

## GUIDELINE FOR STORAGE OF PHOTOS IN THE DBCG RT TRIALS

### How to store the photos?

Here is a guideline for storage of photos taken as part of the DBCG RT trials. The example demonstrated is from the DBCG RT Skagen Trial 1, but it applies also for the other DBCG RT trials.

The photo database is located at Aarhus University Hospital, and it has the necessary legal approvals.

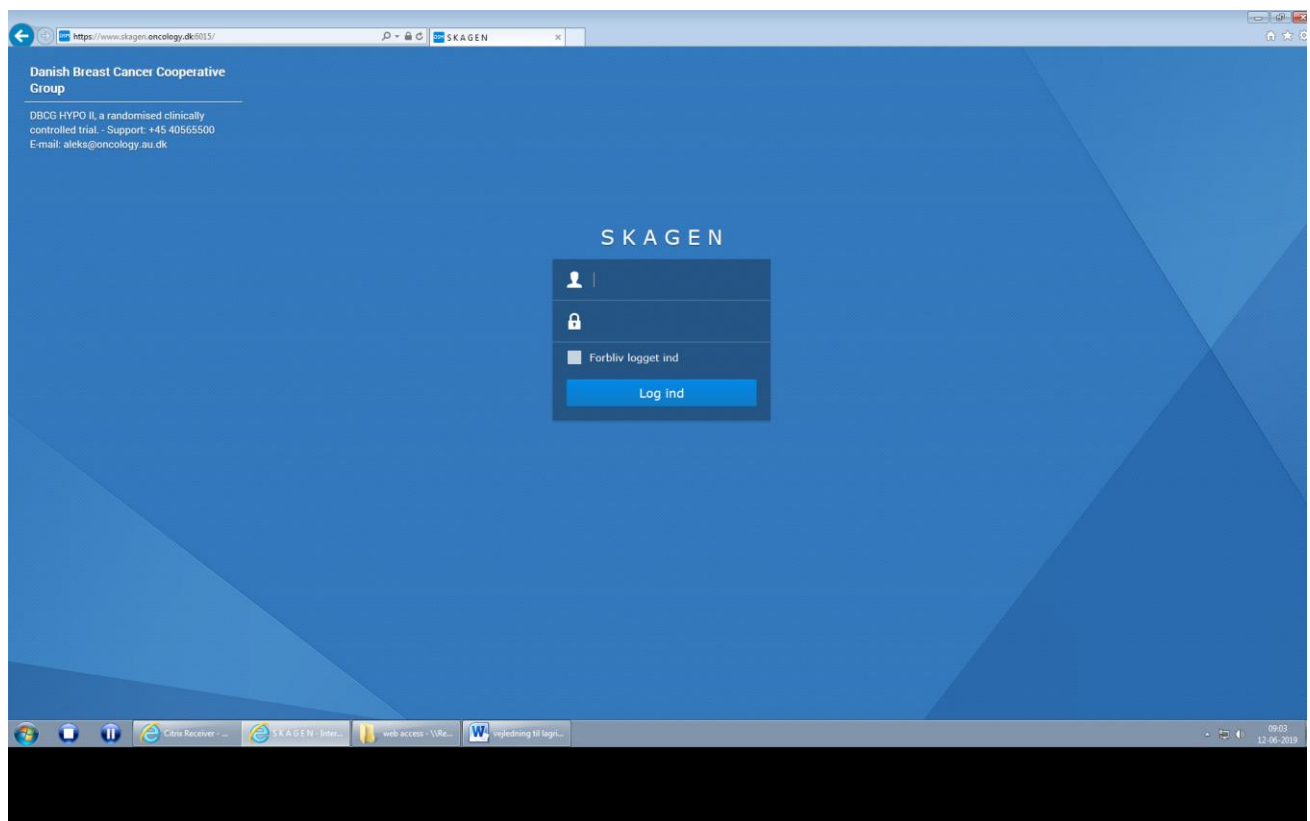
You need a password protected access to enter the [www.skagen.oncology.dk](http://www.skagen.oncology.dk)

*Permission to access the photo database:*

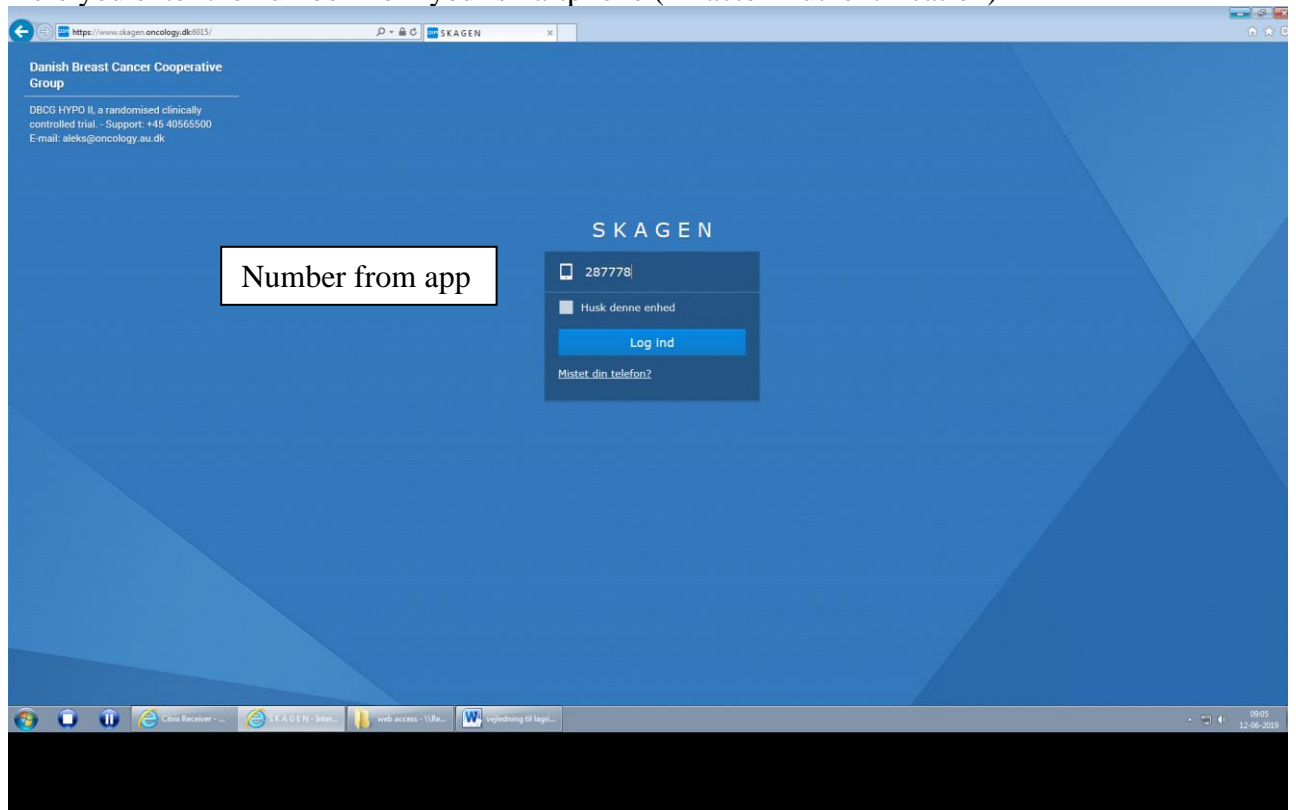
Contact Birgitte Offersen, [birgoffe@rm.dk](mailto:birgoffe@rm.dk)

Send your user ID (the one you use on daily basis), full name, name of hospital and city, mobile number.

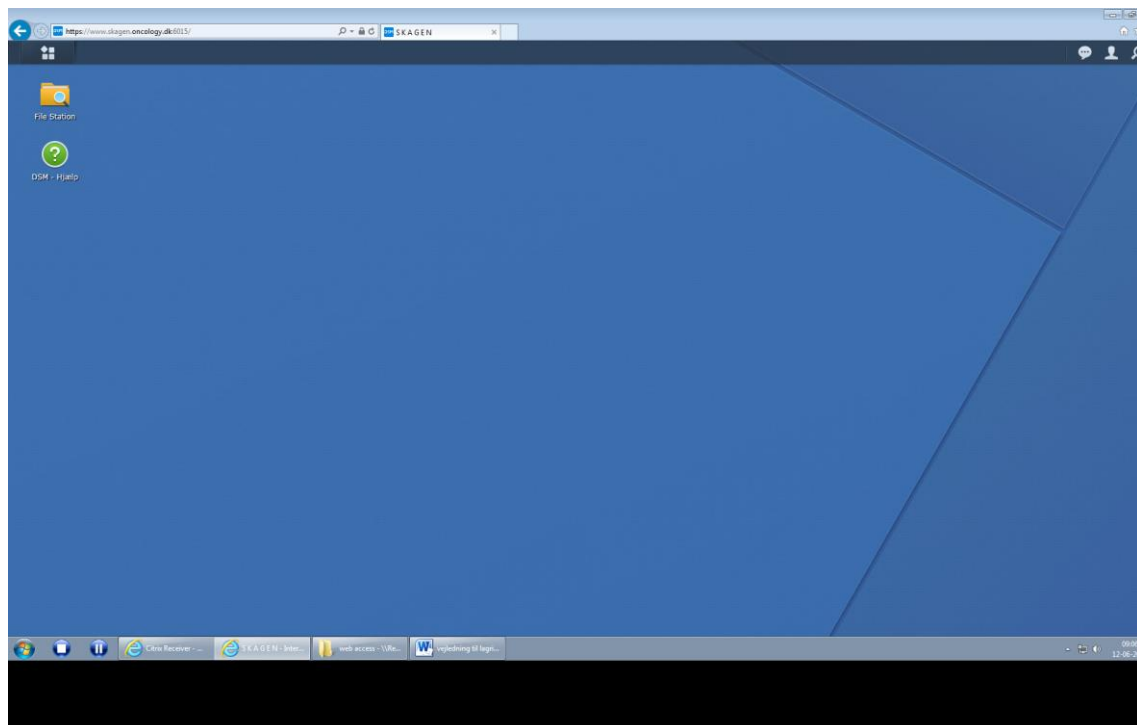
Then I will call you to pass you the password. According to GDPR rules it is now necessary that every individual person with access to the database can identify herself/himself via a smartphone. It is NOT allowed to identify yourself through a phone owned by the hospital, because several people in principle have access to such devices. Thus, when you first enter the [www.skagen.oncology.dk](http://www.skagen.oncology.dk) you are asked to renew your password and then to download an app. Please, follow the online instruction. Every time you enter the database afterwards you need to enter a digital number provided through the app.



Here you enter the number from your smartphone (2 Factor Authentication)

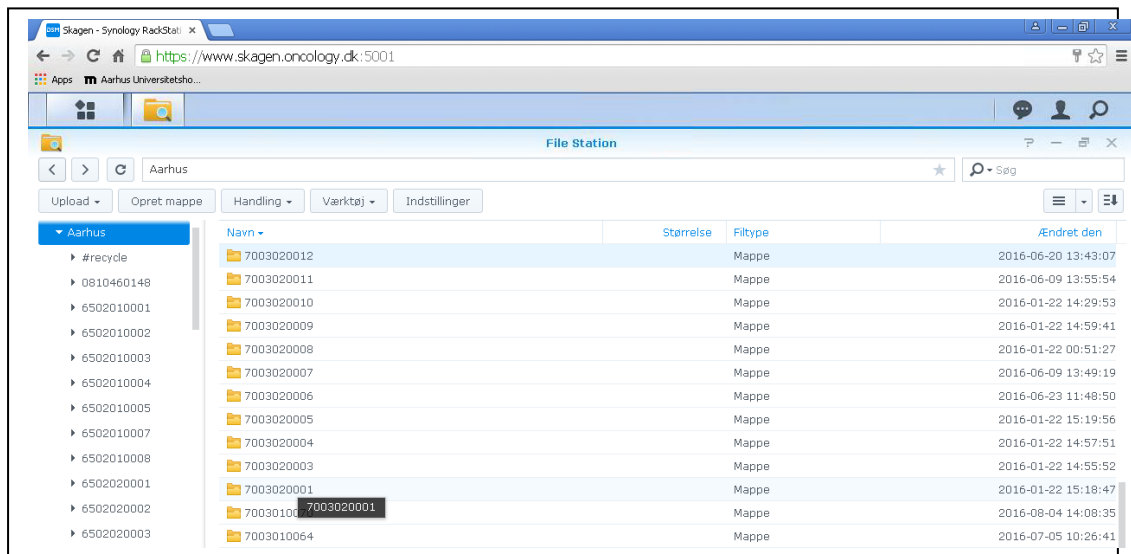
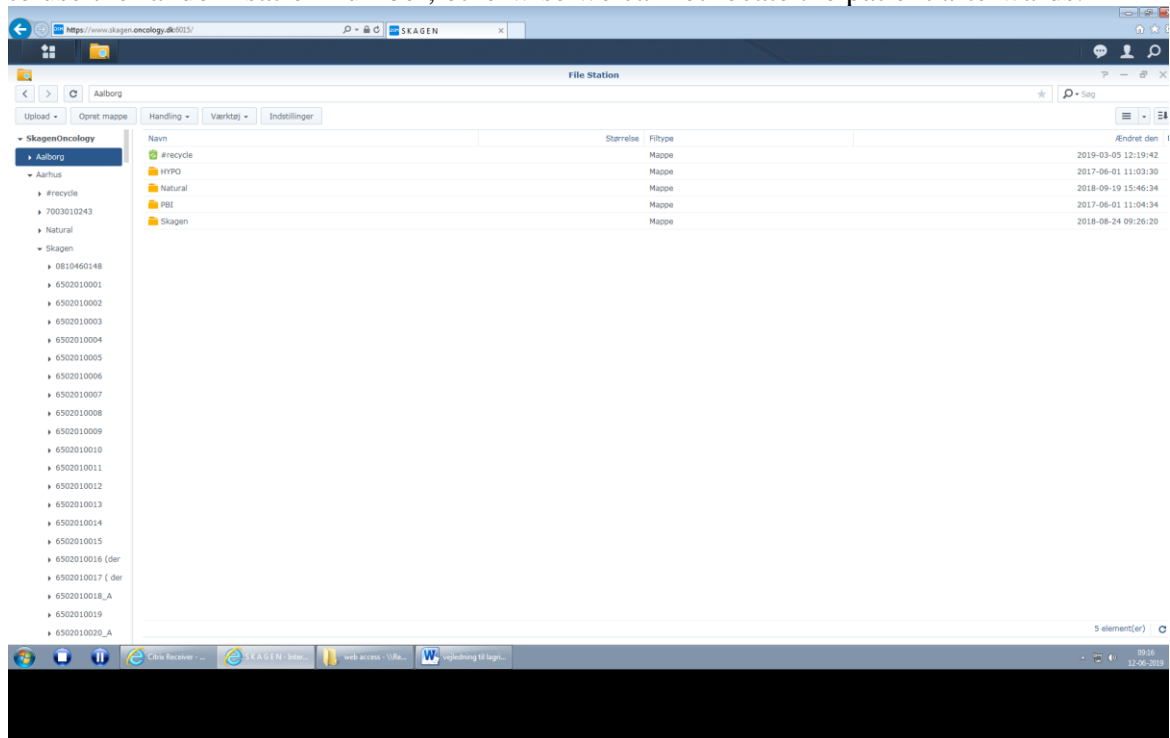


Enter File Station in the upper left corner

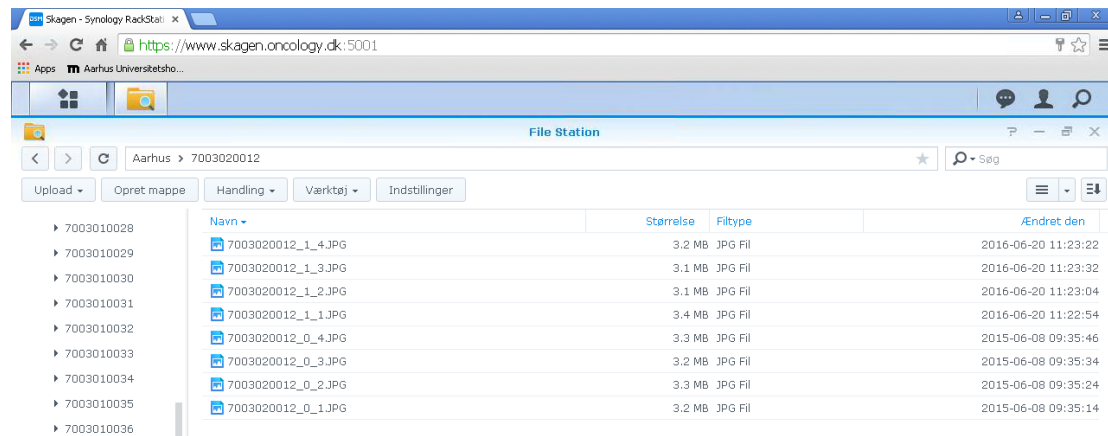


Then click on your hospital name and the relevant trial protocol.  
If you enter a patient for the first time, you do a right click and establish a folder for that patient. The folder name is the randomisation number for the patient. If you then

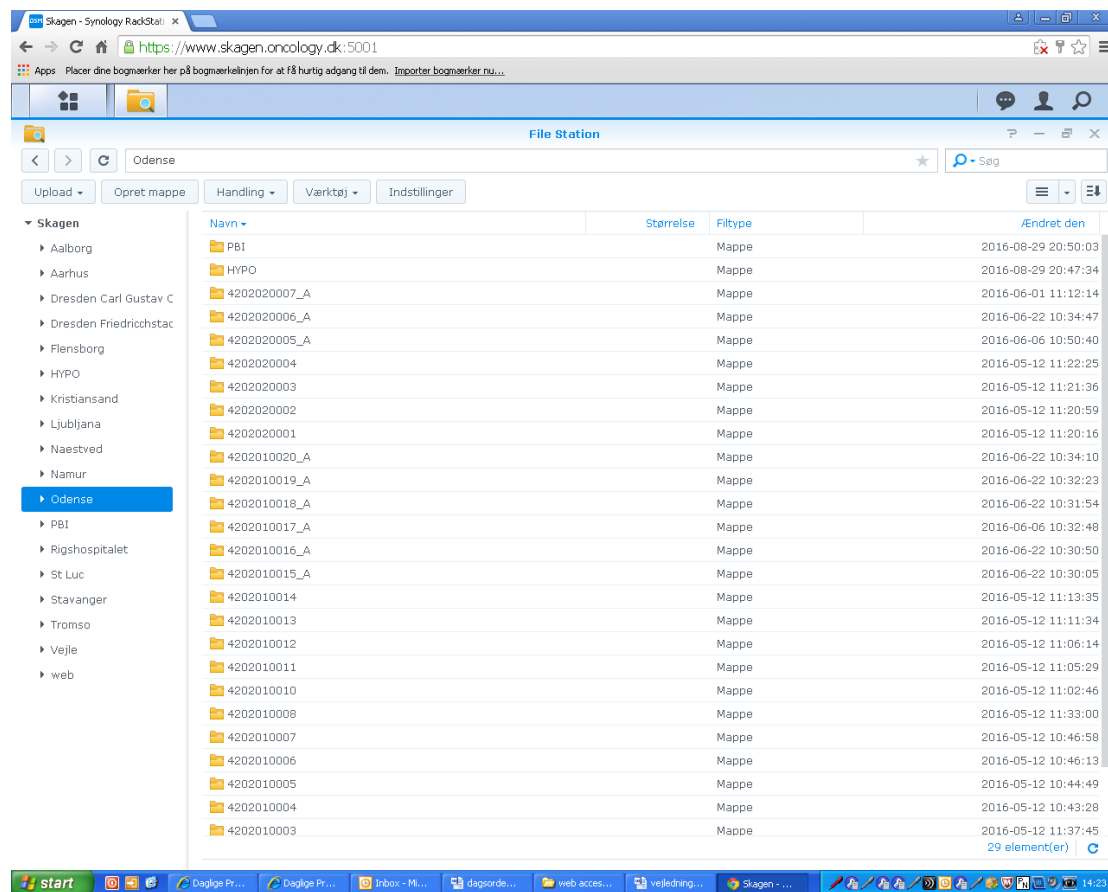
want to add a photo you do one more time a right click and enter the photo. Make sure to use the randomisation number, otherwise we cannot locate the patient afterwards.



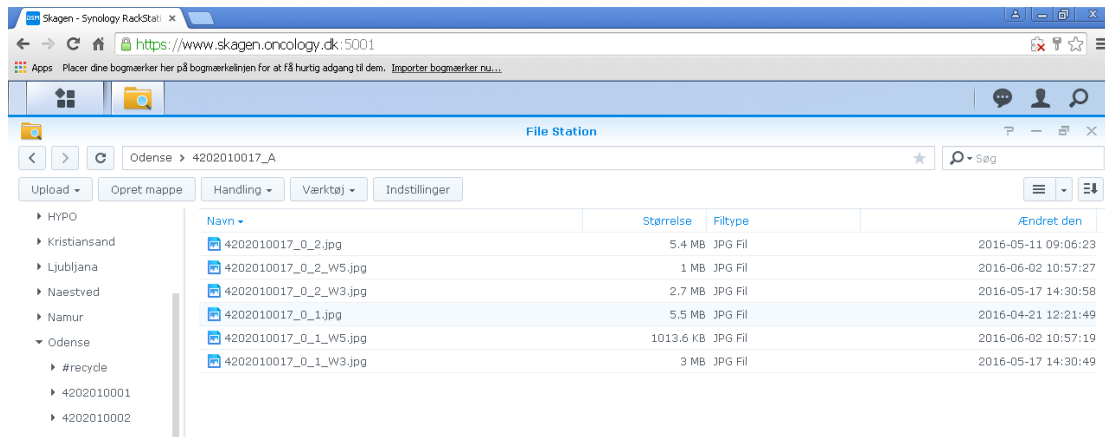
Here is an overview of patients from Aarhus, and every patient has ONE folder, and the folder name is the randomization number. All photos from a patient are collected in the single folder per patient (sub-folders are not allowed).



Here are photos from one patient. You see photos from baseline (randomisation number\_0) and year 1 (randomisation number\_1). The numbers after \_1 indicate the arm position, see below.



Here you see photos from patients treated in Odense, where every single patient has one folder with randomisation number. Notice that some randomisation numbers have a \_A. That indicates that the patient in that particular folder has been evaluated for acute radiation morbidity.



Here we have entered a folder with randomisation number `_A`. Notice, the randomisation numbers `_0_1_w3` and randomization numbers `_0_2_w3`. That indicates year 0, arms down (1) or arms up (2) in a photo taken 3 weeks after start of radiation therapy.

## Skagen Trial photos

### Names for photos

All patient folders are named according to the *randomisation number*. *Every photo is named randomisation number \_year\_position*

### Randomisation number

Ten-digit number (the first 4 numbers are specific for your hospital)

### year

number for when the photo is taken

0: baseline, thus at randomisation

1: visit after 1 year

2: visit after 2 years

...

10: visit after 10 years

### position

one-digit number to indicate arm position

Remember: on frontal photos the label is positioned caudal to the non-operated breast

### Mastectomy

1: frontal with arm down

2: frontal with arms up (ask the patient to raise arms high/straight up)

### Lumpectomy

1: frontal with arms down

2: frontal with arms up (ask the patient to raise arms high/straight up)

3: lateral from operated side

4: lateral from non-operated side

### Examples (baseline)

#### Mastectomy



7003010033\_0\_1



7003010033\_0\_2

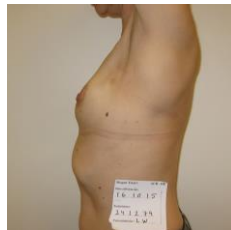
#### Lumpectomy



7003010102\_0\_1



7003010102\_0\_2



7003010102\_0\_3



7003010102\_0\_4