Completing the new DDSI

Many of the features of the previous form remain in this new deployment, the login has changed and the location. First for the login, a temporary generic login has been created for use until users can get their own account and we can integrate more methods such as using the CTEP-IAM account. To login the user name is : **irocuser** and the password is : **submitddsi1**

A link can be found at: http://www.rtog.org/CoreLab/RTQASubmissionInformation.aspx
The form itself is located at: https://cr-rtqa-web.acr.org/ddsi

Once in the form, it features the ability to recall contact and treatment planning system information by protocol number and NCI number. Populate these two fields and choose 'Lookup Last Form' and this information will be returned if there is a match. (note this is only for forms submitted in this version. Previous forms are not contained here.)


If a case number is added when searching and there is a match of all 3 elements, the protocol number, Case number and NCI number, the entire previously submitted form will be returned and allow you to edit. 'Lookup Last Form' is not required and does not need to be used and is just in place to help eliminate the need to re-enter common data.

The Brachy section of the form is only enabled when a Brachy submission is enabled.

If a submission is not marked as a correction and is being submitted for a matching case number, protocol number and NCI number, and was also not recalled, a message warning of this will be given to the submitter, allowing them the option to submit it as a correction, edit the form as they had filled it out, or retrieve a copy of the previously submitted form to edit it for submission.
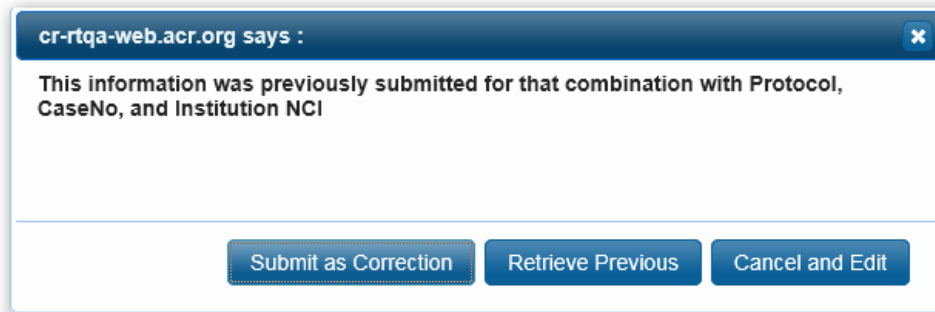
Successful submission will generate the following message along with an emailed copy of the submission to all staff listed in the contact area of the form.
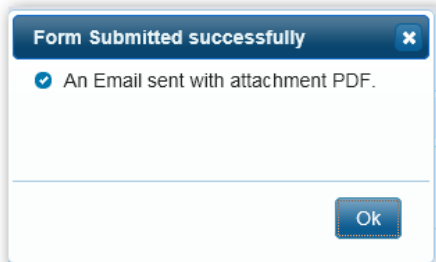
Finally some notes:
- Patient initials need to be only alphabetic characters, up to 3 characters long, no spaces, no dashes, no numbers
- At least one contact person is required in the form. That contact must have a name, phone number and email listed
- For any contact listed a name, phone number and email are required
- If the form is half complete and then you choose the lookup last form option and there is a match, just the recalled data will be returned to the form
- No matches to your lookup will return the following:

Thank you for your time and welcome to the NCTN and IROC.