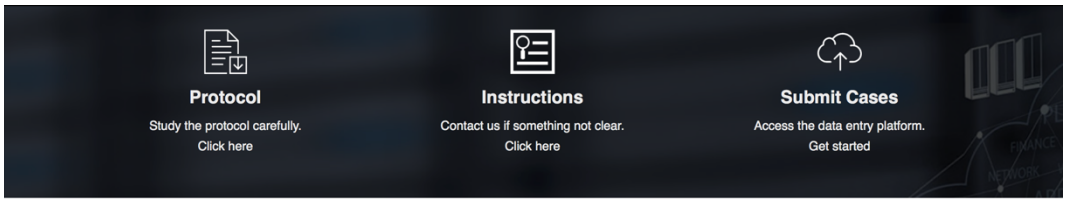
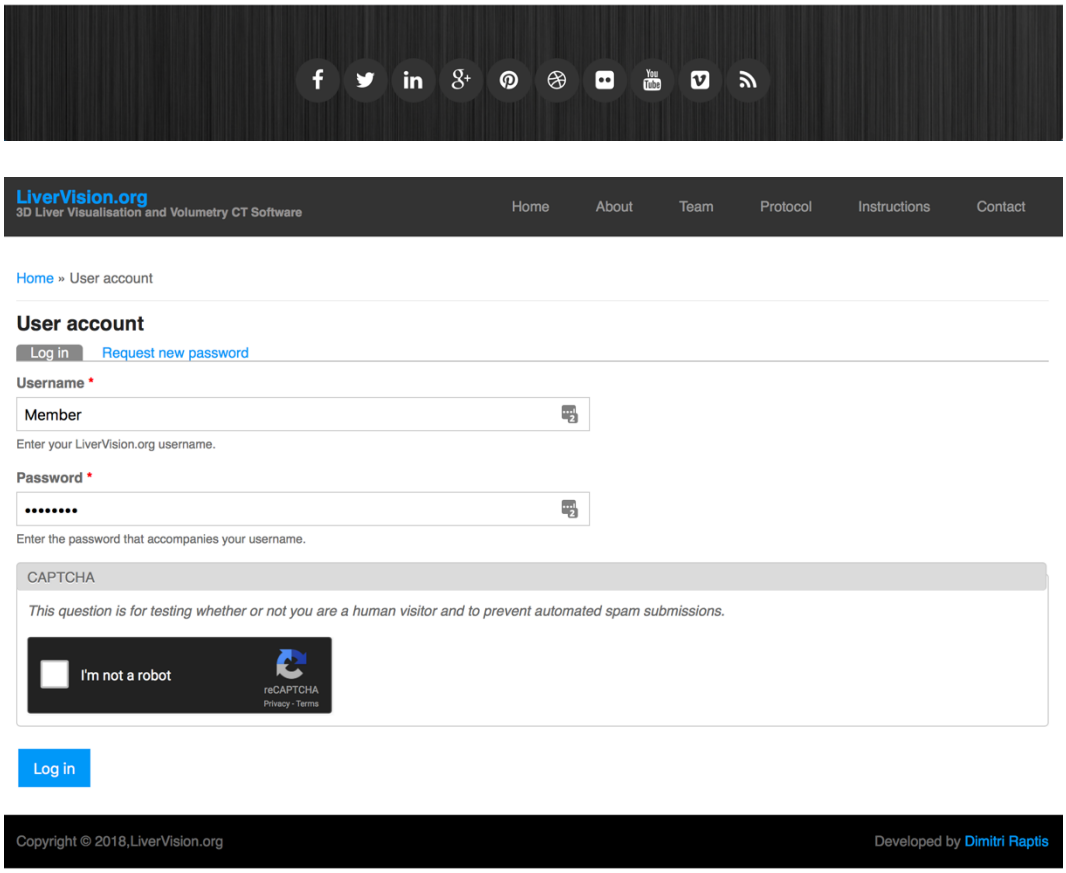
We have developed a simple and user friendly electronic **Data Entry Management System** (**DEMS**) to ensure secure, easy and accurate data collection obtained from the collaborators of the participating centres.

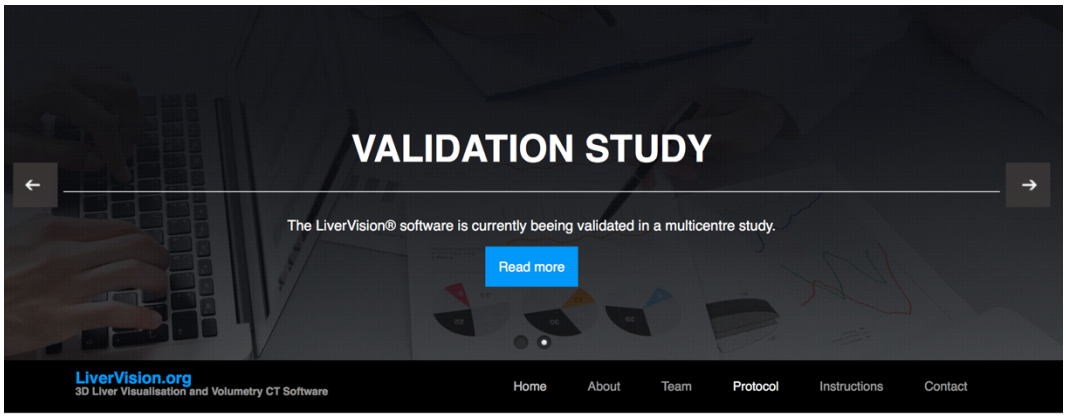
1 **Login** to the website by clicking on the "**Sign In**" button available at the end of the homepage to access all necessary study documents and submit your cases online. To do so, please type in your username and password at the "User Account" page available https://livervision.org/?q=user

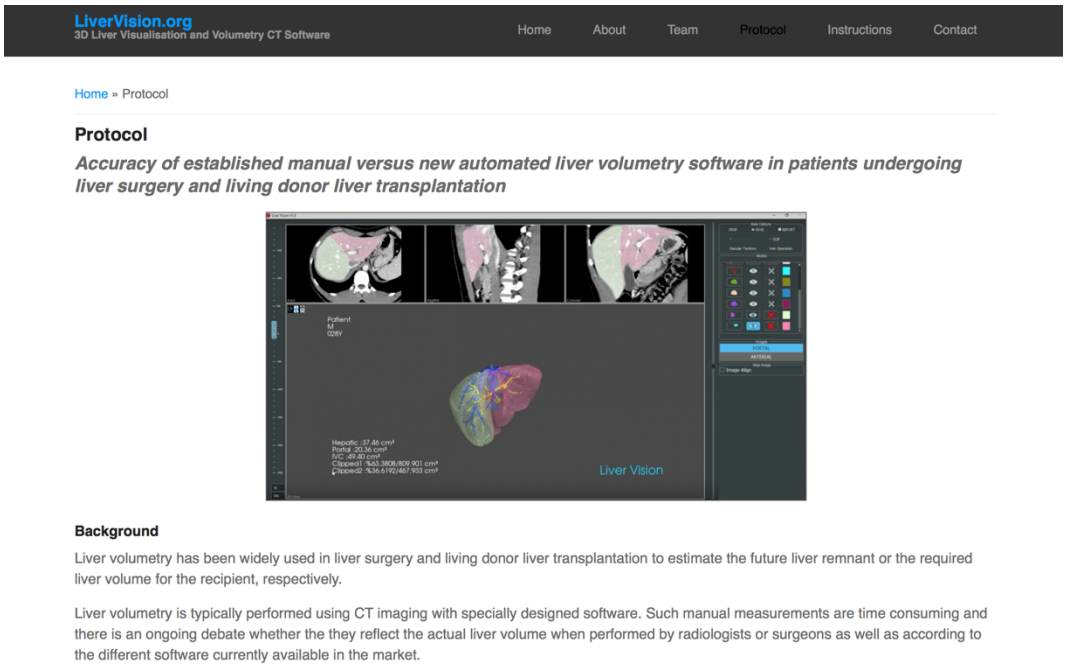




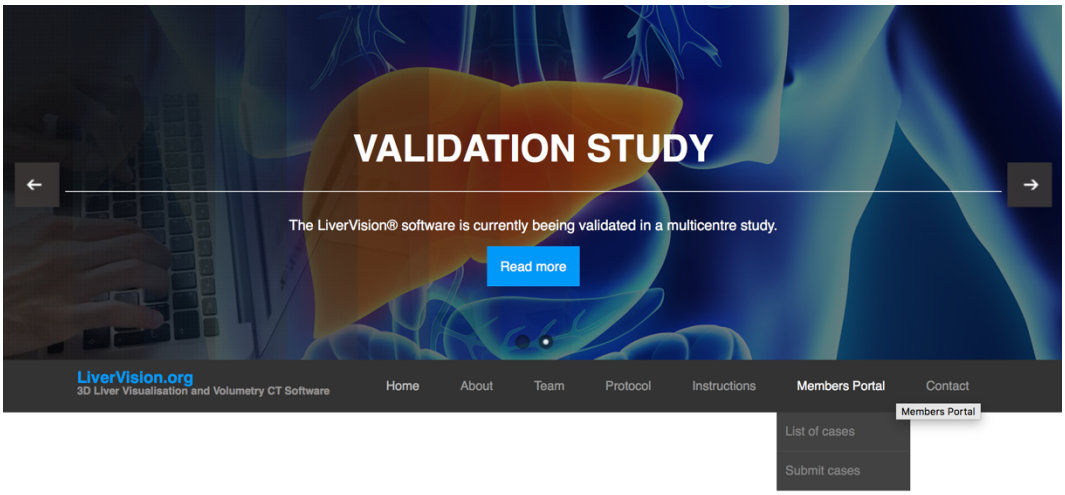
2 Your **account login details** including your **username and password** were provided to your by email sent from our study co-PI, **Dimitri Raptis** (draptis@btinternet.com) at the Royal Free Hospital (see below how to contact us). If for any reason you did not receive this email, please check your spam folder or contact Dimitri Raptis to send it to you again.

3 Please ensure that you have carefully read the study **protocol** before attempting entering cases at our Data Entry Management System (DEMS). To do so, please click on the "**Protocol**" link at the main menu bar as shown below. Alternatively you may directly access the study **protocol** using the following link: https://livervision.org/?q=protocol

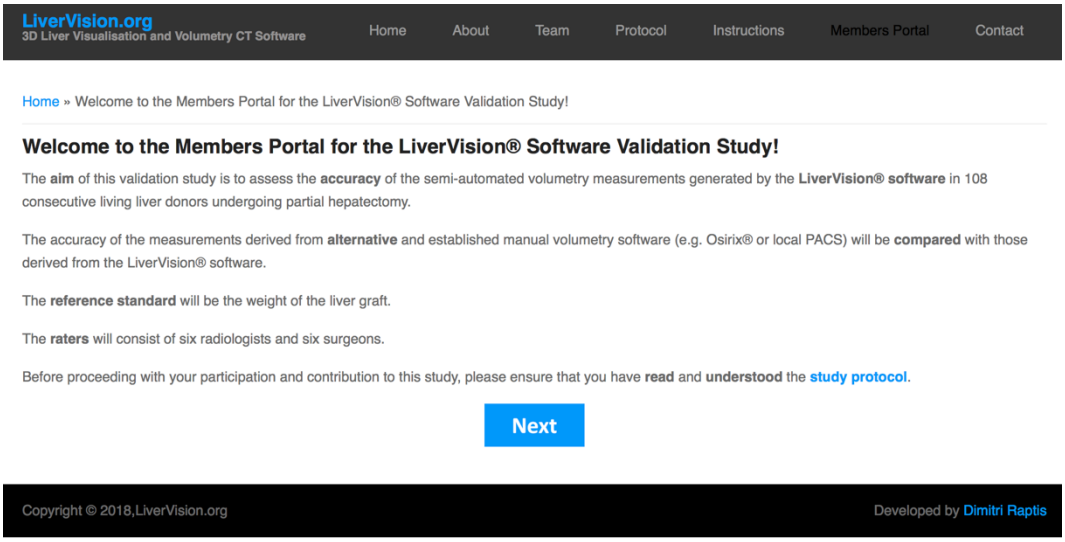




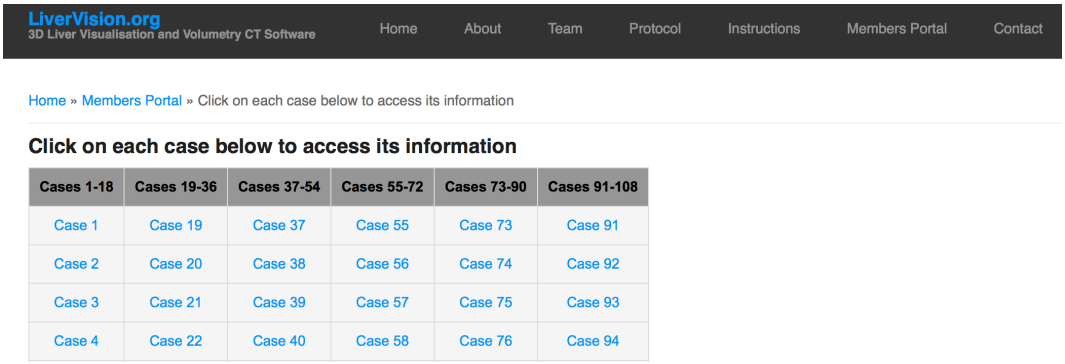
4 To start **submitting your cases** to our electronic **Data Management System (DEMS)** please click on the "**Members Portal**" link available in the platform as shown below:



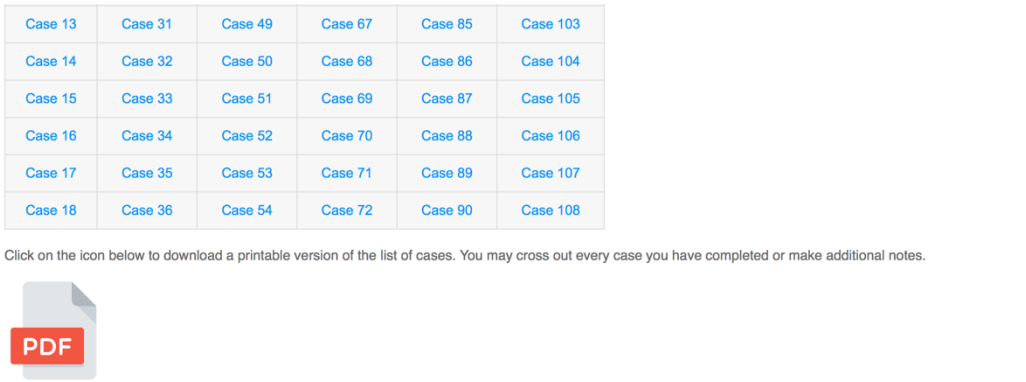
Then you will be directed to a welcome page as shown below. Please click on the next button:



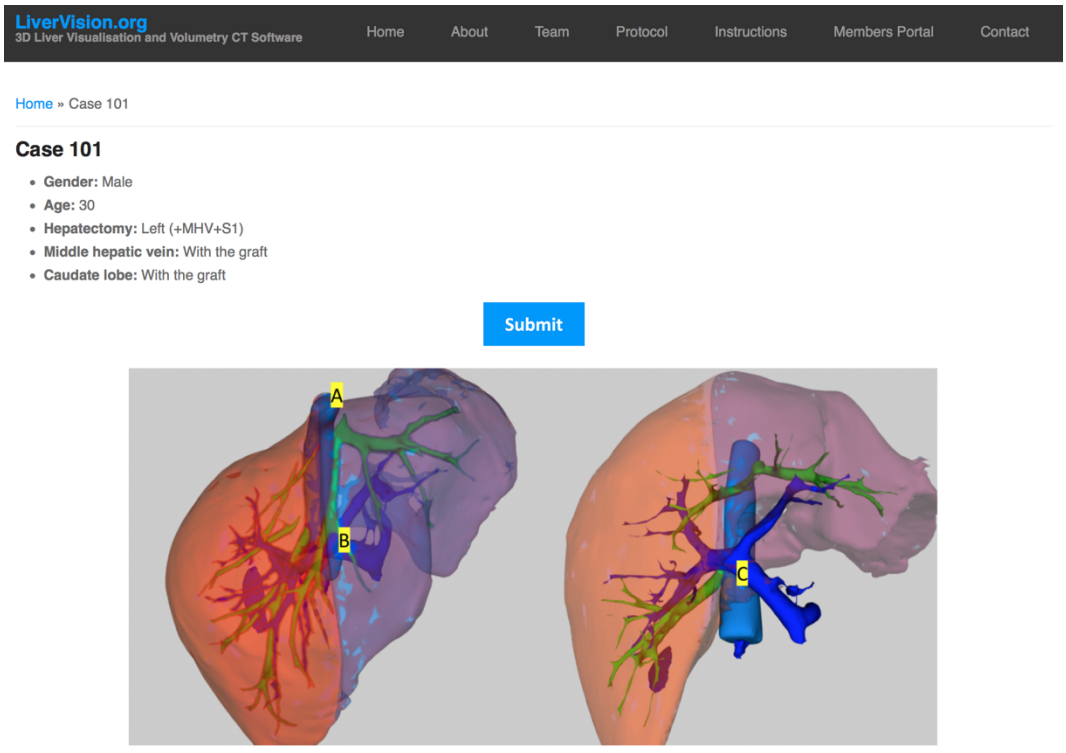
Then you will be directed to the "List of cases" page as shown below:



The list of cases contains all 108 cases included in the study. At the end of this page there is a PDF icon, please click on it to download a PDF printable version. This will help you complete the study by crossing out each completed case and avoid confusion.



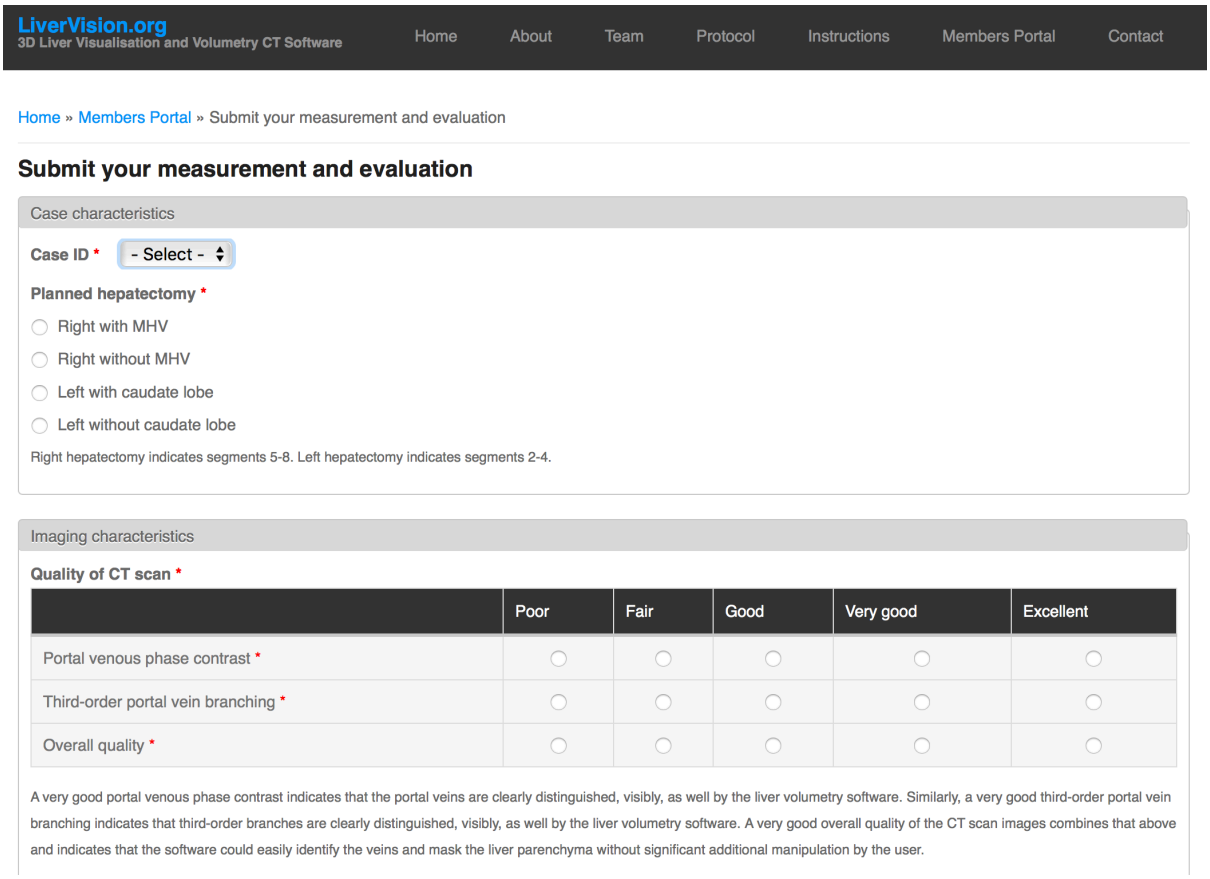
Please click on each case to obtain important information that will guide you to complete your volumetric measurements as shown below:



Then click on the **submit button** after you have completed you volumetry measurements.

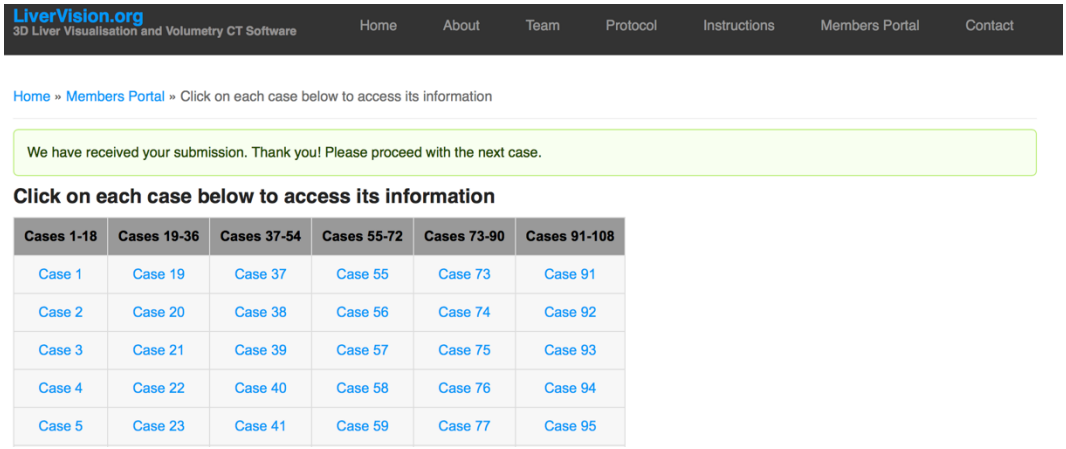
5 The **Data Entry Management System (DEMS)** consists of a simple electronic form that you may fill in the data for each case (see image below). The **DEMS** can be also **accessed directly** using the following link: https://livervision.org/?q=case_submission

Fields including a red star at the end of the name of the parameter (*) are mandatory to be able to submit each case. For example, each case should be assigned with a unique Case ID, the first field in the form shown below. If this information is missing, you will not be able to submit the case.

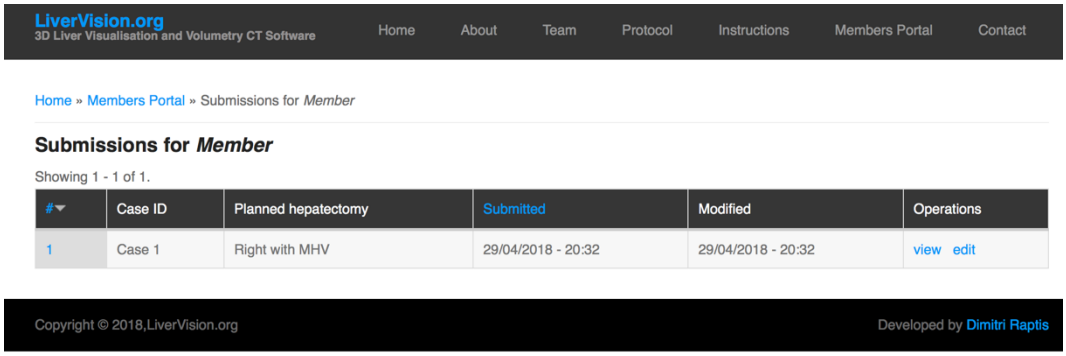


Further instructions and descriptions are available in this page for each parameter. If something is not clear to you please contact us before submitting any cases.

6 Please click on the "**Submit**" button **only once** and wait until you receive a **confirmation** message on the top of your screen. You will be immediately redirected on the "List of cases" page so that you can continue directly with the next case, as shown below:

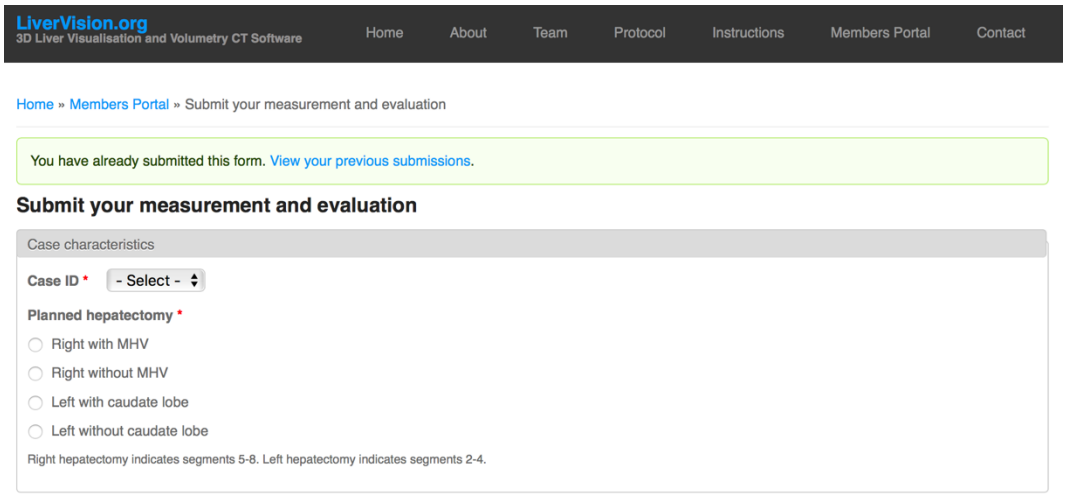


7 If for any reason you would like to access the list of your previous case submissions, please click on the "**My submitted cases**." link available on the "Members Portal" menu bar. Alternatively, you may access your previous submissions by simply following the link below: https://livervision.org/?q=node/14/submissions



This link to your previously submitted cases is also available at the top of the submission form, as soon as you have submitted at least one case, as shown below:

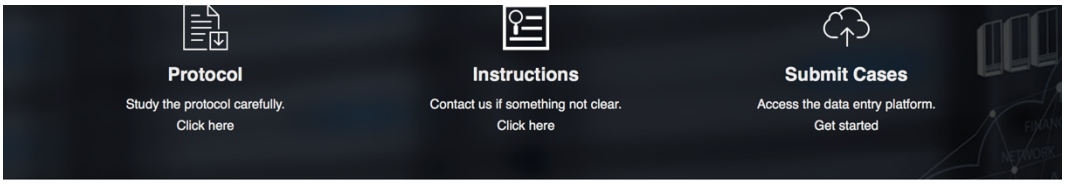
8

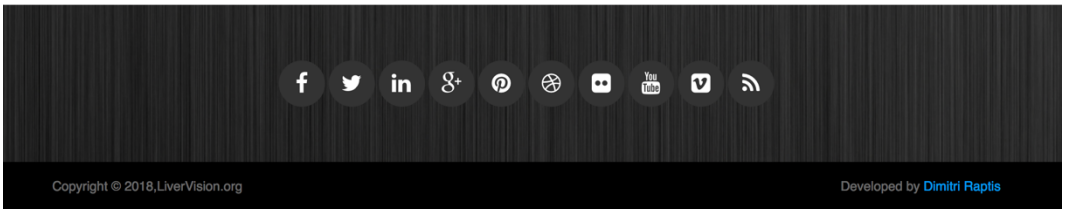


Then you will be provided with the list of cases (only the ones that you have submitted) where you may view or edit again.

Please make sure you save your changes by clicking on the "**Submit**" button at the end of the page.

9 If you would like to log out from the platform then click on the home page and you will find the button at the end of the page as shown below:





10 If you have any **questions** or something is **not clear** regarding the study design, protocol or DEMS, please contact **Dimitri Raptis** by using our **online contact form** or by contacting him **directly** (by email: draptis@btinternet.com or mobile / +447584560889).