

## BOLD Login Help Guide

### INTRODUCTION

SRC developed BOLD to ensure compliance with the center of excellence (COE) programs it administers and to develop general knowledge about optimal surgical practices. Provisional participants and designees are required to enter prospective data into BOLD on all patients who undergo surgery after the date of BOLD activation.

To be able to log into BOLD as a data entry user, your computer system needs to meet SRC's system requirements. BOLD functions with Internet Explorer (IE) version 7 or higher and Mozilla Firefox 3.0 or higher. SRC no longer supports Internet Explorer 6.

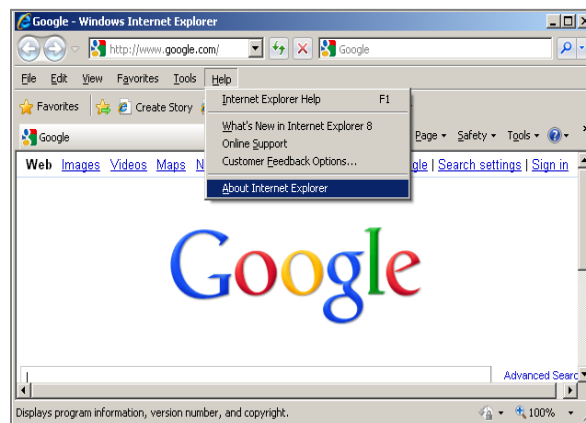
This help guide provides information on how to determine your current web browser, establish SRC as a trusted site, and log into BOLD. *If you need to update your web browser and/or enable pop-ups to be able to enter data into BOLD and do not have administrative permissions to change system settings on your computer, please forward this document to the network/system administrator in your IT department.*

### DETERMINING YOUR WEB BROWSER

To ensure that you will be able to log into BOLD you must first determine what version of your web browser your organization uses.

#### Internet Explorer

1. Open your browser and navigate to the "Help" menu or press "Alt-H."
2. Select "About Internet Explorer" from the drop-down list.

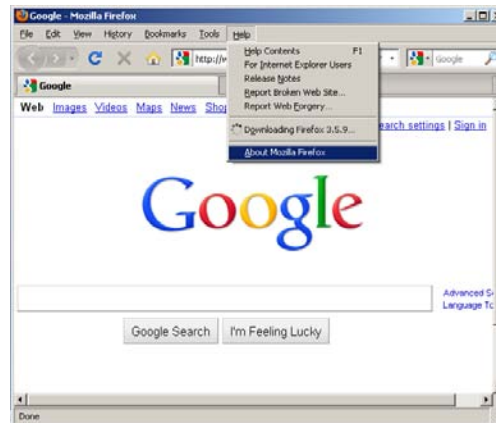


3. Identify your current version of Internet Explorer. If your version is 7 or higher, your system is compatible with BOLD.

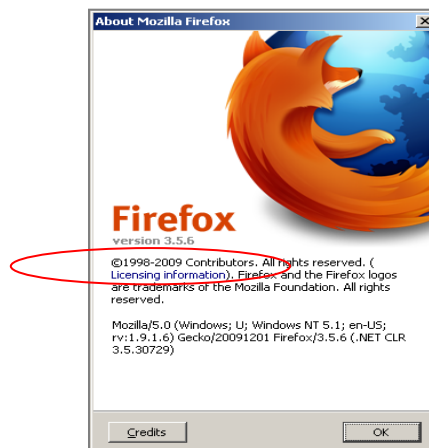


## Mozilla Firefox

1. When using Firefox, navigate to the "Help" menu or press "Alt-H"
2. Select "About Mozilla Firefox" from the dropdown list.



3. Identify your current version of Firefox. If your version is 3.0 or higher, your system is compatible with BOLD.



## UPGRADING YOUR WEB BROWSER

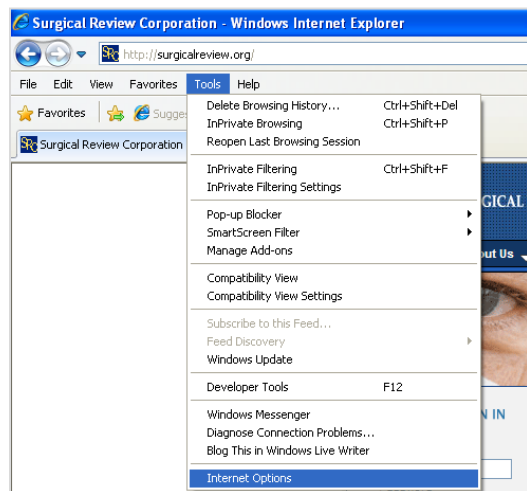
1. If you determine that you need to update your web browser to be able to enter data into BOLD, do so.
2. If you *do not* have administrative permissions to change system settings on your computer, please forward this document to the network/system administrator in your IT department.

## ESTABLISHING SRC AS A TRUSTED SITE & ENABLING POP-UPS

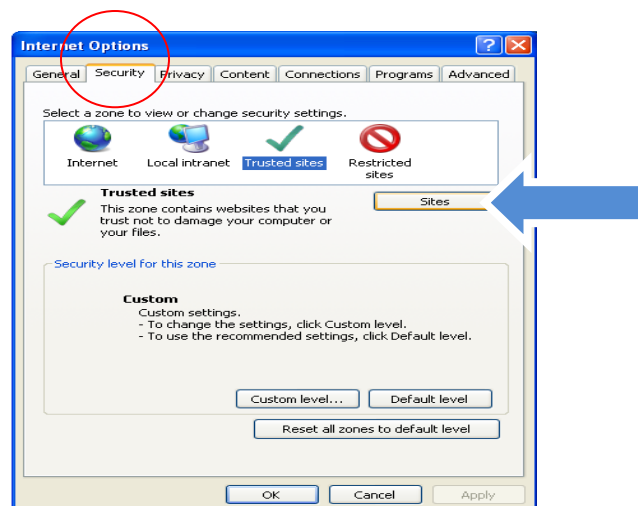
SRC uses pop-ups and requests you add the website to your list of secure sites and always allow pop-ups for [www.surgicalreview.org](http://www.surgicalreview.org).

### Internet Explorer (IE) 7.0 or Higher

1. When using Internet Explorer, navigate to the "Tools" menu and select "Internet Options" from the drop-down list (shown). Note that you can also access Internet Options through your Windows control panel (not shown).

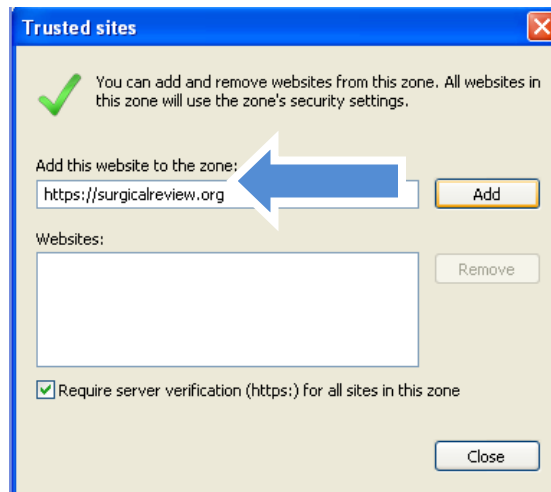


2. Click on the "Security" tab and select the "Trusted Sites" section to change your security settings.



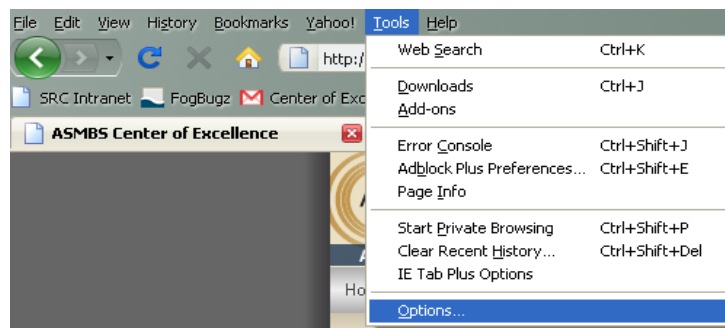
3. Click the "Sites" button.

- Enter [www.surgicalreview.org](http://www.surgicalreview.org) when it prompts you to provide the web address.
- Click the "Add" button to include SRC's website on your system's list of trusted sites approved for pop-ups.
- Click the "Close" button to exit.

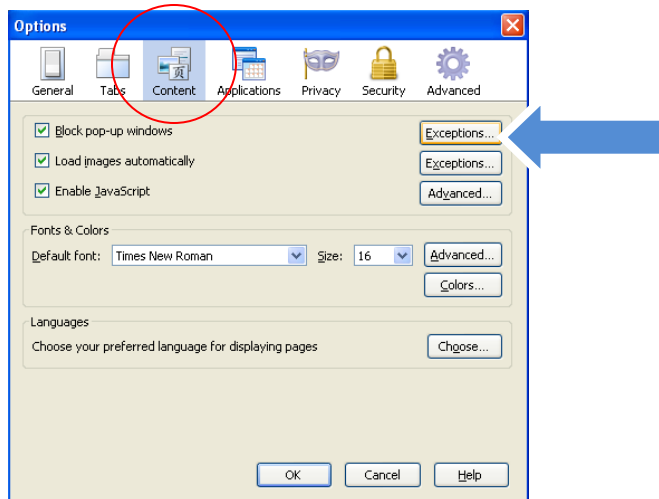


### Mozilla Firefox 3.0 or Higher

1. When using Firefox, navigate to the " Tools" menu and select "Options" from the drop-down list.



- Under the "Content" section, select the "Exceptions" to change your system's list of trusted site approved for pop-ups.
  - Enter [www.surgicalreview.org](http://www.surgicalreview.org).
  - Click the "OK" button to exit.
  - Note: You *do not* have to uncheck the "Block pop-up windows" option.



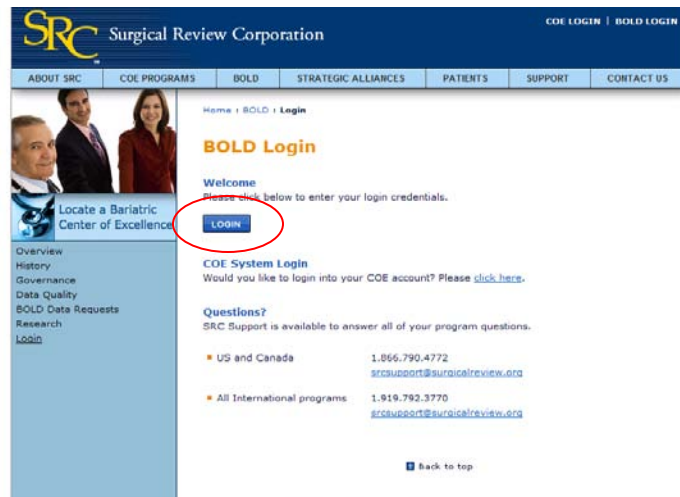
## LOGGING INTO BOLD

Each person who needs access to BOLD must first be registered as a BOLD user.

- Please obtain your BOLD user name and password from your BOLD Administrator.
- Navigate to [www.surgicalreview.org](http://www.surgicalreview.org).
- Select "BOLD Login" located at the upper right hand corner of the homepage.



4. Click the "Login" button.



5. Enter your BOLD username and password. Note that this is not the same username and password you use to log into your BSCOE account and application.
6. Click the "Sign In" button.

