

# **Audits of Surgical Mortality ONLINE USER GUIDE**



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# 1. How to log on to the Fellows' Interface?

## Directly:

- Go to <https://asm.surgeons.org/>
- Enter your user identification (ID) and password – ANZASM credentials
- Single sign on – sign in using your RACS credentials.

## Alternatively:

Click on the link in the email that you have received from the audit office notifying you of a new surgical case form or first-line assessment for completion.

## Note:

If you do not have a user ID and password or cannot remember the details, contact the audit office by selecting the help link (see below) on the login page. You will be issued with your login details.

If you have forgotten your password, select the “reset password” link and your password will be reset and sent to you by email.

Royal Australasian College of Surgeons

RANZCOG™  
Excellence in Women's Health

### Bi-National Audits of Surgical Mortality

Login with RACS credentials

OR

Login with ANZASM credentials below

HansenD-VASM

\*\*\*\*\*

Login

Reset my password Help

For NSW based Fellows, please visit the CHASM Fellows interface

By submitting this form to the Mortality Audit, I agree that the Australian and New Zealand Audit of Surgical Mortality (ANZASM) may inform the Professional Standards Department of my involvement with the surgical mortality audit, to confirm my compliance with Continuing Professional Developments (CPD) requirements.

Government of Western Australia Department of Health

Tasmanian Government

ACT Government Health

Northern Territory Government

VICTORIA State Government

Queensland Government

Government of South Australia SA Health

NSW GOVERNMENT

CLINICAL EXCELLENCE COMMISSION

## 2. How to use the Fellows' Interface?

### Need help? Have a query? (During office hours 9am to 5pm)

- Select the Help tab (see below) at the top of your summary page for the Audit Office contact details.

### Need help? Have a query? (Out of office hours)

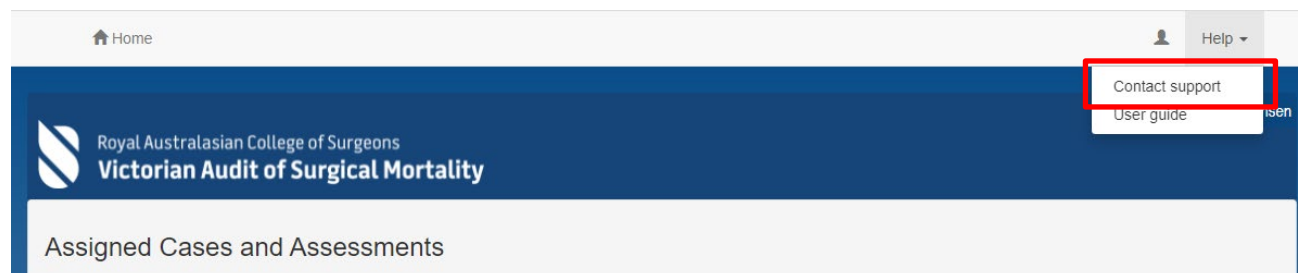
- Select the Contact and support tab (see below) to send an email.

### Have a suggestion or feedback?

- Select the Contact and support tab (see below) to send an email.

### When logged on, your audit summary page with will show the following:

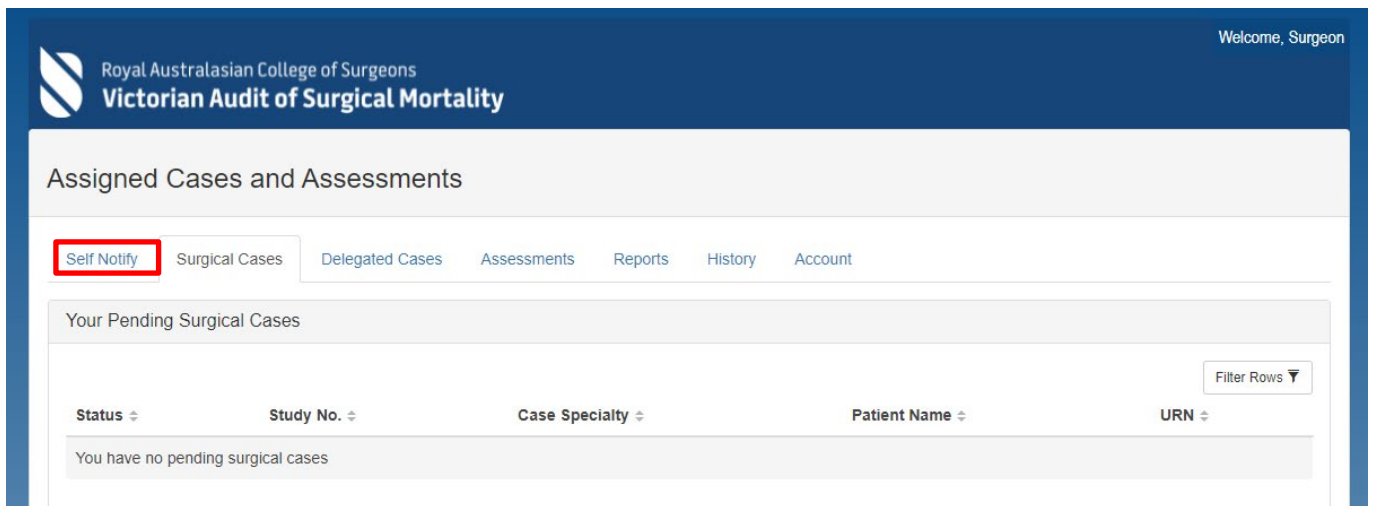
- Self Notify
- Surgical Cases
- Delegated Cases
- Assessments
- Reports
- History
- Accounts



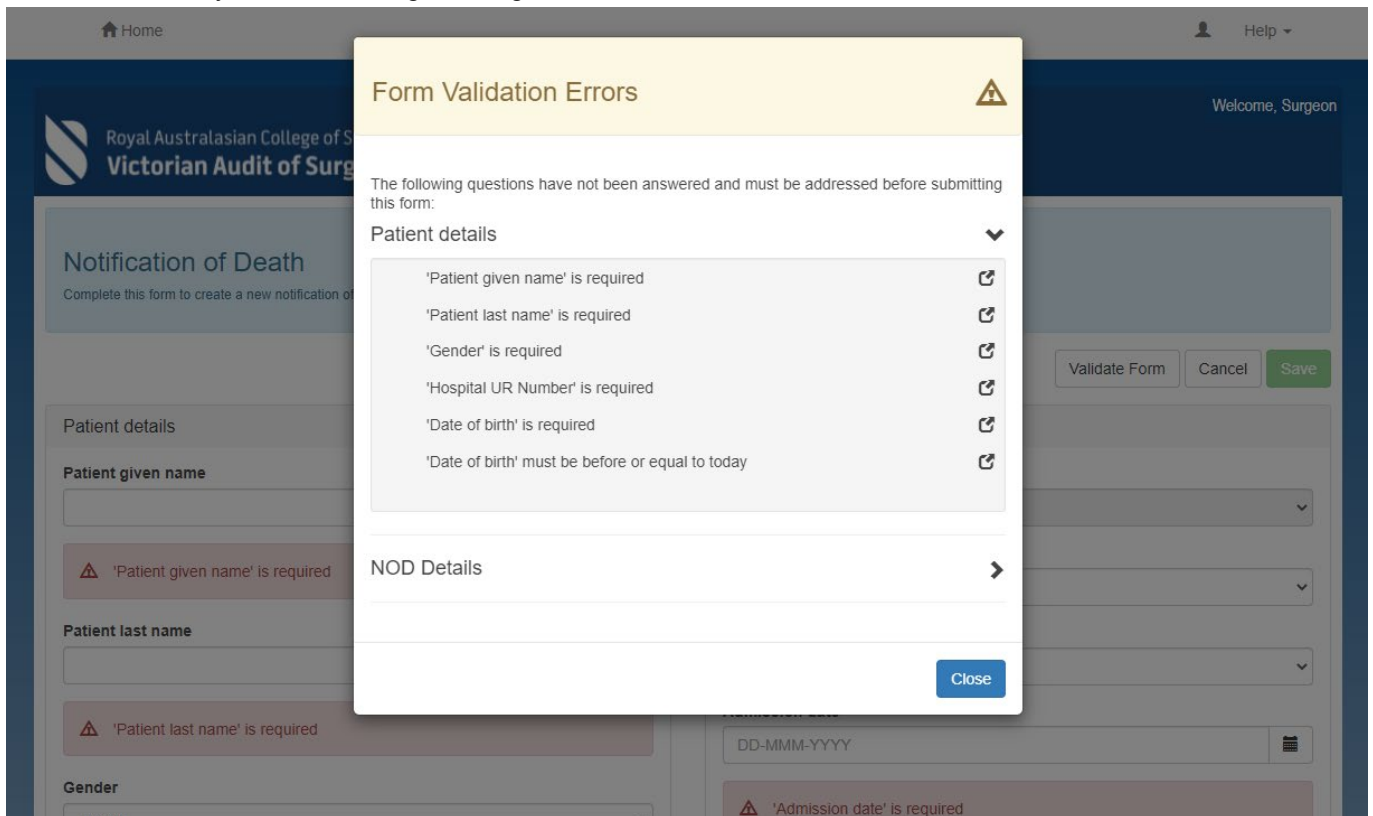
### 3. How to self-notify an audit case?

The Fellows' Interface has been enhanced to enable users to generate their own notifications of death. From this notification of death, the interface will create a new case with a unique study ID and enable the user to seamlessly complete and submit the surgical case form online. The case can also be delegated once it has been created. ([See page 11](#))

- a. To self-generate a notification of death (NOD) via Fellows' Interface login into the interface using your user ID and password and then click on **Create**.



- b. Please complete all the fields. If an attempt is made to save the notification without populating all the mandatory fields a warning will be generated.



- To see which mandatory fields are yet to be complete, click Actions, check form.

- Once you have populated all the mandatory fields select the **save** button.

- At this point the interface will create a case with a unique study ID and prompt the user to click on **Complete the Surgical Case Form** to complete the surgical case form or to delegate the surgical case form.

- The user can now complete the surgical case form or if necessary save it for later submission. If the user attempts to submit a surgical case form without populating all the fields, a warning is generated highlighting all the incomplete fields.

- Alternatively, if the user selects **save and submit** later the case will appear on the interface summary page.

The screenshot shows the 'Assigned Cases and Assessments' dashboard. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this, the header includes the Royal Australasian College of Surgeons logo and the text 'Victorian Audit of Surgical Mortality'. A welcome message 'Welcome, Surgeon' is visible in the top right. The main content area is titled 'Assigned Cases and Assessments' and features a tabbed interface with 'Surgical Cases' selected, showing a count of 1. Below the tabs, there is a section for 'Your Pending Surgical Cases' with a 'Filter Rows' dropdown. A table lists the pending cases with columns for Status, Study No., Case Specialty, Patient Name, and URN. The table contains one entry: 'Surgical Case Pending' (marked as 'New'), Study No. 63690, Case Specialty 'General Surgery', Patient Name 'Snow, John', and URN 123456. A pagination control at the bottom right shows options for 10, 25, 50, and 100 rows.

Once the user has populated all the incomplete fields, the **Submit** button will become enabled, which indicates that the surgical case form is **ready for submission** to the audit office.

The screenshot displays the 'Surgical Case Form' summary page. The header is identical to the previous screenshot. The main content area is a yellow box containing the following information: 'Surgical Case Form', 'Study Number 63690', 'Specialty: General Surgery', 'Hospital: General Hospital', 'Patient UR No.: 123456', 'Gender: Male', 'Age: 74', 'Patient DOB: 21/08/1947', 'Date of Death: 18/02/2022', and 'Admission Date: 01/02/2022'. At the bottom right, there is a row of buttons: 'Actions', 'Validate Form', 'Save', and 'Submit'. The 'Submit' button is highlighted with a red box, indicating it is now enabled.



## 4. Surgical Case Forms (SCFs)

### How to view/complete a surgical case form?

- Click on the case you want to view or edit.

Assigned Cases and Assessments

Self Notify | Surgical Cases 1 | Delegated Cases | Assessments | Reports | History | Account

Your Pending Surgical Cases

Status	Study No.	Case Specialty	Patient Name	URN
Surgical Case Pending	57616	General Surgery	Snow, John	123456

Filter Rows ▼

10 25 50 100

### How to reject a Surgical Case Form (if the assigned patient is not yours)?

- Click on the case you want to reject.
- Select the **Actions** tab and then select **Reject Case** (see below).
- State your reasons for rejecting the case.

Welcome, Surgeon

Royal Australasian College of Surgeons  
Victorian Audit of Surgical Mortality

### Surgical Case Form

Study Number 63690

Specialty: General Surgery      Hospital: General Hospital      Patient UR No.: 123456  
Gender: Male      Age: 74      Patient DOB: 21/08/1947  
Date of Death: 18/02/2022      Admission Date: 01/02/2022

Actions ▼    Validate Form    Save ▼    Submit

Delegate case  
Reject case

### How to submit a Surgical Case Form?

- Complete the form (including a review of any incomplete fields)
- Select the **Submit** button (see below) if this button is not active and will not allow you to submit the case you will need to select the validate button to complete the data.

Welcome, Surgeon

Royal Australasian College of Surgeons  
Victorian Audit of Surgical Mortality

### Surgical Case Form

Study Number 63690

Specialty: General Surgery      Hospital: General Hospital      Patient UR No.: 123456  
Gender: Male      Age: 74      Patient DOB: 21/08/1947  
Date of Death: 18/02/2022      Admission Date: 01/02/2022

Actions ▼    Validate Form    Save ▼    Submit

## How to save (and edit) your Surgical Case Form (for a later date)?

- To save select the **Save** tab (see below)

*Note: A prompt will appear at the bottom of the screen confirming that all data already entered has been saved.*

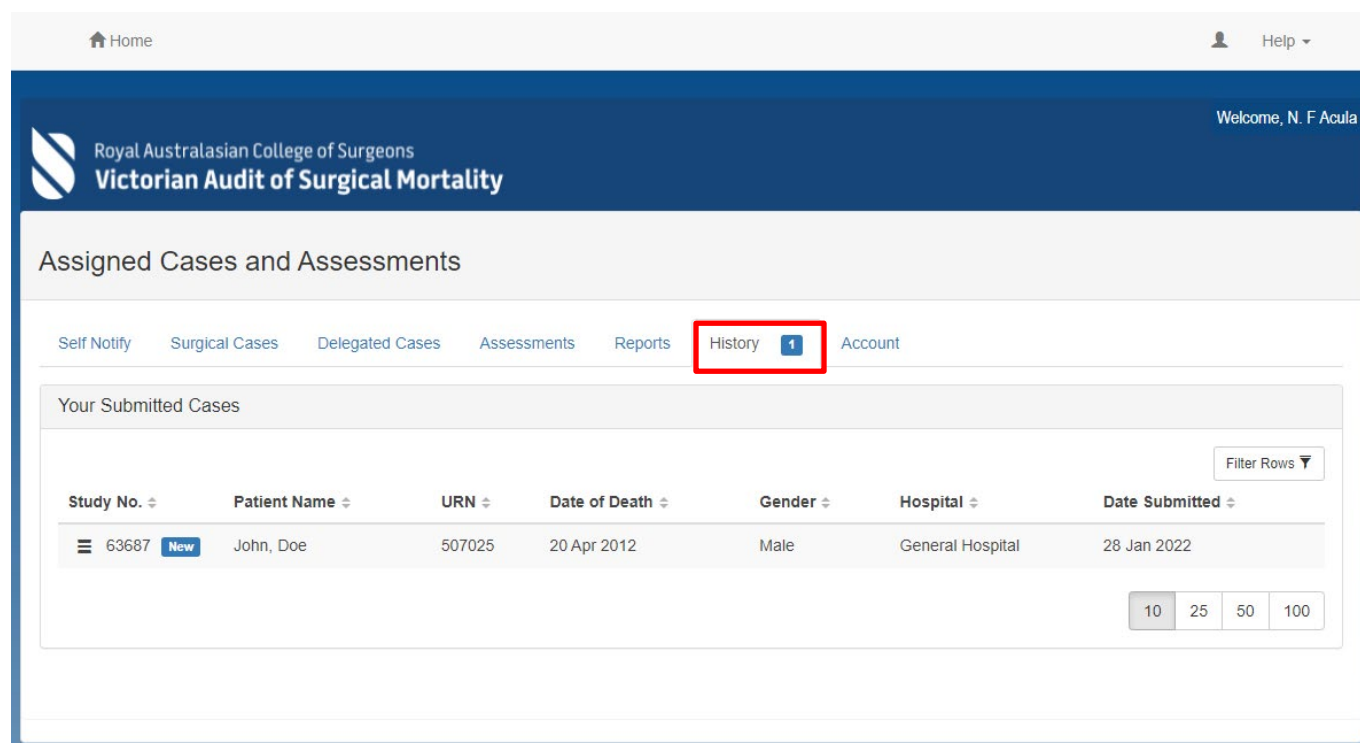
- To save and close select the **Save** tab and select **Save and Close** (see below)

The screenshot displays the 'Surgical Case Form' interface. At the top left, the logo for the Royal Australasian College of Surgeons and the text 'Victorian Audit of Surgical Mortality' are visible. The top right corner says 'Welcome, Surgeon'. The form title is 'Surgical Case Form' with 'Study Number 63690'. Below this, patient information is displayed in a grid: 'Specialty: General Surgery', 'Hospital: General Hospital', 'Patient UR No.: 123456', 'Gender: Male', 'Age: 74', 'Patient DOB: 21/08/1947', 'Date of Death: 18/02/2022', and 'Admission Date: 01/02/2022'. A navigation bar contains 'Actions', 'Validate Form', a 'Save' button (highlighted with a red box), and 'Submit'. Below this is a section for 'Inclusion criteria' with a dropdown arrow. A question is posed: 'Was terminal care planned for this patient prior to or on admission?' with radio buttons for 'Yes' and 'No'. A red error message box states: '⚠️ "Was terminal care planned for this patient prior to or on admission?" is required'. Further down are sections for 'Admission details' and 'Operative details', both with right-pointing arrows. At the bottom right, a green confirmation message 'Your case was saved successfully.' is highlighted with a red box. The footer includes 'About ANZASM', 'Disclaimer', 'Contact us', and '© Royal'.

## 5. How to view a summary of all your submitted SCFs?

- Select the **History** tab (see below).
- Click on the case you want to view.

*Note: The “submitted” Surgical Case Forms can be viewed but not edited.*



The screenshot shows the user interface of the Victorian Audit of Surgical Mortality system. At the top, there is a navigation bar with 'Home' and 'Help' links. Below this is a header for the 'Royal Australasian College of Surgeons Victorian Audit of Surgical Mortality' with a user greeting 'Welcome, N. F. Acula'. The main content area is titled 'Assigned Cases and Assessments' and features a series of tabs: 'Self Notify', 'Surgical Cases', 'Delegated Cases', 'Assessments', 'Reports', 'History' (highlighted with a red box and a '1' notification badge), and 'Account'. Under the 'History' tab, there is a section for 'Your Submitted Cases'. This section includes a 'Filter Rows' dropdown and a table with the following data:

Study No. ⇅	Patient Name ⇅	URN ⇅	Date of Death ⇅	Gender ⇅	Hospital ⇅	Date Submitted ⇅
63687 <span>New</span>	John, Doe	507025	20 Apr 2012	Male	General Hospital	28 Jan 2022

At the bottom right of the table, there are pagination options: 10, 25, 50, and 100.

## 6. How to delegate a surgical case form?

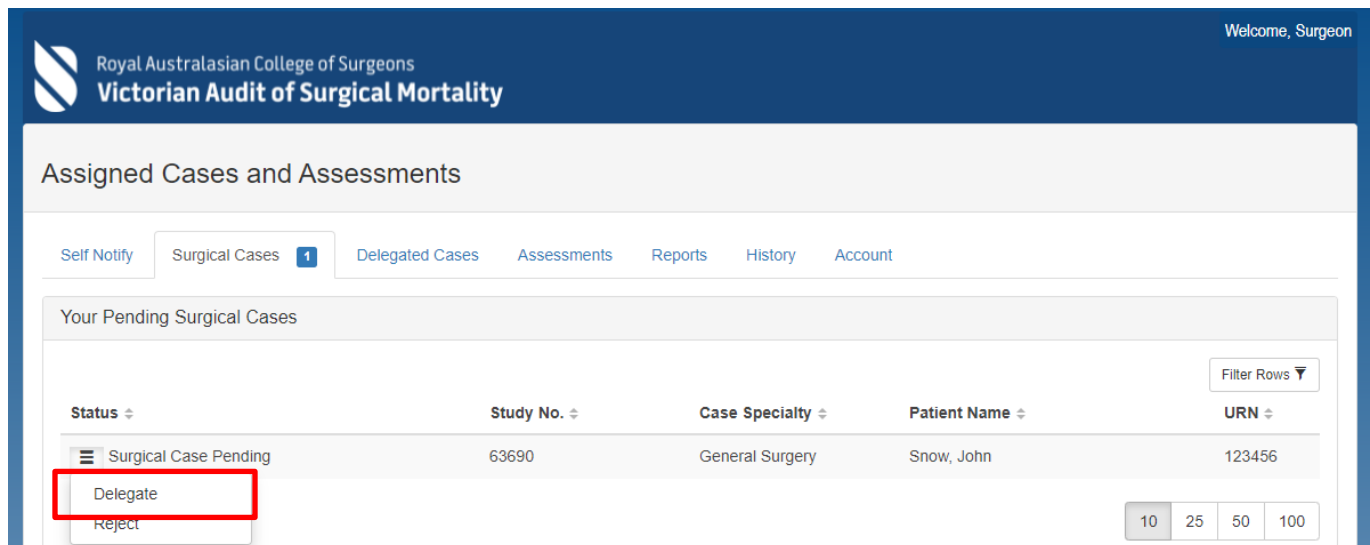
The Fellows' Interface has been enhanced to enable Consultants to delegate their own surgical case forms to a registrar for completion. Once the delegate (registrar) has completed the SCF it will be returned to you online for review before you submit to the audit office.

- Click on the case you want to delegate in the pending surgical case forms field.
- Select the **Action** tab and click **Delegate case** (see below).



The screenshot shows the 'Surgical Case Form' interface for the Victorian Audit of Surgical Mortality. The form displays details for Study Number 63690, Specialty: General Surgery, Hospital: General Hospital, Patient UR No.: 123456, Gender: Male, Age: 74, Patient DOB: 21/08/1947, Date of Death: 18/02/2022, and Admission Date: 01/02/2022. At the bottom right, there is an 'Actions' dropdown menu with options 'Validate Form', 'Save', and 'Submit'. The 'Actions' dropdown is open, and 'Delegate case' is highlighted with a red box. Below it, 'Reject case' is also visible.

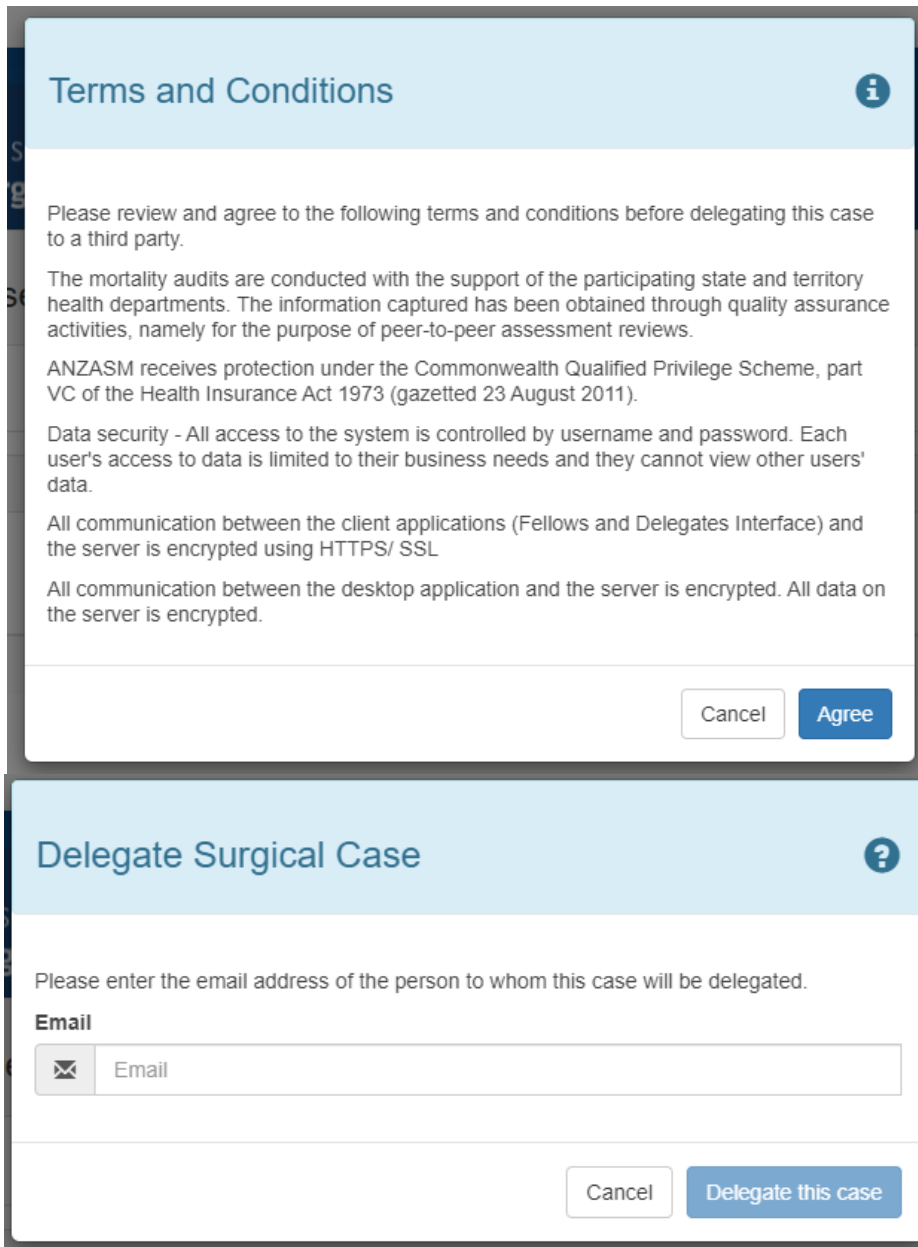
Alternately you can use the ellipses on the left-hand side of the surgical case form to access the action buttons.



The screenshot shows the 'Assigned Cases and Assessments' interface. The 'Surgical Cases' tab is selected, showing a table of pending surgical cases. The table has columns for Status, Study No., Case Specialty, Patient Name, and URN. A row is shown for 'Surgical Case Pending' with Study No. 63690, Case Specialty General Surgery, Patient Name Snow, John, and URN 123456. A dropdown menu is open for the 'Surgical Case Pending' row, with 'Delegate' highlighted by a red box. The 'Reject' option is also visible below it. The interface includes navigation tabs for 'Self Notify', 'Surgical Cases', 'Delegated Cases', 'Assessments', 'Reports', 'History', and 'Account'. A 'Filter Rows' dropdown is also present.

This will generate a dialog box titled "Terms and Conditions".

- After you have read the terms and conditions you will need to accept them
- You are then required to enter the email address of the person you wish to delegate this case to.
- This cannot be another Consultant. If you believe that this case is not yours then you will need to reject the case, stating your reasons for rejecting the case and the audit office will then reassign it to the nominated Consultant.



- If the delegate is already registered with the audit they will then receive an email prompting them to complete the SCF, if not you will be asked to confirm the email address to ensure it is going to the correct person.

*Note: There are three cases status for delegated cases:*

- **Delegate Case Pending** indicates that the case has been delegated to a registrar delegate and is awaiting completion
- **Delegate Case Incomplete** indicates that a delegate has begun completing a case but has not yet submitted it for approval
- **Delegate Case Complete** indicates that a case has been completed by a delegate and is waiting for your approval before being submitted to the audit office

Status	Study No.	Delegated To	Patient Name	URN
Delegated Case Pending	63690	delegate@test.com	Snow, John	123456

- If a case has been delegated incorrectly, you can recall the case by clicking the **Recall case** button. Recalled cases can then be reassigned to an alternate delegate through the same process.

The screenshot shows the 'Assigned Cases and Assessments' section of the Victorian Audit of Surgical Mortality portal. The user is logged in as a Surgeon. The 'Delegated Cases' tab is active, showing a table of cases. A 'Recall' button is highlighted in red for the first case.

Status	Study No.	Delegated To	Patient Name	URN
Delegated Case Pending	63690	delegate@test.com	Snow, John	123456

- When the delegate returns the SCF to you, the status will change to green “**Delegate Case Complete**”.
- Click the case to open it and review the SCF details. If you are happy with the details of the case, click the **Submit** button. You can edit any fields that you choose to.
- You will be prompted to agree that content is accurate before you can submit the case to the audit office.

## 7. First-line Assessments Online:

### How to view or edit a First-line Assessment?

*Note: First-line Assessment cannot be delegated to a 3rd party for completion.*

On the **Assessments** tab, click on the case you want to view or edit (see below).

Royal Australasian College of Surgeons  
Victorian Audit of Surgical Mortality

Welcome, Surgeon

### Assigned Cases and Assessments

Self Notify   Surgical Cases   Delegated Cases   **Assessments 1**   Reports   History   Account

Your Pending Assessments

Status	Study No.	Case Specialty	Date of Birth	Date of Death	Gender	Region
First Line Pending	63693	General Surgery	4 Jun 1947	18 Feb 2022		VASM

Filter Rows ▼

10   25   50   100

### How to reject a First-line Assessment?

- Click on the case you want to reject.
- Select the **Actions** tab and then select **Reject assessment** (see below).
- State your reasons for rejecting the assessment.

### How to submit a First-line Assessment?

- Complete the form (including a review of any incomplete fields)
- Select the **Submit** button (see below)

Royal Australasian College of Surgeons  
Victorian Audit of Surgical Mortality

Welcome, Surgeon

### First Line Assessment

Study Number 63693

Specialty: General Surgery   Gender: Female   Age: 74  
Patient DOB: 04/06/1947   Date of Death: 18/02/2022   Admission Date: 21/01/2022

Actions   Validate Form   Save   **Submit**

#### Surgical Case Form

#### Assessment Form

Inclusion criteria ▼

Was terminal care planned for this patient prior to or on admission?  
 Yes    No

Assessment Appraisal ▼

1 Was there enough information to come to a conclusion?  
 Yes    No

## How to save (and edit) your First-line Assessment (for a later date)?

- Select the **Save** button (see below)

*Note: A prompt will appear at the bottom of the screen confirming that all data already entered has been saved.*

- To save and close select the **Save** tab and select **Save and Close** (see below)

The screenshot shows the 'First Line Assessment' form for Study Number 63693. The patient's details are: Specialty: General Surgery, Gender: Female, Age: 74, Patient DOB: 04/06/1947, Date of Death: 18/02/2022, Admission Date: 21/01/2022. The form is divided into two main sections: 'Surgical Case Form' on the left and 'Assessment Form' on the right. The 'Surgical Case Form' includes 'Inclusion criteria' (with a question about terminal care), 'Admission details', and 'Operative details'. The 'Assessment Form' includes 'Assessment Appraisal' with three questions. The 'Save' button in the top right corner is highlighted with a red box. A notification at the bottom right states 'Your assessment was saved successfully.' with a close button.

- Once you have been allocated a First-line Assessment and attempted to view/edit the case you will note that you have access to the relevant Surgical Case Form via the “**Surgical Case**” tab (illustrated below) which appears on the left-hand side of the screen. The “**First-line Assessment**” tabs to complete the FLA appears on the right-hand side of the screen.

This screenshot is identical to the one above, showing the 'First Line Assessment' form. The 'Save' button in the top right corner is highlighted with a red box. The notification at the bottom right states 'Your assessment was saved successfully.' with a close button.



## 8. Second-line Assessments Online:

- Login into the FI using your RACS username and password
- Check the tab headed “assessments” for the second-line assessment that has been assigned to you:

Assigned Cases and Assessments

Self Notify Surgical Cases Delegated Cases **Assessments 4** Reports History & Feedback 1 Account

Your Pending Assessments

Status	Study No.	Case Specialty	Date of Birth	Date of Death	Sex	Region
First Line Pending	62698	Orthopaedic Surgery	17 Dec 1943	27 Oct 2021	Male	NTASM
First Line Pending	62714	Orthopaedic Surgery	1 Jan 1992	2 Nov 2021	Male	NTASM
First Line Pending	62705	General Surgery	26 Oct 1964	19 Aug 2021	Male	NTASM
<b>Second Line Pending</b>	<b>62802</b>	General Surgery	22 Aug 1945	27 Nov 2022	Female	QASM

- Open the second-line assessment and review the FLA comments.
- Enter your report into the assessor feedback/comments section using the ANZASM guidelines as example of the report requirements.
- Complete all fields and submit the case back to the audit office.
- Navigate to the History tab which allows you to view your submitted cases and download feedback letters for cases that have completed the audit process. Note these cases can be viewed but not edited.

Assigned Cases and Assessments

Self Notify Surgical Cases Delegated Cases Assessments 4 Reports **History & Feedback 1** Account

Your Pending Assessments

Status	Study No.	Case Specialty	Date of Birth	Date of Death	Sex	Region
First Line Pending	62698	Orthopaedic Surgery	17 Dec 1943	27 Oct 2021	Male	NTASM
First Line Pending	62714	Orthopaedic Surgery	1 Jan 1992	2 Nov 2021	Male	NTASM
First Line Pending	62705	General Surgery	26 Oct 1964	19 Aug 2021	Male	NTASM
Second Line Pending	62802	General Surgery	22 Aug 1945	27 Nov 2022	Female	QASM

- Cases with a feedback letter available will have a menu icon displayed on the left-hand side, clicking this icon will open a menu to download the feedback letter.

## 9. Downloading feedback letters:

The History tab allows you to view your submitted cases and download feedback letters for cases that have completed the audit process. Note these cases can be view but not edited.

Assigned Cases and Assessments

Self Notify Surgical Cases Delegated Cases Assessments Reports **History 1** Account

Your Submitted Cases

Study No. ▾	Patient Name ▾	URN ▾	Date of Death ▾	Gender ▾	Hospital ▾	Date Submitted ▾
63687 <b>New</b>	John, Doe	507025	20 Apr 2012	Male	General Hospital	28 Jan 2022

Download Feedback Letter

10 25 50 100

Feedback letters for assessments completed after XX-XXX-XXXX can be accessed with the following steps:

1. Cases with a feedback letter available will have a menu icon displayed on the left-hand side, clicking this icon will open a menu to download the feedback letter.

Assigned Cases and Assessments

Self Notify Surgical Cases Delegated Cases Assessments Reports History 1 Account

Your Submitted Cases

Study No. ▾	Patient Name ▾	URN ▾	Date of Death ▾	Gender ▾	Hospital ▾	Date Submitted ▾
63687 <b>New</b>	John, Doe	507025	20 Apr 2012	Male	General Hospital	28 Jan 2022

Download Feedback Letter

10 25 50 100

Alternately, you can click on the case itself to enter and review the data you submitted. When you enter the case, there will be a button at the top to download the feedback letter.

Home Inclusion criteria Admission details Operative details Patient management Trauma Additional comments Help

Welcome, N. F. Acula

Royal Australasian College of Surgeons  
Victorian Audit of Surgical Mortality

Surgical Case Form  
Study Number 63687

Specialty: Vascular Surgery Hospital: General Hospital Patient UR No.: 507025  
Gender: Male Age: 64 Patient DOB: 08/11/1947  
Date of Death: 20/04/2012 Admission Date: 20/04/2012

Download Feedback Letter Close

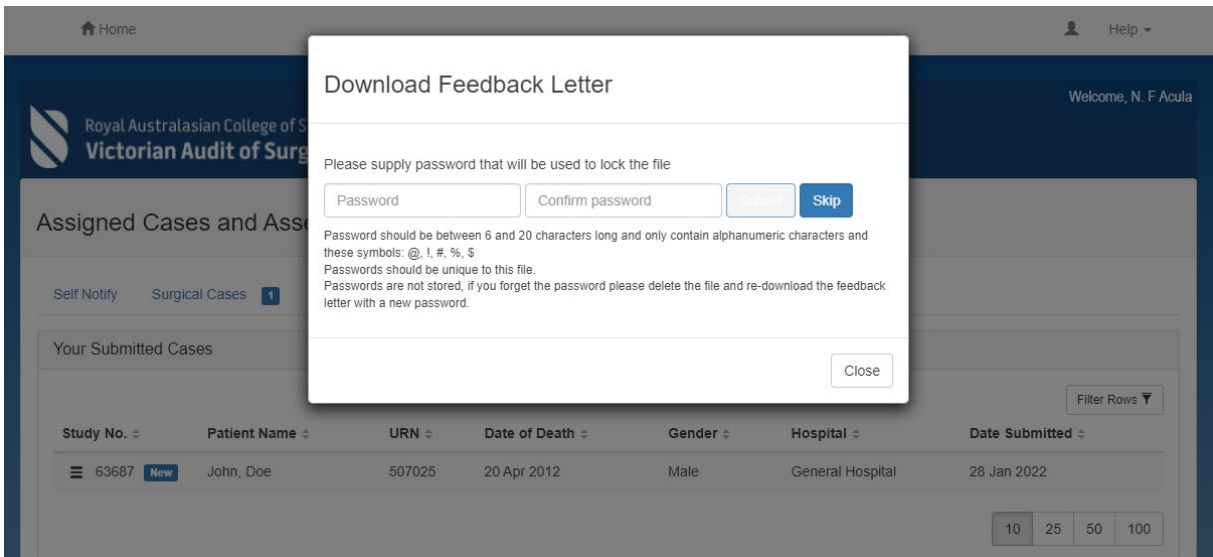
You cannot edit this case

2. A window will appear asking you provide a password. The submit button will become enables once a valid password is entered and confirmed. If you do not wish to add a password, you can move to the next step by clicking skip.

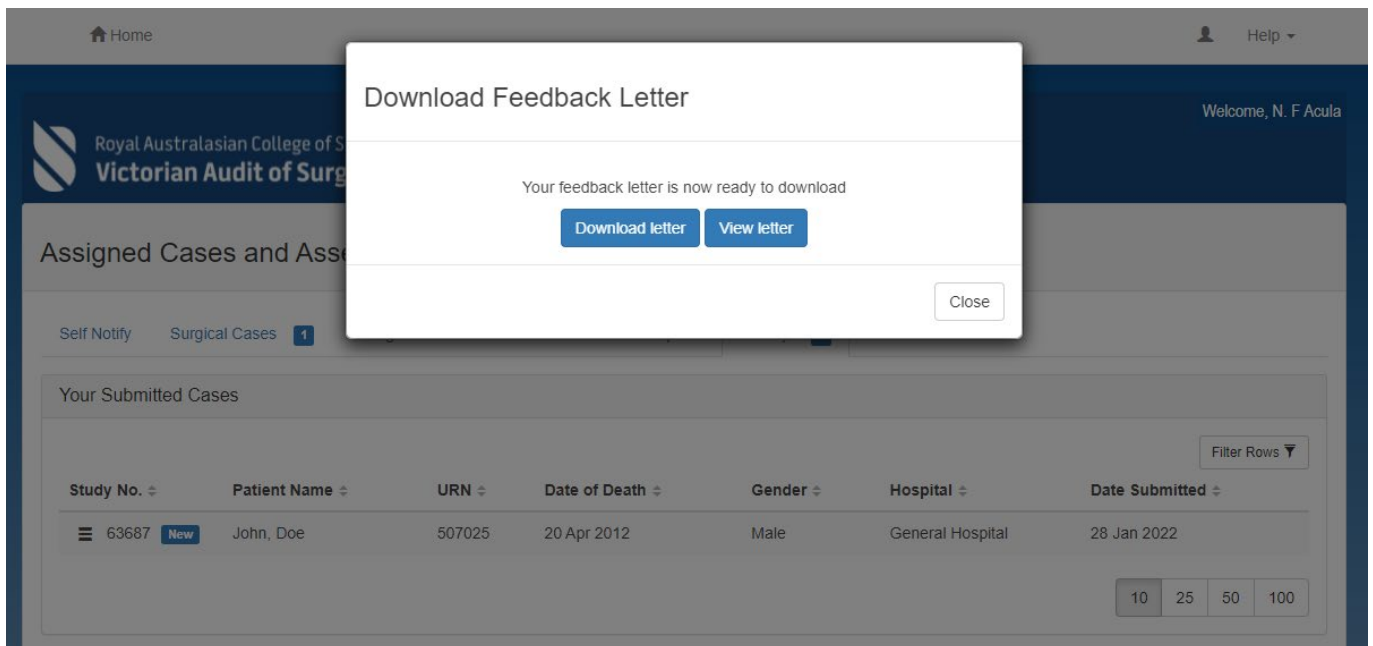
Note: It is strongly recommend that feedback letters be password protected when using shared devices to ensure private information remains confidential.

**Note: The password is used to secure the feedback letter and will be required each time the feedback letter is opened. Do not use your Fellows Interface password as the feedback letter password.**

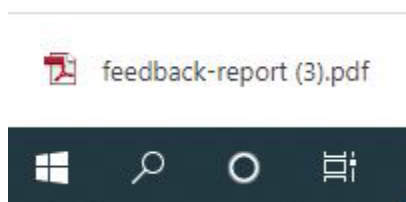
Passwords should be between 6 and 20 characters long, contain only alphanumeric characters and the symbols @, !, #, %, \$ and should be unique to each feedback letter.



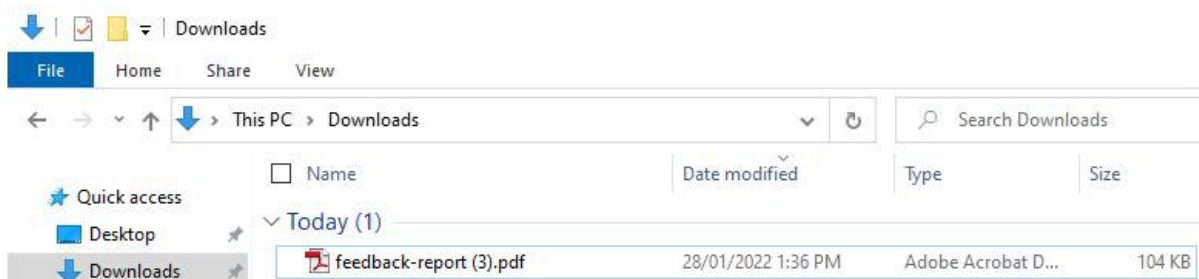
3. After a valid password has been submitted, the feedback letter will be generated, this may take a few seconds, once ready you can chose to either download the feedback letter or view it in browser.



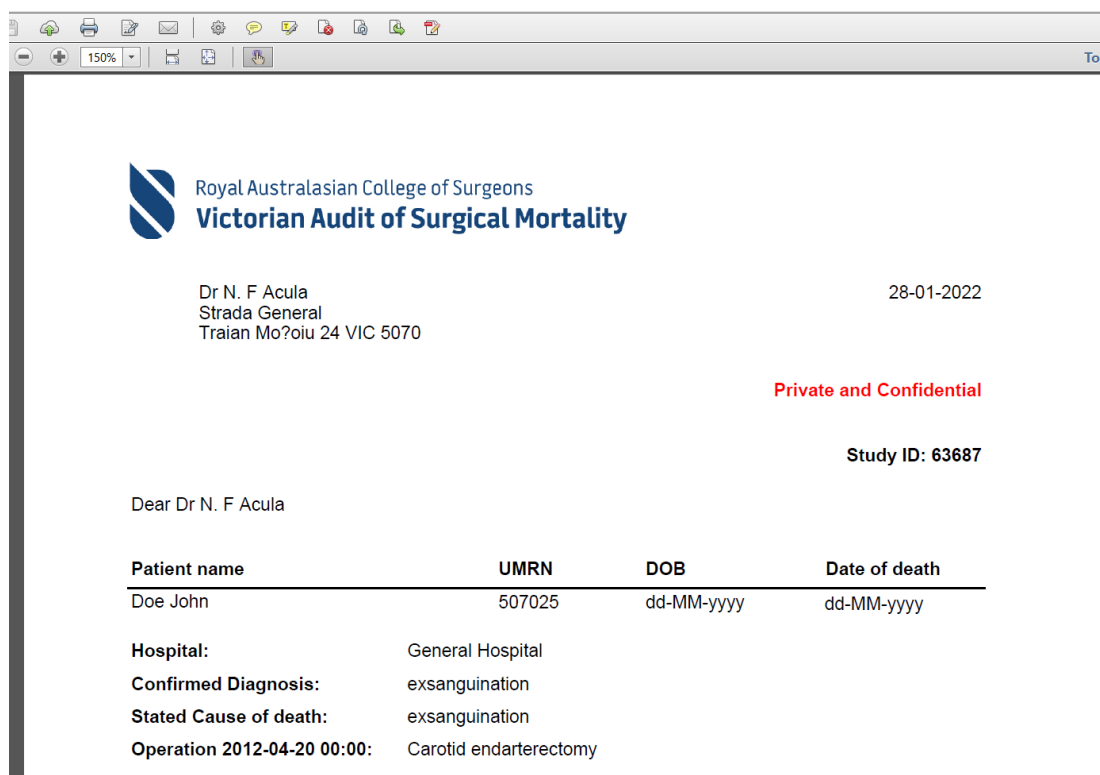
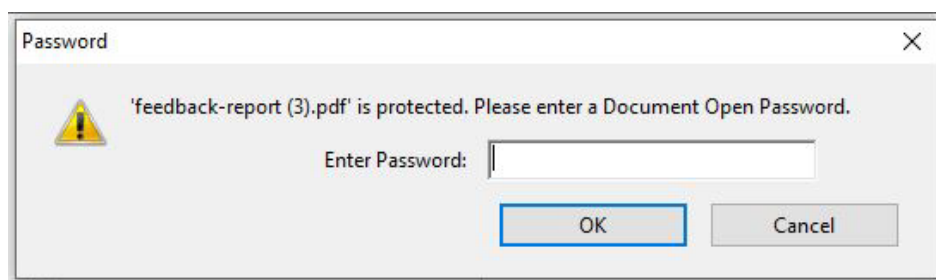
The feedback letter will be downloaded to your default downloads folder. Depending on which web browser you use, the download may appear in the bottom left hand corner of the screen.



- Navigate to your downloads file location to open the file.



- When opening the feedback letter you will be prompted to enter the password you set in step 3. Enter the password to gain access to the feedback letter.



## 10. Audit Activities, CPD Points & Progress Reports:

Users can view their audit activities i.e. how many Surgical Case Forms and First-line Assessments they have submitted to the audit office and how many of their cases were sent for Second-line Assessment (illustrated below). Users are also able to access information regarding CPD points and generate a report outlining their progress within the audit (illustrated below).

Royal Australasian College of Surgeons  
Victorian Audit of Surgical Mortality

Welcome, Surgeon

### Assigned Cases and Assessments

Self Notify   Surgical Cases   Delegated Cases   Assessments   **Reports**   History   Account

#### Activity Summary and Reports

Summary of VASM Activities	
<b>Surgeon's Caseload</b>	
Surgical Case Forms submitted	0
Surgical Cases that required a Second Line Assessment	0
<b>Assessments Undertaken</b>	
First Line Assessments performed	0
Second Line Assessments performed	0
Average number of Surgical Cases requiring Second Line Assessment for General Surgery	1

**Request a Summary Report**

**Start Date**  
1-Jan-2021

**End Date**  
31-Dec-2021

[Submit a request](#)

Your involvement in ANZASM is recognised by the Royal Australasian College of Surgeons CPD program under Category One - Surgical Audit and Peer Review and points for participation in assessments are credited to category Two - Clinical Governance and Qualified Improvement.

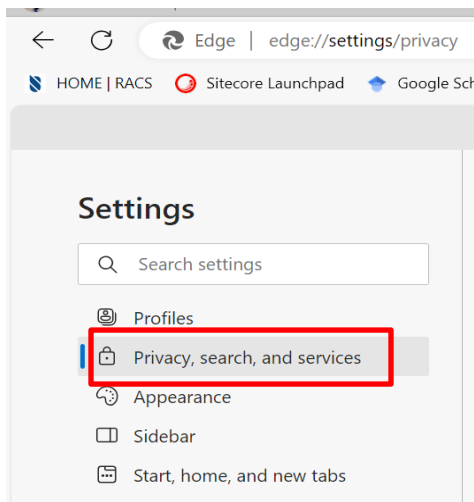
You will collect one point for the completion of surgical case forms, two points for the completion of first line assessments, and four CPD points for the completion of second line assessments. For more information on CPD online, please login to the [CPD page](#) at the College website using your College login details.

# 11. How to clear your cache (browser history)

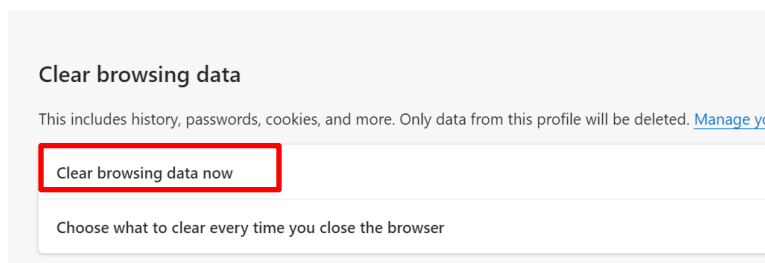
## Microsoft Edge



1. Open your browser and from top right hand side, click on the 3 dots ...
2. Scroll down to Settings
3. It'll open a new windows tab, from left hand side of the window scroll down to 'Privacy, search, services



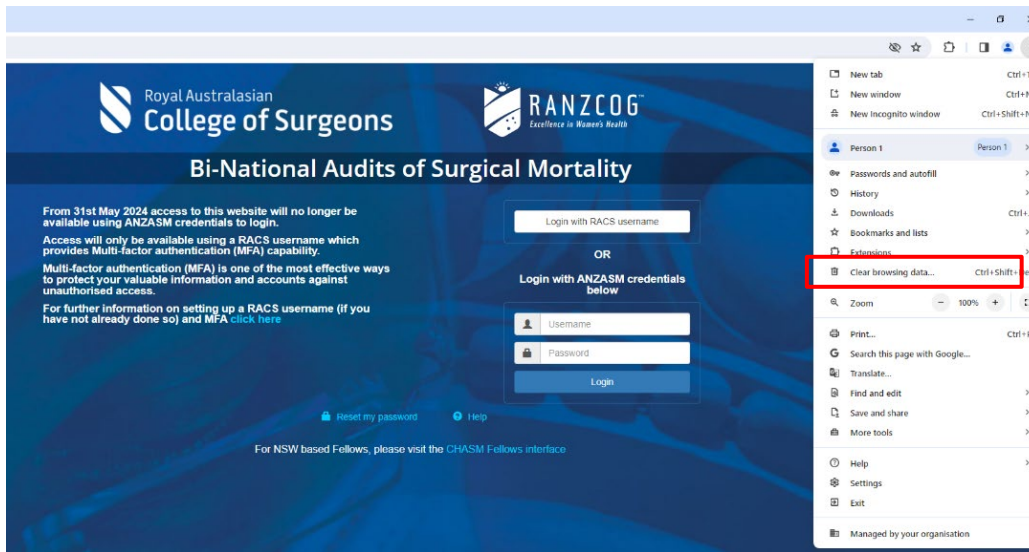
4. From the middle of the window screen, click on Clear browsing data now.



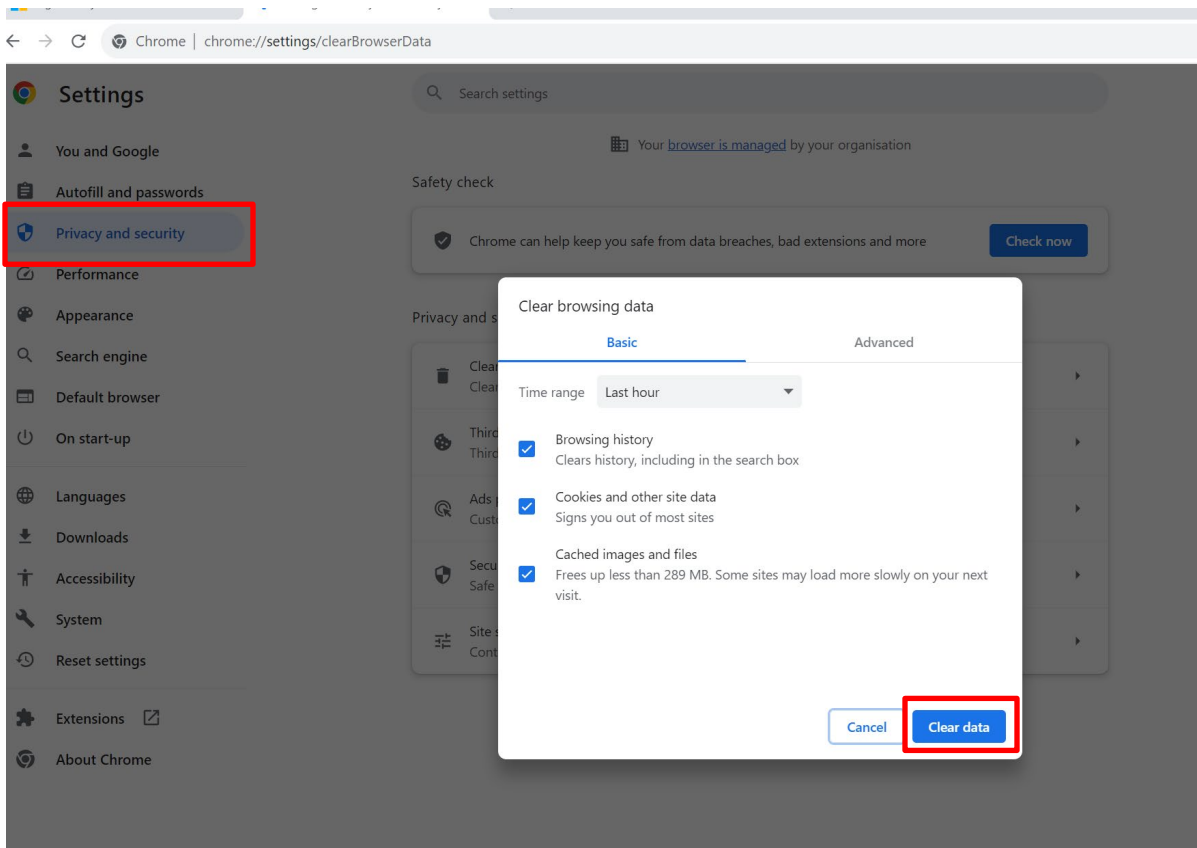
5. It will open a pop-up window and ensure the box is ticked for 'Cached images and files'. The rest of the selection, you can untick if you do not want to clear the cache. Click on button 'Clear now'.
6. Exit out of your browser and open it again and type in website address.
7. It will load a new webpage.

## Chrome

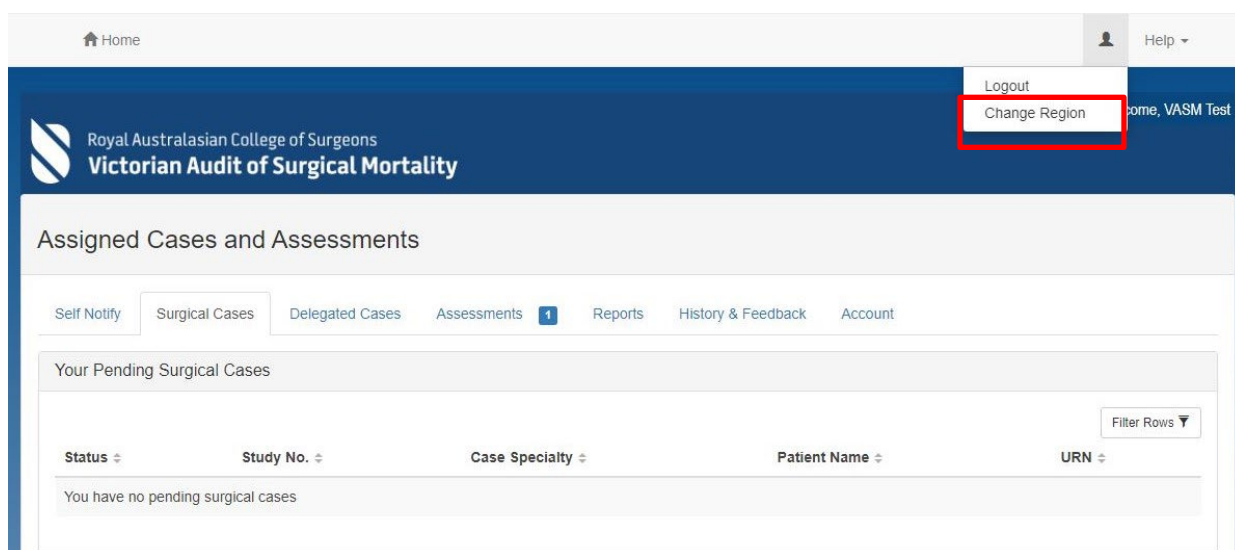
1. Open the webpage browser, and from the top right hand corner click on the 3 dots
2. Scroll down Settings. It will open to a new window tab.
3. From left hand corner, select 'Privacy and security'



4. From the middle of the window screen, look for and click on 'Clear browsing data'
5. Keep the tick box select for 'Cached images and files' and click on button 'Clear data'
6. Exit out of your browser. Open it again and type the webpage address to load a new page.



## 12. How to change your region



If you work across multiple regions, you can select the person icon at the top right hand corner of your screen to swap between regions.

## 13. Manage Account

The account tab allows you to manage your account details. This includes updating your email address and password.





## Assigned Cases and Assessments

Self Notify   Surgical Cases   Delegated Cases   Assessments   Reports   History   **Account**

### Account management

Email Address

doctor.surgeon@surgeons.org

Username

test-vasm

Save

### Update password

Please type in your current password and new password. New password must be at least 8 characters long and must meet three of the following four complexity conditions.

- Contain at least one lowercase character
- Contain at least one uppercase character
- Contain at least one numeric character
- Contain at least one non-alphanumeric character, such as @, #, \$, %, &, \* or +



Current password



New password



Confirm new password

Update



ROYAL AUSTRALASIAN  
COLLEGE OF SURGEONS

**ANZASM**

Australian and New Zealand  
Audit of Surgical Mortality

