL CASES or SELECTED CASES.

### Group Overview

Name: Group 51  
Description: EuraHS Quality of Life group Europe  
Owned by you: no  
You are member: no

[Request ALL CASES](#) [Request SELECTED CASES](#)

The manager of this specific group will receive a message next time he logs into EuraHS (green box). His GROUPS button (see page 2) will show red. He can review your **REQUEST** by clicking on the GROUP in the frame.

### EuraHS Group Manager

You have a **REQUEST** from a EuraHS user to join your group. Please, click on the group to accept or decline the request.

- Group 51

### Groups Overview

Please, click on the groups for information or for changing the group's status.

Groups you share ALL CASES	<a href="#">Group 001</a> <a href="#">Group 0013</a> <a href="#">Group 028</a>
Groups you share SELECTED CASES	<a href="#">Group 51</a> <a href="#">Group 037</a>
Current number of your cases	xxx

When the manager clicks on the group in the request frame, he can see your name and institution. He has to then decide to either **ACCEPT** your request or to **DECLINE** it.

GroupManager Groups Cases Hello, **User@eurahs.eu**

## Group Manager

Name: Group 51

---

Description: EuraHS Quality of Life group Europe

---

Owned by you: yes

---

You are member: no

## Member Overview

### Filter Options

Member Status:

Username:

User	Institute		
User, Some	Other	Request Pending	<input type="button" value="Accept User"/> <input type="button" value="Decline User"/>

In any case, you will receive a notification on this decision. EuraHS is independent of this process. We cannot speed up the decision process or contact the manager of the group for you.

GroupManager Groups Cases Hello, **User@eurahs.eu**

## EuraHS Group Manager

You have a NOTIFICATION.  
 ✘ Your request to join group 51 was granted.

GroupManager Groups Cases Hello, **User@eurahs.eu**

## EuraHS Group Manager

You have a NOTIFICATION.  
 ✘ Your request to join group 51 was declined.

### 3.3. Creating your own group

You can also become a member of a group by **creating your own group**. In this case, you are the manager of the group. You can add your cases to the group and you can invite users of EuraHS to join your group. For more details, please review 4. HOW TO CREATE A GROUP.

## 4. HOW TO CREATE A GROUP?

The GROUP MANAGER of EuraHS enables a user to share data with colleagues for joint research projects e.g. clinical studies or with research groups on national and international levels.

To create your own research group, enter the GROUP MANAGER.

## EuraHS Group Manager

Within the GROUP MANAGER, choose the **GROUP** button (red frame) in the top grey frame. You will be directed to the **Group Filter Options** (for more details, please review the 7. Groups overview). Just above the summary of all currently existing groups in EuraHS, you can find the **CREATE NEW GROUP** button (red frame).

GroupManager Groups Cases Users Hello, User@eurahs.eu

### Group Filter Options

Member:   
Owner:   
Not a Member:   
Text Contains:   
**Create new group**

Group 1  
Owner: User XX@eurahs.eu

By pressing the **CREATE NEW GROUP** button, the window will open where you can define your new group. Choose a group name and give the group a short description. The description helps other users to indentify the character of your group. They might be interested to join your group.

Please choose a characteristic name for the new group. Names have to be unique. A group name cannot exist twice in EuraHS. Furthermore, a group name may only contain alphanumeric characters, no umlauts or spaces. It also may not be longer than 20 characters.

## Create New Group

Please, choose a characteristic name for the new group.  
Names have to be unique. A group name may only contain characters and numbers, no umlauts or spaces. It also may not be longer than 20 characters.

Name:   
Description:

After pressing on **CREATE GROUP**, your group exists in EuraHS and is visible to all users. You can find and adapt your group in the GROUP MANAGER by selecting your group. You can now change the information about the group again and you can invite EuraHS users to join your group.

Also, as the manager of the group, you can decide to delete a group. This has no influence on the amount of cases in EuraHS. The individual case number of the EuraHS user stays the same.

**VERY IMPORTANT:** At this moment you are the **GROUP MANAGER** of this group, but you have no cases in this group. To add cases to the group, join the group with either **ALL CASES** or **SELECTED CASES**.

GroupManager Groups Cases Hello, **User@eurahs.eu**

## Group Manager

Name: AGoodName

---

Description: is really important!

---

Owned by you: yes

---

You are member: no

## Member Overview

### Filter Options

Member Status:

Username:

User	Institute		
Filip, Muysoms;	AZ Maria Middelaes	Not A Member	<input type="button" value="Invite User"/>
Morales-Conde, Salvador;	University Hospital Virgen del Rocío	Not A Member	<input type="button" value="Invite User"/>
Dietz, Ulrich;	University of Würzburg	Not A Member	<input type="button" value="Invite User"/>

Please keep in mind, that at any stage it is only possible to choose from your own cases. Even if you are a member or even the manager of a group, you will not be able to load or change EuraHS cases that do not belong to you.

## 5. HOW TO LEAVE A GROUP

**Your data belongs to you!** Thus, each user can also leave a group.

GroupManager Groups Cases Hello, **User@eurahs.eu**

## Group Overview

Name: Group 003

---

Description: Belgian Group of Hernia Surgeons - On Invitation Only

---

Owned by you: no

---

You are member: yes

In case you have left a group, the manager of the group will receive a notification the next time he logs into EuraHS.

## 6. HOW TO EXTRACT GROUP DATA

**Your data belongs to you!** However, the statistics of each group can be extracted from EuraHS at any time. To prevent misunderstandings, we decided to limit the access to the statistics download of specific group data to the manager of the group.

The manager of a group can extract the data from EuraHS in the statistics tool of the EuraHS platform. For extracting the data, you do not need the GROUP MANAGER.



After the manager of the group entered the statistics tool of EuraHS, he will find his group(s) offered to him at **1. Available Groups** under his personal cases. For more details on how to extract data from EuraHS, please review the EuraHS Quick User Guide on the EuraHS website.

Please note, you will always have to contact the manager of your group to extract the data for your group. EuraHS will not provide this service.

## 7. GROUPS OVERVIEW

You can find the groups overview after clicking on the **GROUPS** button in the GROUP MANAGER. The **GROUP FILTER OPTIONS** give an overview of all currently existing groups in EuraHS.

GroupManager   Groups   Cases   Users   Hello, **User@eurahs.eu**

### Group Filter Options

Member:   
 Owner:   
 Not a Member:   
 Text Contains:

Create new group

<b>Group 1</b> Owner: User XX@eurahs.eu Description: Belgian Group of Hernia Surgeons - On Invitation Only
<b>Group 51</b> Owner: user.eurahs@hotmail.com Description: EuraHS Quality of Life group Europe
<b>Group 986597</b> Owner: EuraHS_user@gmail.com Description: Validatie EuraHS QoL

This GROUPS OVERVIEW is in alphabetical order and gives information about each group; a short description as well as the owner of the group.

With the **SEARCH FUNCTION** (red frame), it is easy to filter the groups by their members, the owner (manager of a group) or to search for a specific subject within the name or the description of the group.

If you wish to get more details about a specific group, you can click on the group itself. You will be directed to the detailed **GROUP OVERVIEW**.

GroupManager   Groups   Cases   Hello, **User@eurahs.eu**

### Group Overview

Name:	Group 003
Description:	Belgian Group of Hernia Surgeons - On Invitation Only
Owned by you:	no
You are member:	yes

Change to **SELECTED CASES**   Leave Group

## 8. CASES OVERVIEW

The cases overview has been developed to help you store and organize your cases.

As a frequent user of the EuraHS platform, the amount of your cases in the different routes will grow quickly. This makes it difficult to organize your cases in the different groups.

In addition, as EuraHS is not using patient identifying data, it is more difficult to identify a specific case if they are not linked to a specific route.

The case overview sorts your cases by the six different routes (if used) they belong to.

It also shows the different SELECTED CASES groups of which you are a member and to which you could link your cases.

Use the scrollbar at the bottom to move to the groups that you do not directly see on the screen.

GroupManager Groups Cases Hello, **User@eurahs.eu**

### Cases Overview

The cases overview lists all your "selected case" group cases by route and name. Please, select or unselect the case to your available groups.

EuraHS Route	Case Name	Selected Cases Groups				
		Group 51	Group 7	XX 374	Group 028	Group 9
Hiatal_Hernia_Route	BHSW	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHTF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prophylactic_Meshes_Route	BHTB	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHTH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open_Abdomen_Route	BHSX	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHSY	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groin_Hernia_Route	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BEZE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abdominal_Closure_Route	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHTD	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHSZ	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ventral_Hernia_Route	BEZH	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In the table above, the user has cases in all (e.g. more than 5) groups, but does not have them linked to any of the displayed groups.

Please note, the **ALL CASES** groups will not be shown in the overview because they have been linked to the ALL CASES groups automatically by the system.

The system will inform you which groups have been chosen to be ALL CASES groups. You can change this status to SELECTED CASES by clicking on the group as described on page 2.

## Cases Overview

Please note, the following groups will not be show in the overview because you have selected the ALL CASES option. You can change your status to SELECTED CASES by clicking on the group.

- Group 003
- Group 1869547

The cases overview lists all your "selected case" group cases by route and name. Please, select or unselect the case to your available groups.

EuraHS Route	Case Name	Group 51	Group 7	XX 374	Group 028	Group 9
Hiatal_Hernia_Route	BHSW	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHTF	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Prophylactic_Meshes_Route	BHTB	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHTH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Open_Abdomen_Route	BHSX	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	BHSY	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Groin_Hernia_Route	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
	BEZE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abdominal_Closure_Route	autosave	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
	BHTD	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

As an example, in the table above, the user has cases in all groups. Some of his cases are linked to specific groups. The user has also chosen to manually link all his cases to group 51 (first column). Whereas he has selected only specific cases to be linked to group 028 (fourth column).

In this overview you also link or unlink your cases to a group with SELECTED CASES manually. This might come in handy if you joined a group later or for retrospective research activities.