CoroPrevention
PERSONALISED PREVENTION FOR CORONARY HEART DISEASE

UniWeb

CoroPrevention EDC - Training Master Deck

v1.0

edc.coroprevention.eu

Agenda

- Login
- Training
- Navigation
- Reports
- Forgot Password
- Reset 2FA

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Login

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Login - Account Activation

- An activation email is sent to you
- Click “Activate account” or use the activation code and navigate to the link
- ! Expires after 48 hours

Activation mail Inbox ×

no-reply@uniweb.eu
to liesbeth.renneboog+3

Hello, Renneboog Liesbeth,

Your activation code is ND6nKeYwvRF9

or use the link: Activate account

or copy link to your browser http://edc-qa.coroprevention.eu/user-activation/lrenneboog_DM/ND6nKeYwvRF9

Your activation code will expire on 06 Nov 2021 15:43:59.

If you don't yet have an account within the CAF Single Sign-On system, you will be asked to create a password

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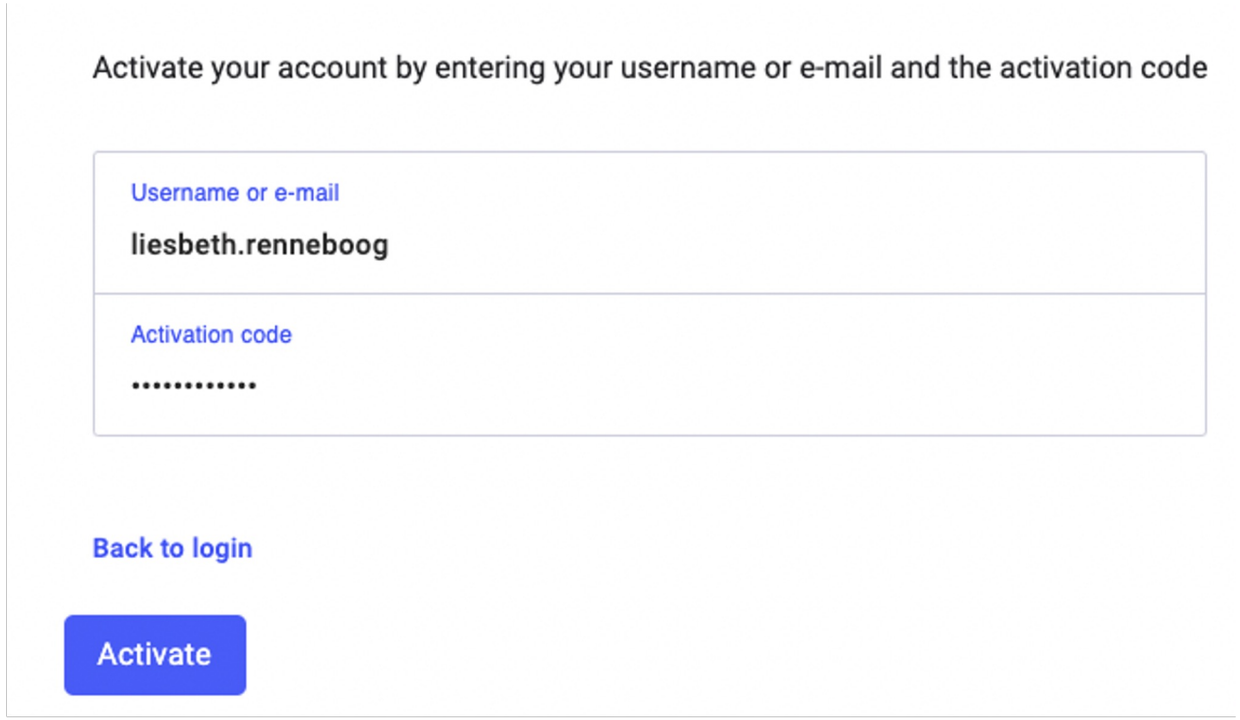
Login - Account Activation (2)

- Enter/review the username/e-mail address and activation code
- Click “Activate”



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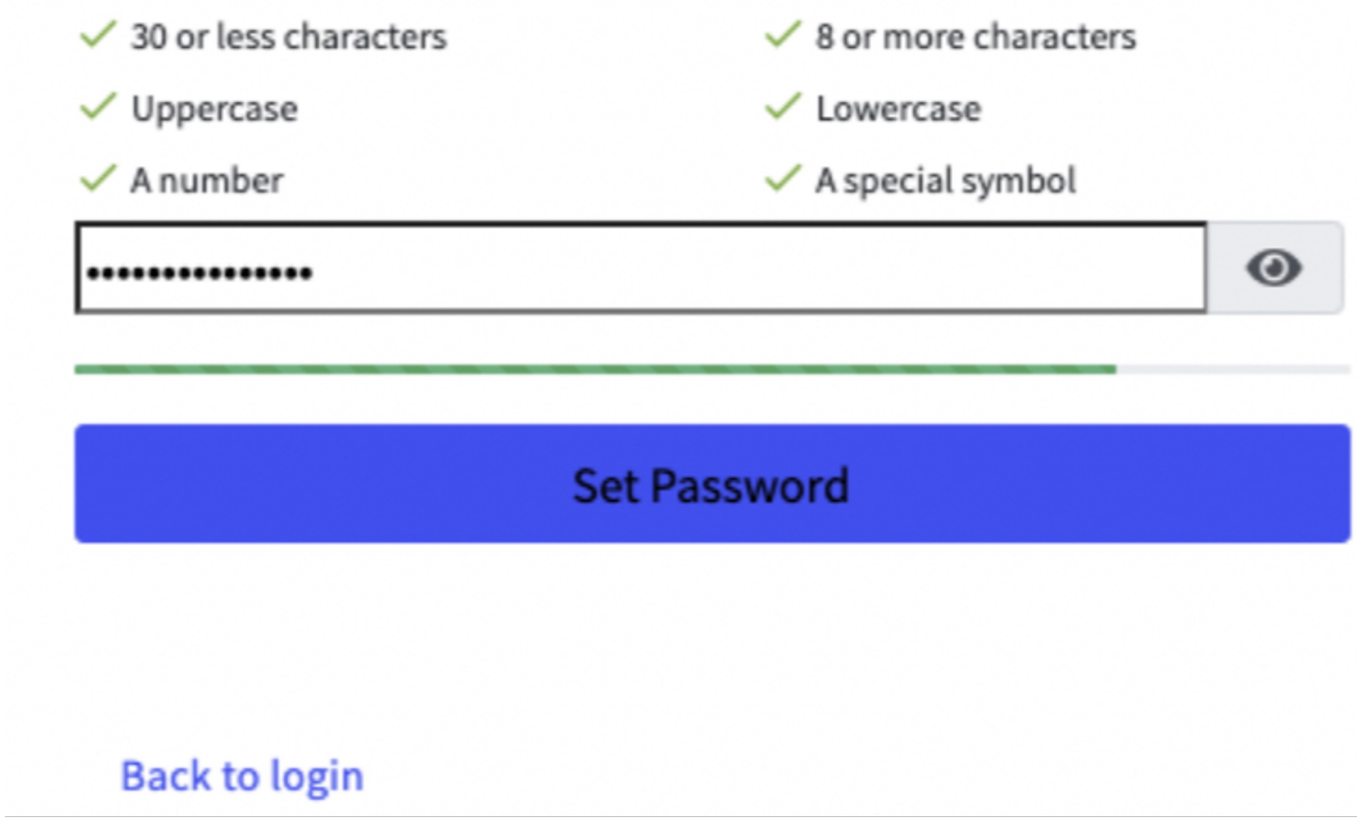
Login - Account Activation (3)

- Choose a password that meets the requirements
- Click “Set Password”



Note:
Your password should not be shared.

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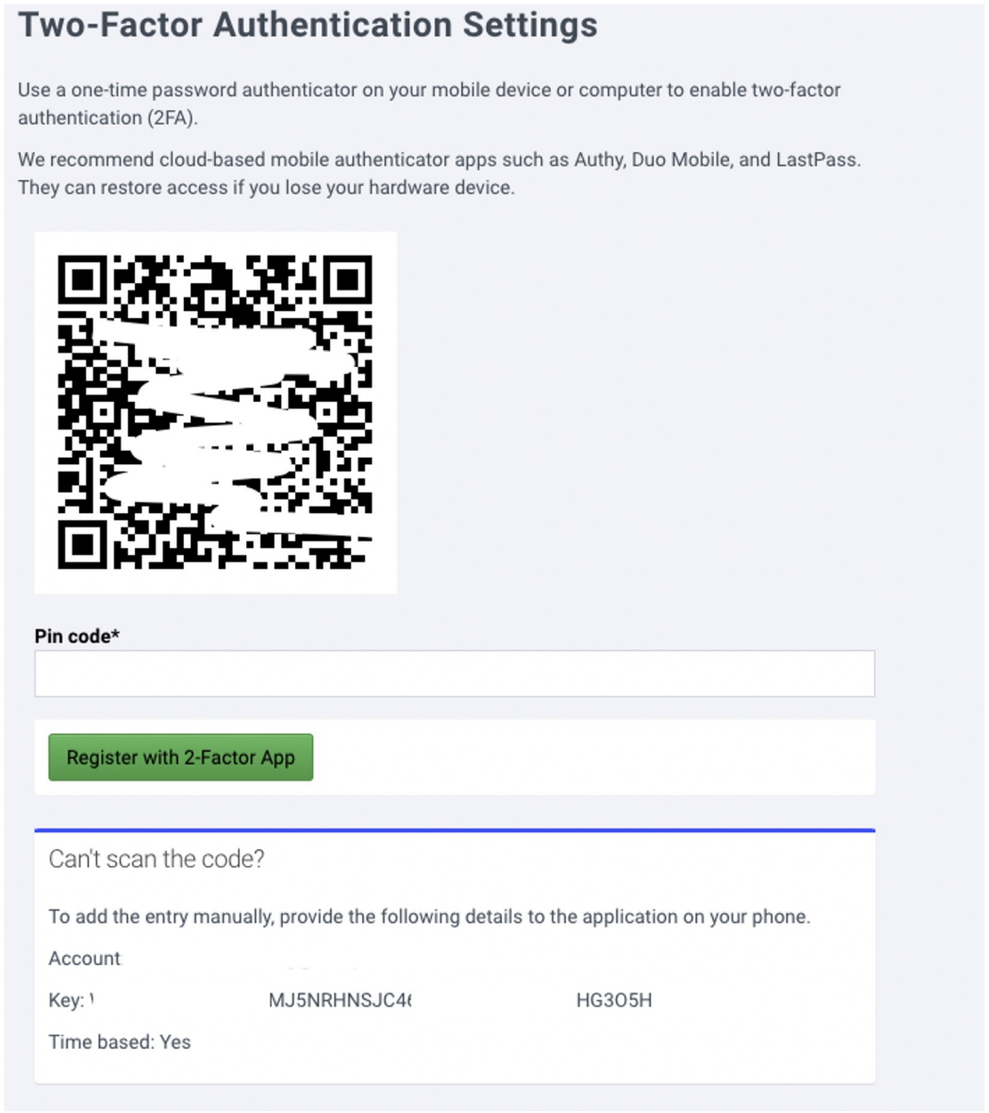
Login - Two-Factor Authentication

- Download one of the following two-factor authentication apps on your mobile device from the App Store (for iOS) or the Google Play Store (for Android):
  - Google Authenticator, Authy, Duo Mobile, LastPass, Microsoft Authenticator
- This can be skipped if you already have one of these apps on your device

Login - Register Two-Factor Authentication

- Open the authenticator app on your mobile device
- Scan the QR code via the app or enter the key and user account manually
- Enter the 6-digit code shown by the authenticator app
- Click the register button to complete your account activation



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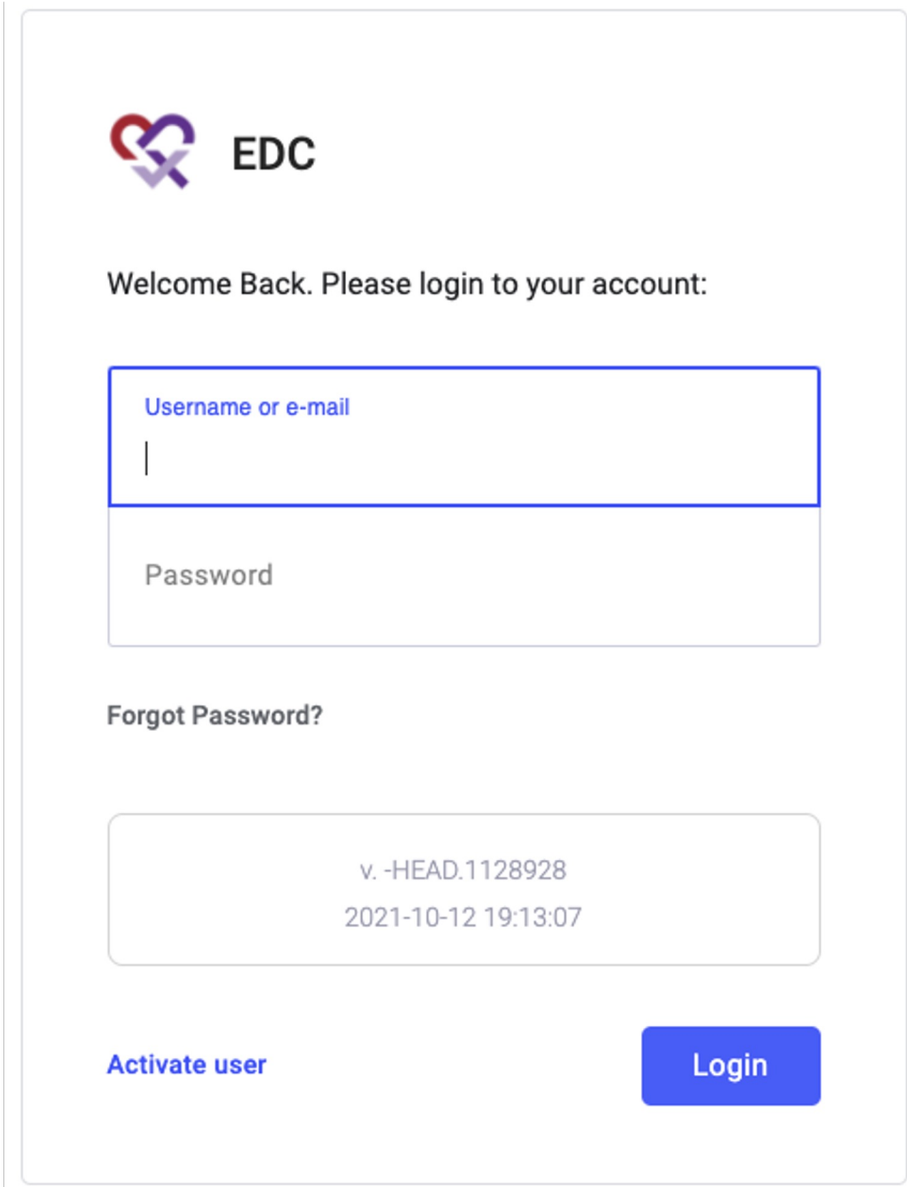
Login - General

After initial login, follow these steps to login:

- Browse to https://edc.coroprevention.eu/
- Enter your username or e-mail address and password
- Click Login



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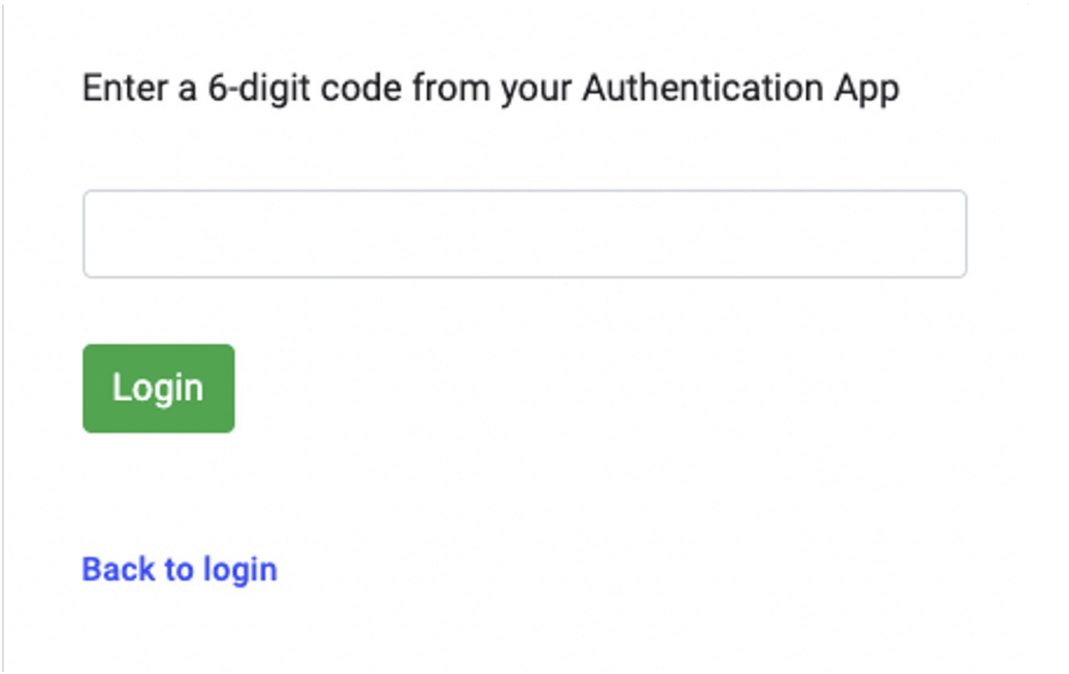
Login - General (2)

- Open the Google Authenticator app on your mobile device
- Enter the 6-digit code displayed for yourusername@coroprevention.eu
- Click Login



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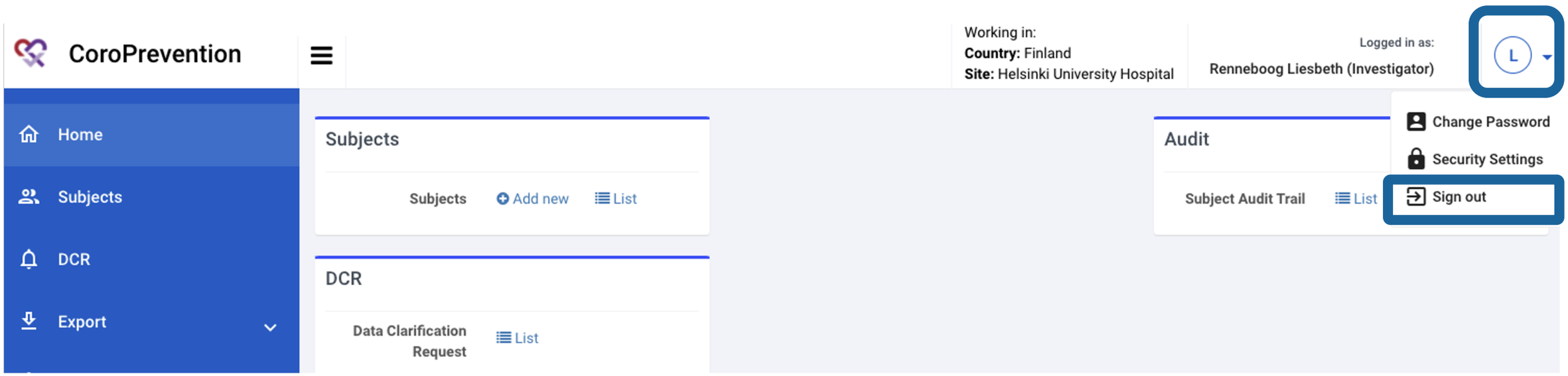
Logout

- To logout, click the icon in the upper right corner
- Click Sign out



Log out when stepping away from your computer.

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Training

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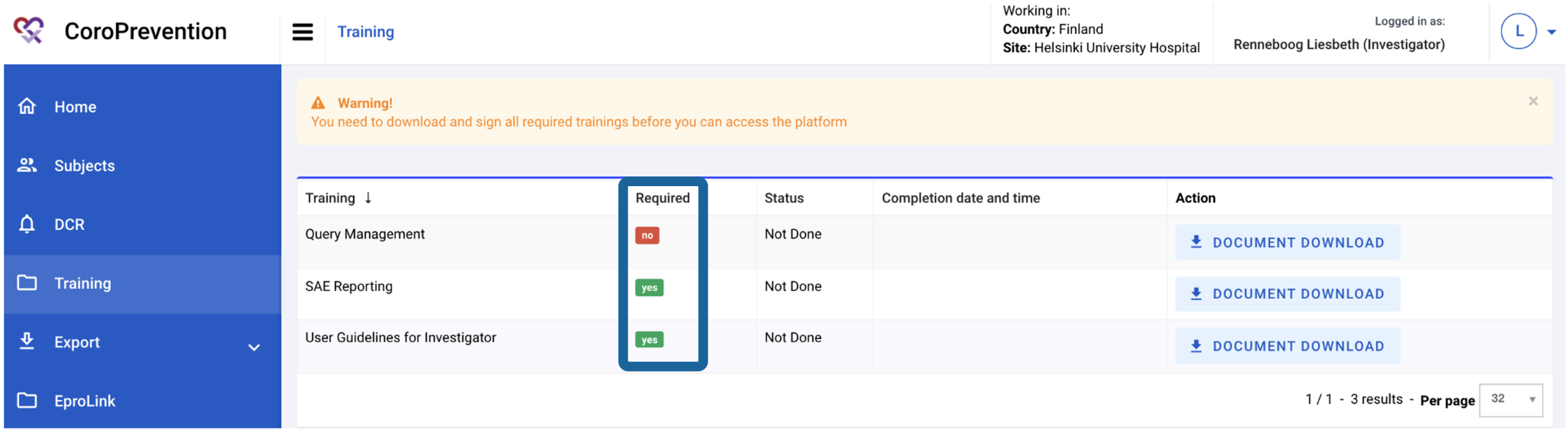
Training - Initial

- Training is required for all staff who requires access to EDC or the Tool Suite
- After login you will be directed to the Training module if you have pending required trainings
- You will not be able to access any other modules in EDC



The “Required” column indicates which training(s) are required for you based on your assigned user type.

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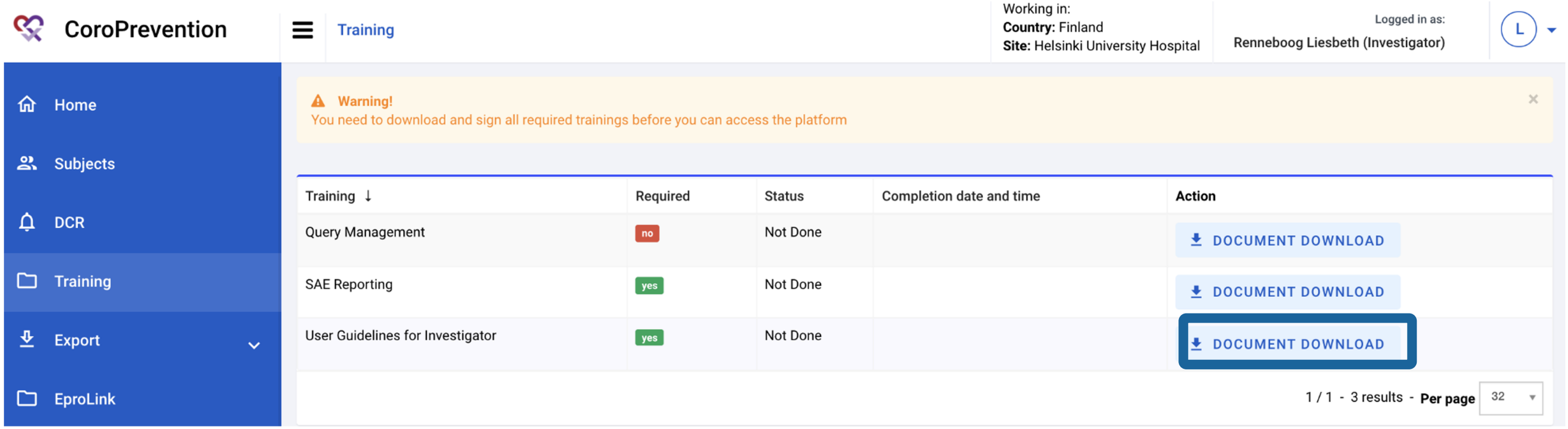
Training - Download

- Click “Document Download” to access the training
- Perform your training of the document



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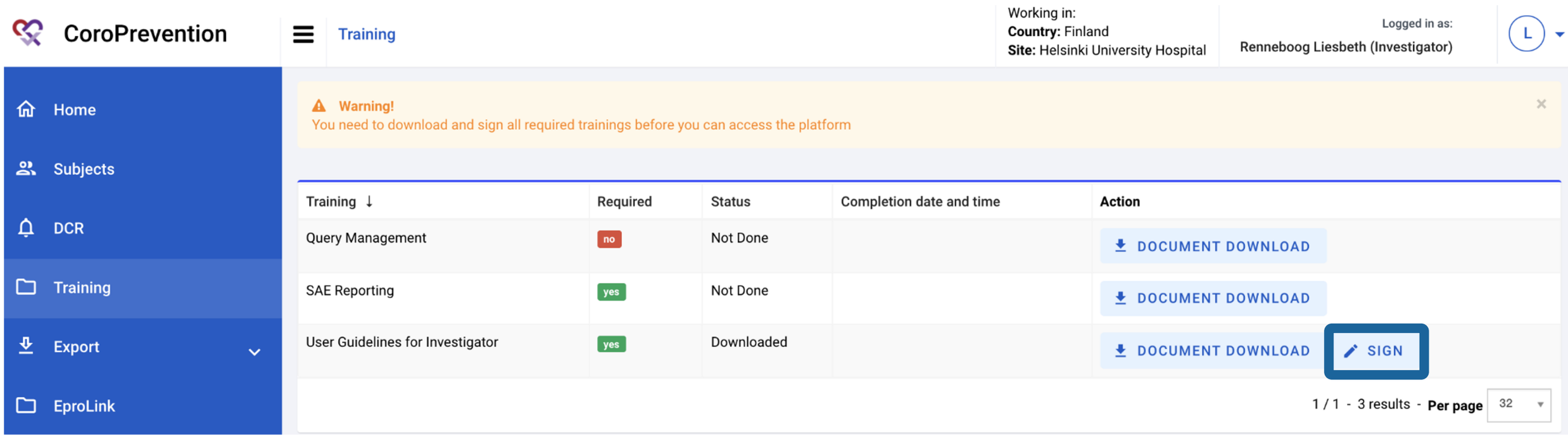
Training - Sign

- Click “Sign” to acknowledge that you have completed training on the topic



A warning message is shown as long as you have not completed the required trainings assigned to you

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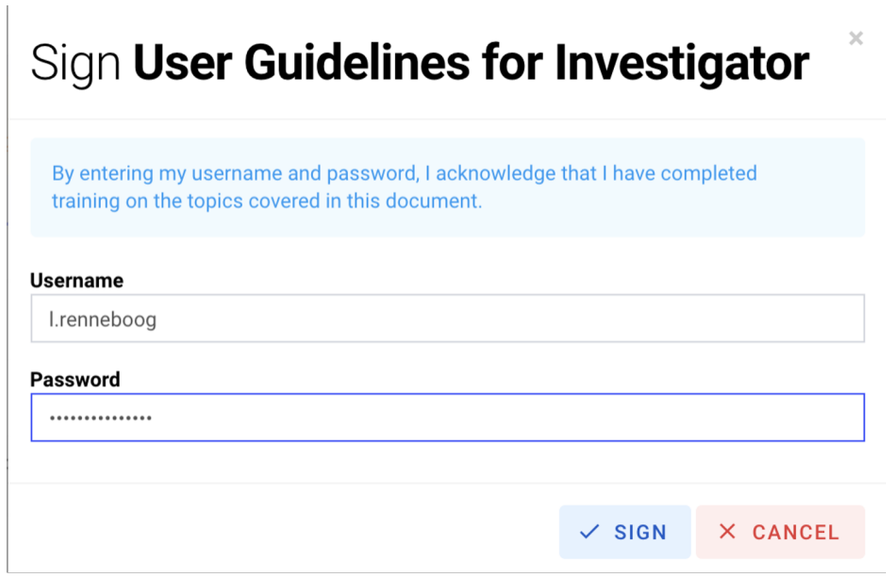
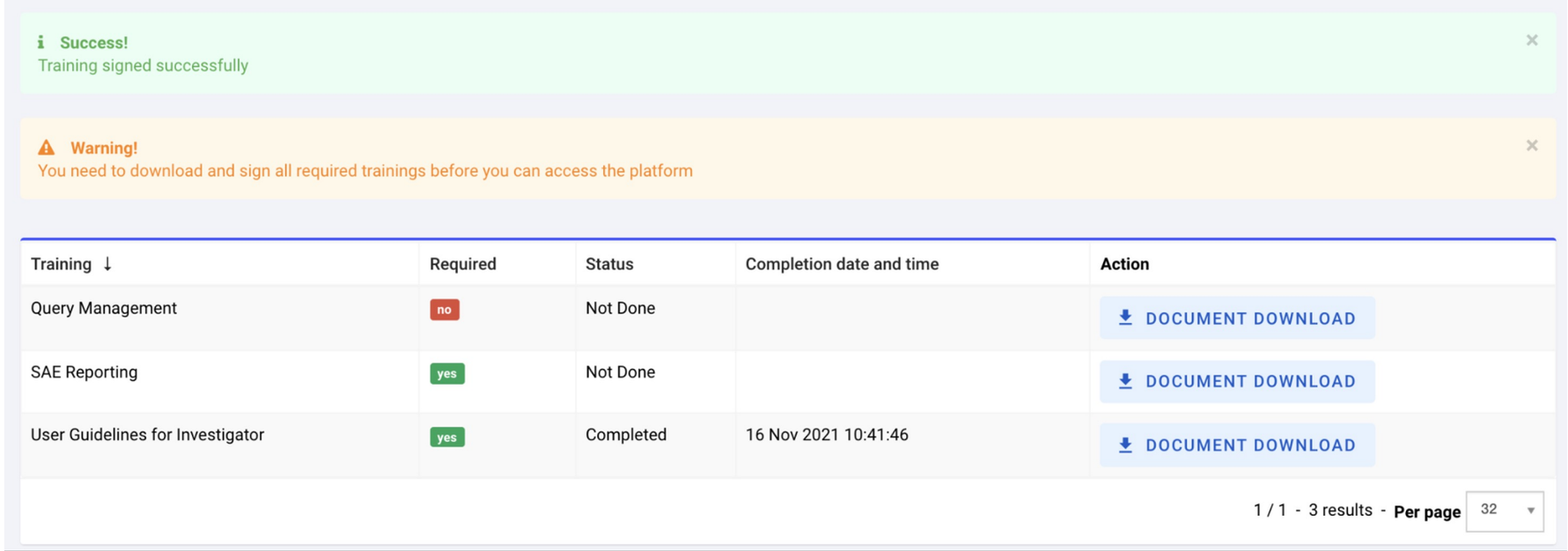
Training - Sign (2)

- Enter your credentials and click Sign to confirm
- The training now receives status Completed
- You can still download this document at any point





A success message is shown when a training is signed successfully

A warning message is shown as long as you have not completed the required trainings assigned to you

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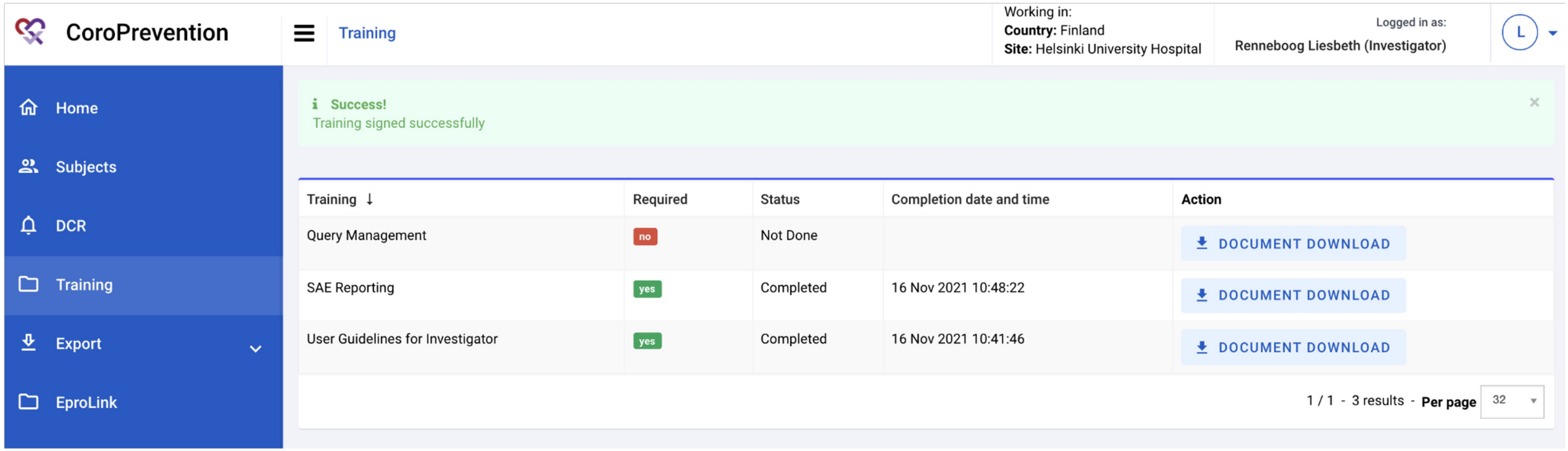
Training - Access

- Complete all **required** trainings to gain access to the rest of the platform
- Optional trainings can be accessed and completed, but are not required to be completed to gain access
- Navigate to your assigned trainings at any time by clicking Training



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Navigation

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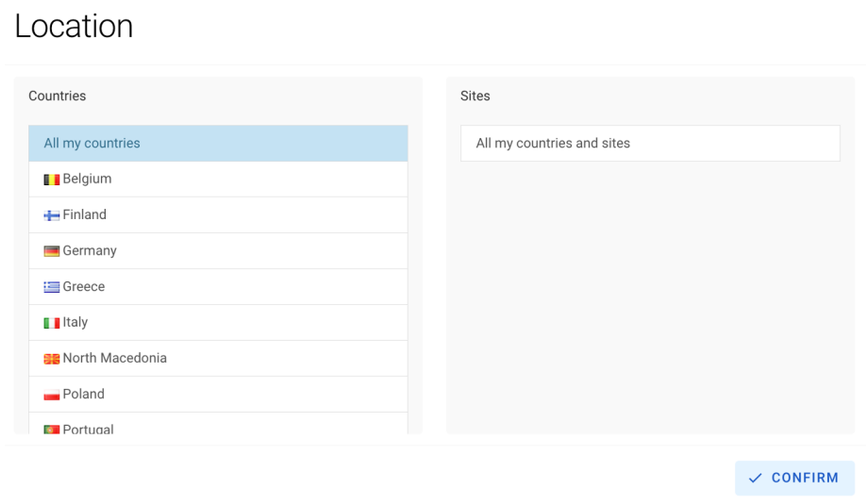
Navigation - Location Select

- After successful login, you will be requested to choose your location if you have access to more than one country:

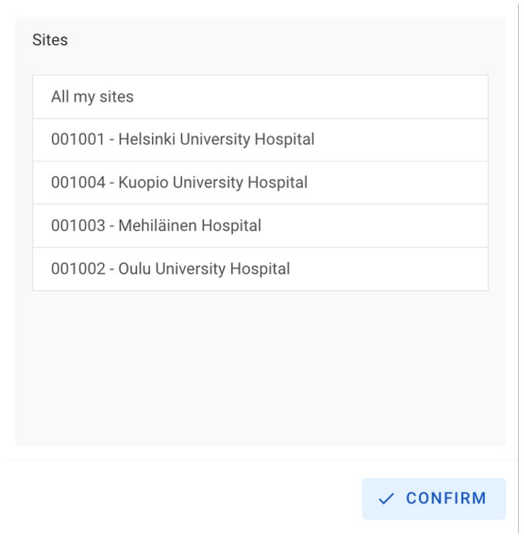


Select *All my countries* and then *All my countries and sites* to have access to the entire trial.

Select a *specific country* and *All my sites* within the country to have access to the entire country.

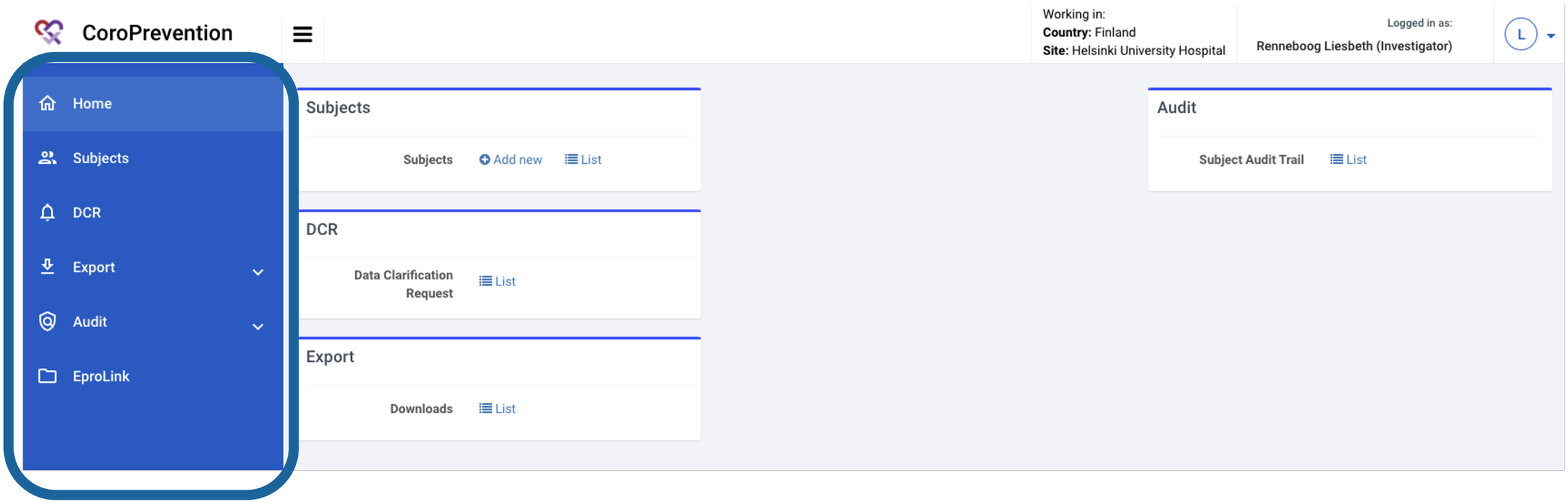
Select a *specific country* and a *specific site* within the country to have access to that specific site.

- Or to more than one site:



Navigation - Bar

- Navigation bar contains links to the modules for which you have access
- “Home” takes you to the dashboard, listing actions applicable for your user type



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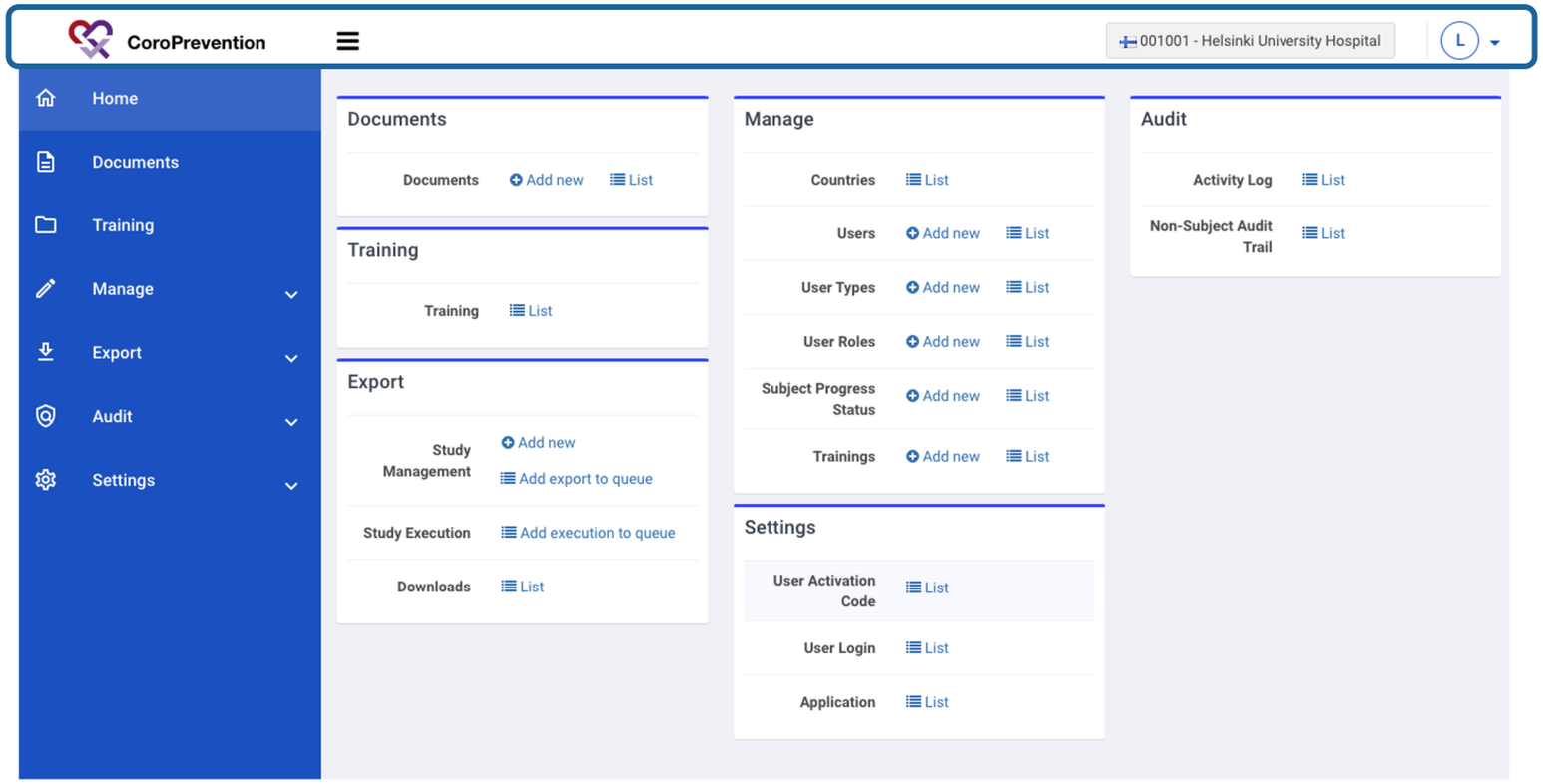
Navigation - Access Details

The upper bar - visible on each page within EDC - displays the following:

- Study you are working in
- Toggle to hide/unhide the navigation bar
- Location button: Country flag & Site / “Multiple Sites” or “Multiple countries”
- Your name and user type
- Link to actions related to your account



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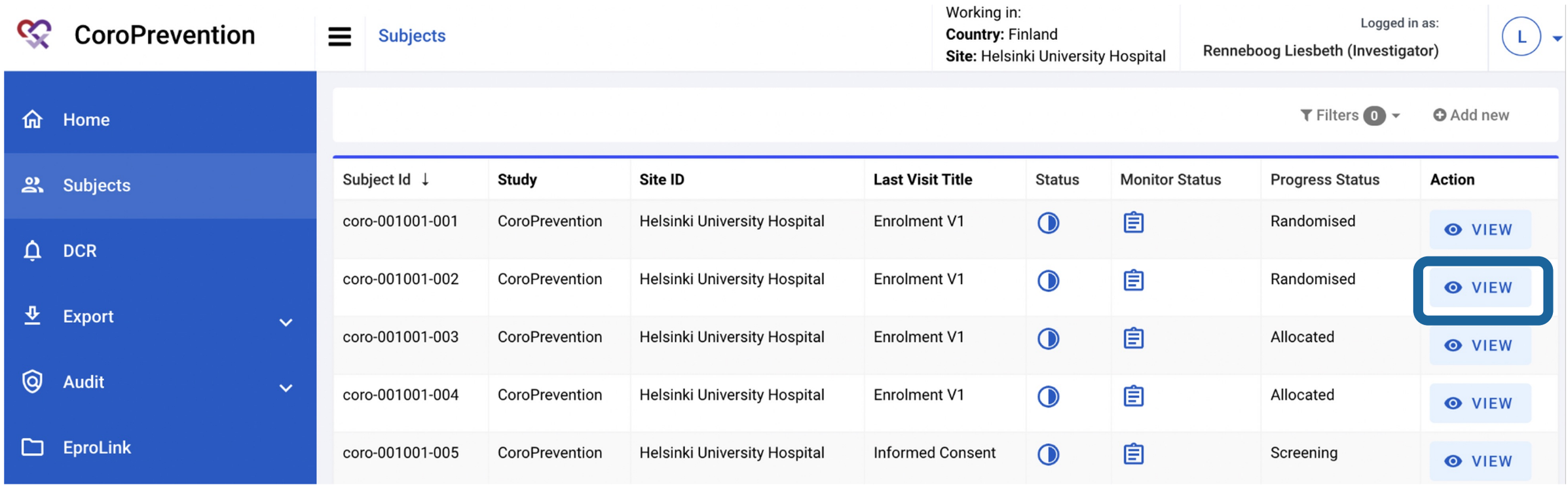
Navigation - Go to Subject

Navigate to a subject by clicking “Subjects” and clicking “View” for the applicable subject:



By default, this list is filtered based on the location you are working in.

Additionally it is possible to filter the list of subjects on Subject ID, Last Visit, Data Status, Monitor Status, Progress Status.

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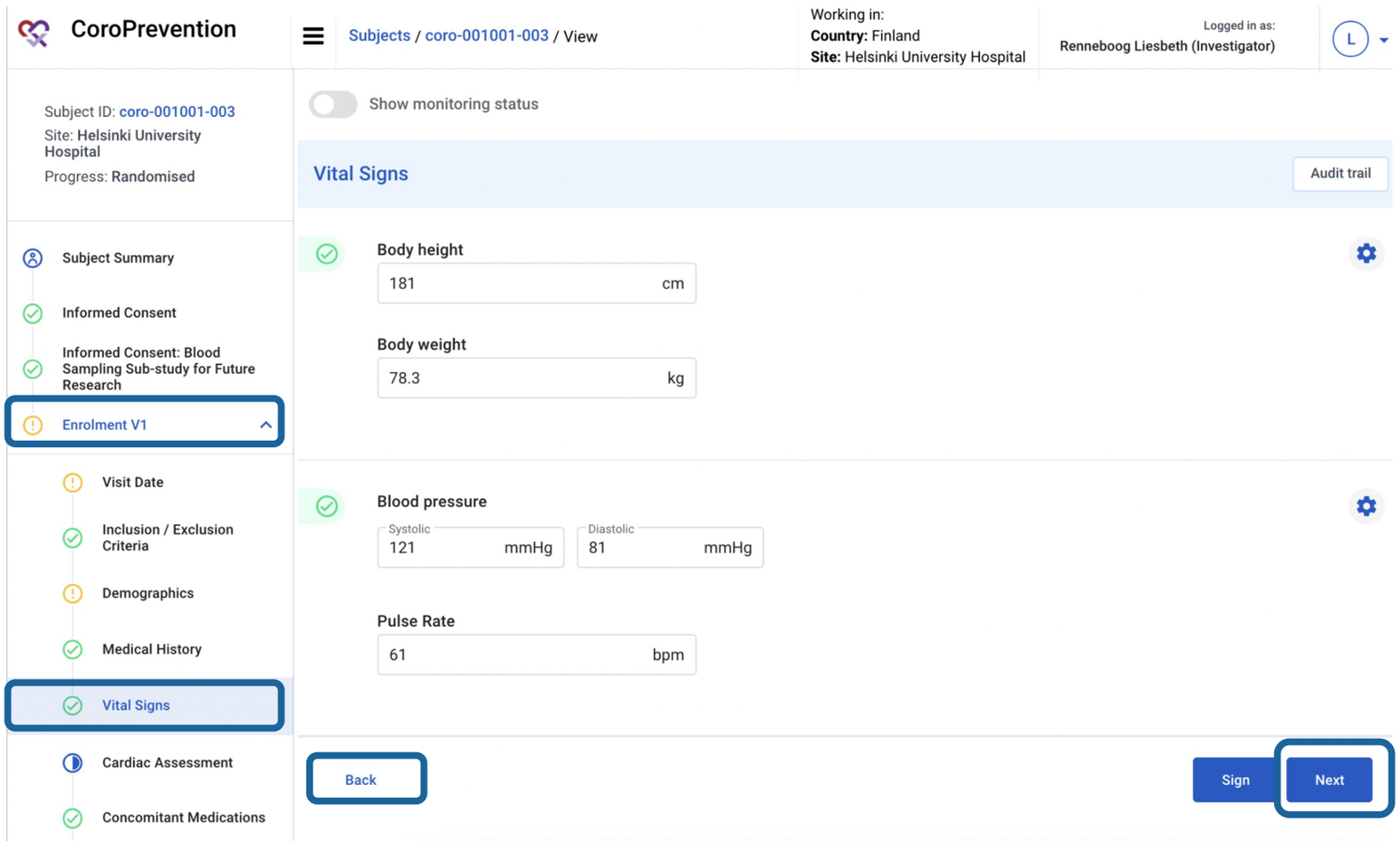
Navigation - eCRF

- Within a subject, you can navigate to a specific eCRF by clicking the eCRF title in the subject's flow
- If the eCRF is part of a visit, you need to click the visit title first.
- You can also use the "Next" and "Back" buttons to navigate to the next / previous eCRF



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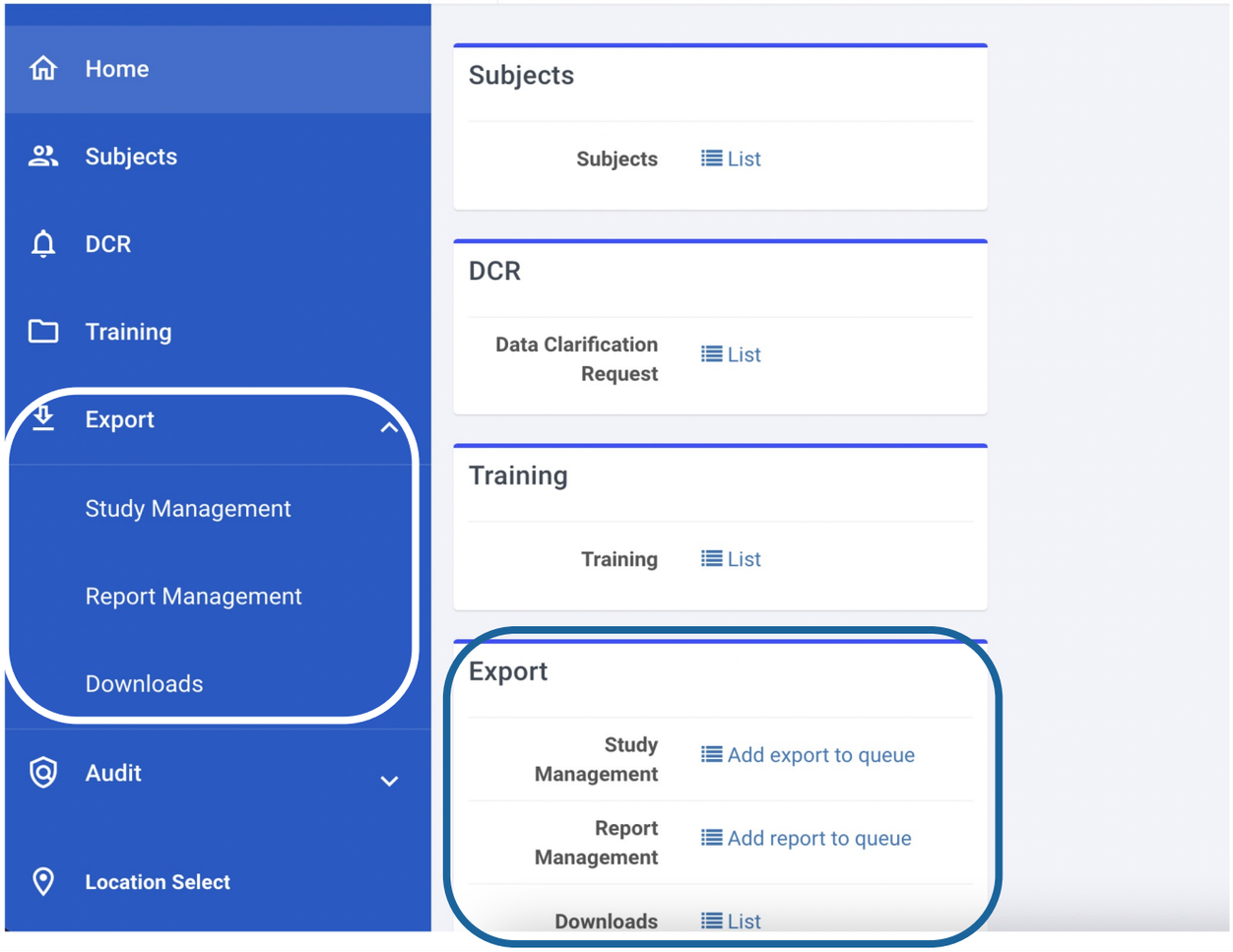
Reports

Reports - General

All reports and/or exports available to you can be found:

- By clicking Export in the navigation bar
- Or through the dashboard

Click the desired type of report or export



The reports and exports are categorized in three categories:

- Study Management
- Study Execution
- Reports

Which reports and exports are available to you are depending on your user type.

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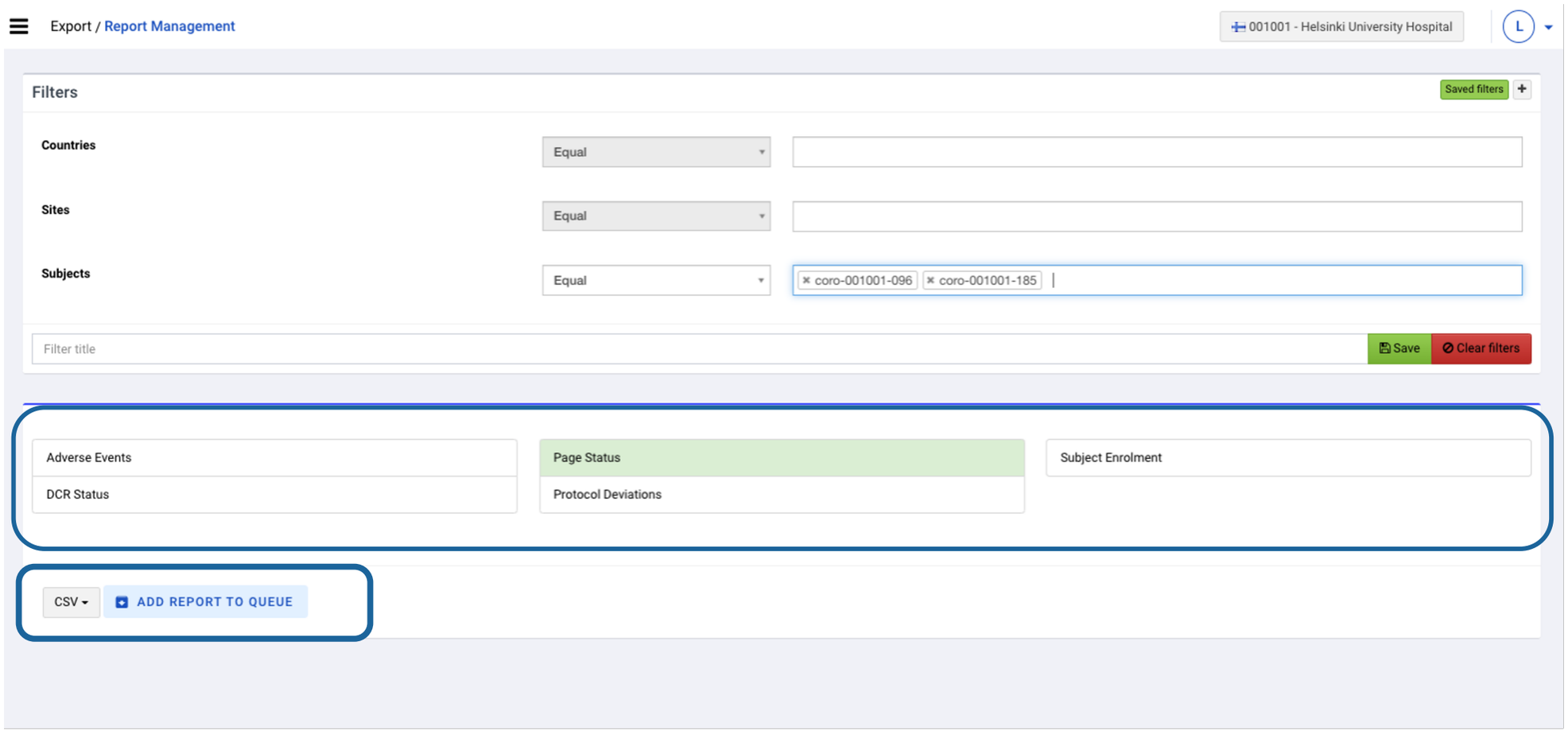
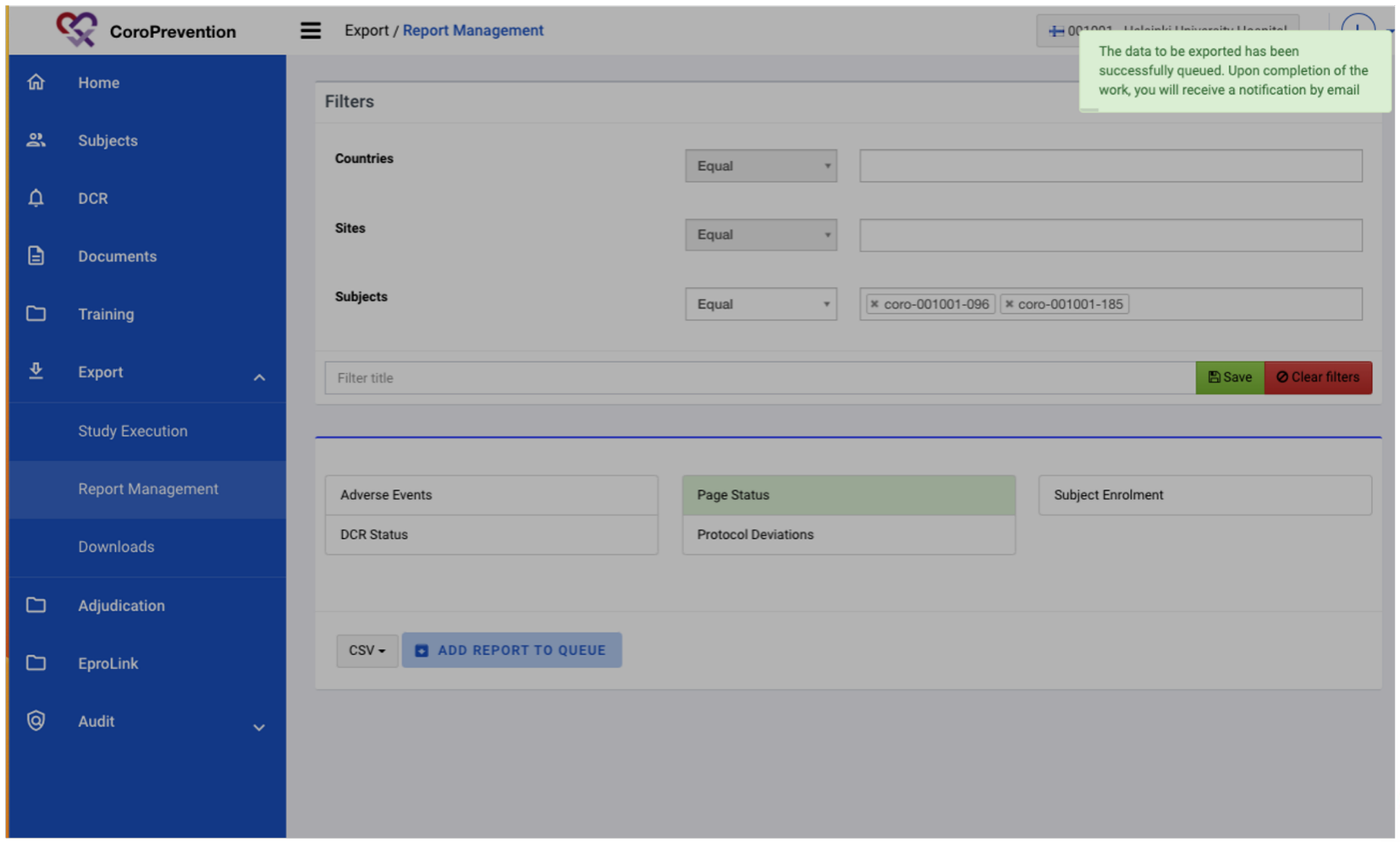
Reports - Generation

- Select the desired export / report
- Specify the filters if applicable
- Select the desired format from the dropdown of available formats
- Click Add Export / Report To Queue to start the creation of the export / report



Reports - Generation (2)

- A success message pop-up is shown
- You will receive an email when the export / report has finished and is available for you to download



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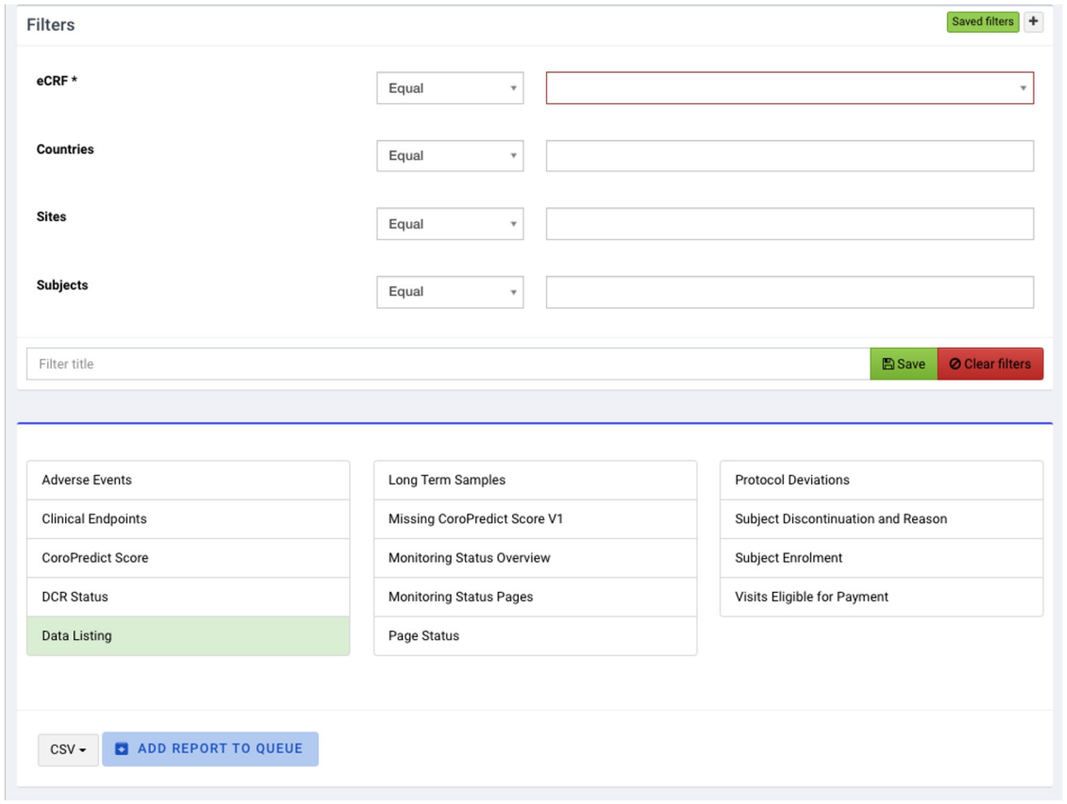
Reports - Filters

- Before generating the report it is possible to use filters, this will limit the data of your export / report
- For most reports and exports, the filters are optional
- For some reports a filter is required: e.g. the Data Listing report requires an eCRF to be selected
- The system will warn you in case a filter needs to be specified



You can save your filter combinations for future use by providing a title for the filter and clicking “Save”

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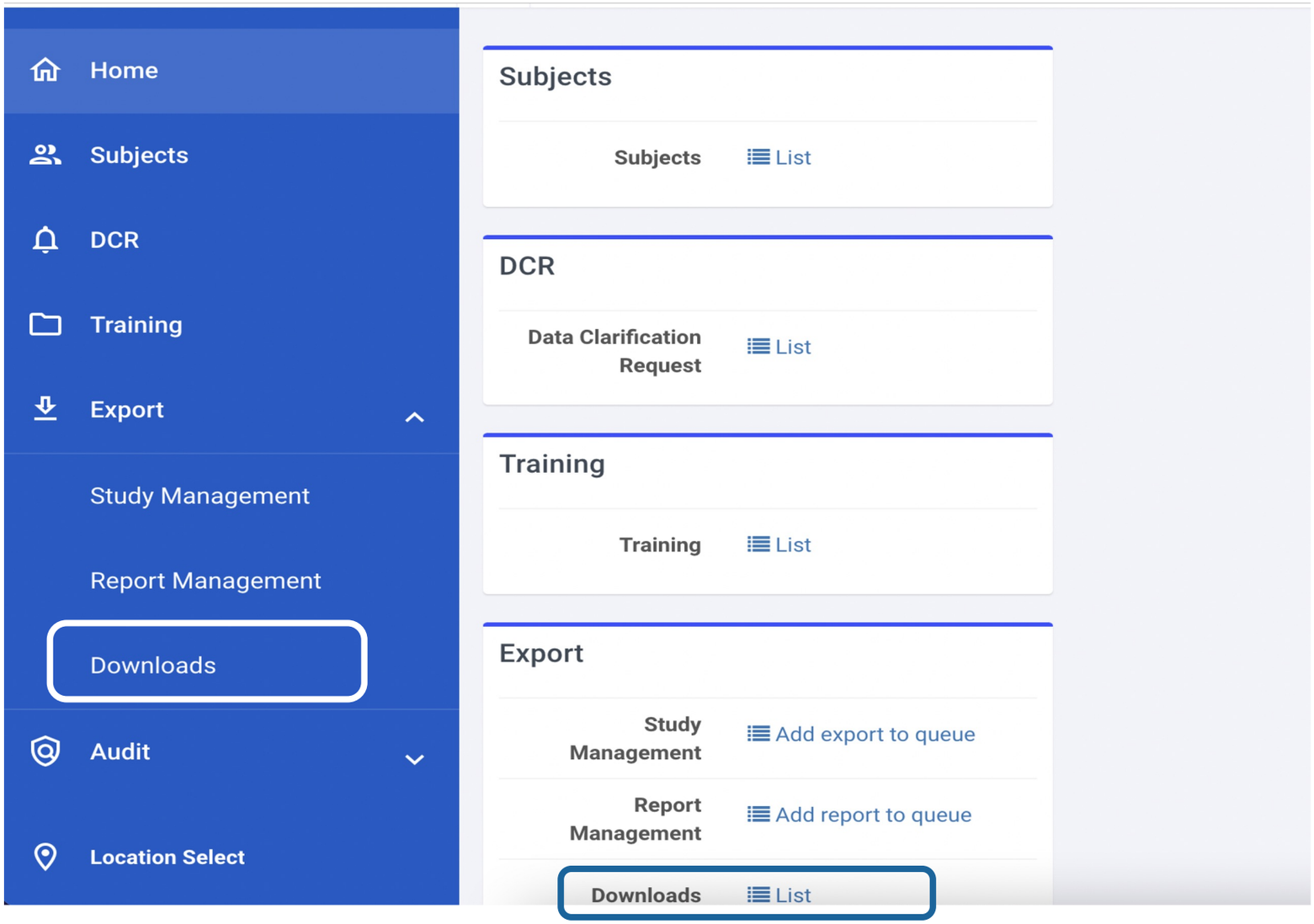
Reports - Download

- Requested reports / exports are listed in the Downloads section
- Navigate through the blue bar or via the dashboard to Downloads



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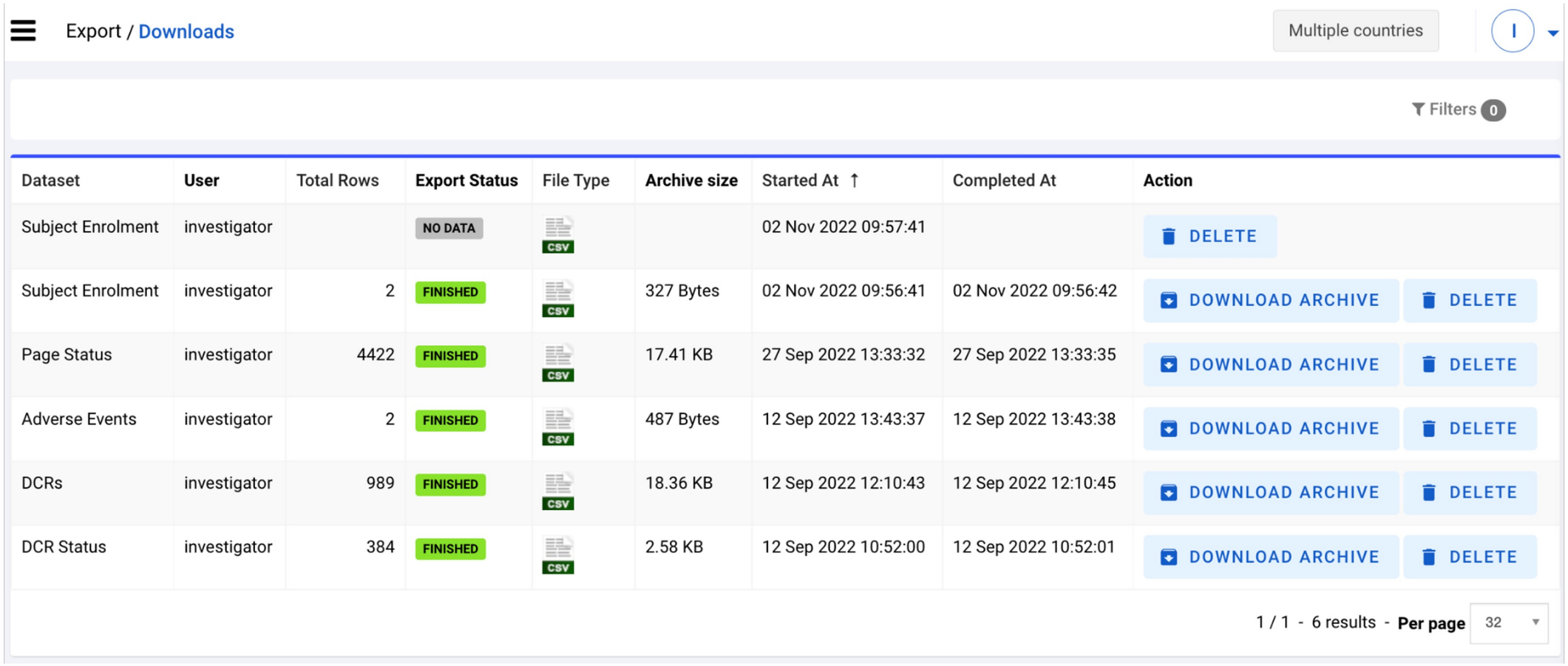
Reports - Download (2)

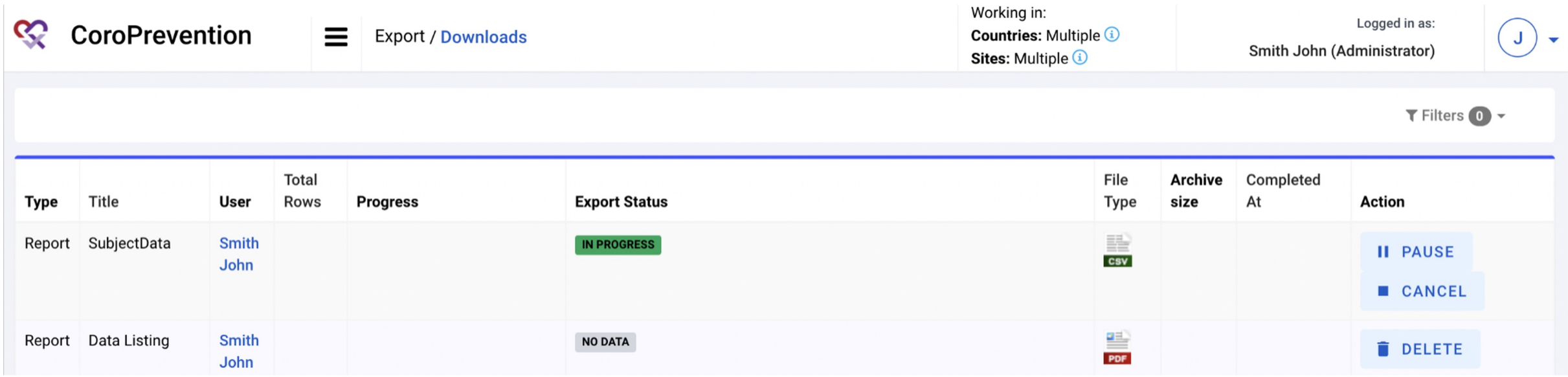
- Download the desired report / export by clicking the ‘Download Archive’ button
- A .zip file containing the report / export is saved on your device
- Use the ‘Delete’ button to delete requests you no longer need



If the request returned no data, the export status will show ‘No Data’. It is not possible to download this empty file.

Reports - Download (3)

- Any requests still being processed by the system will also show up in the list
- You can track the progress in the Progress column
- If applicable, you can pause or cancel the request in this stage

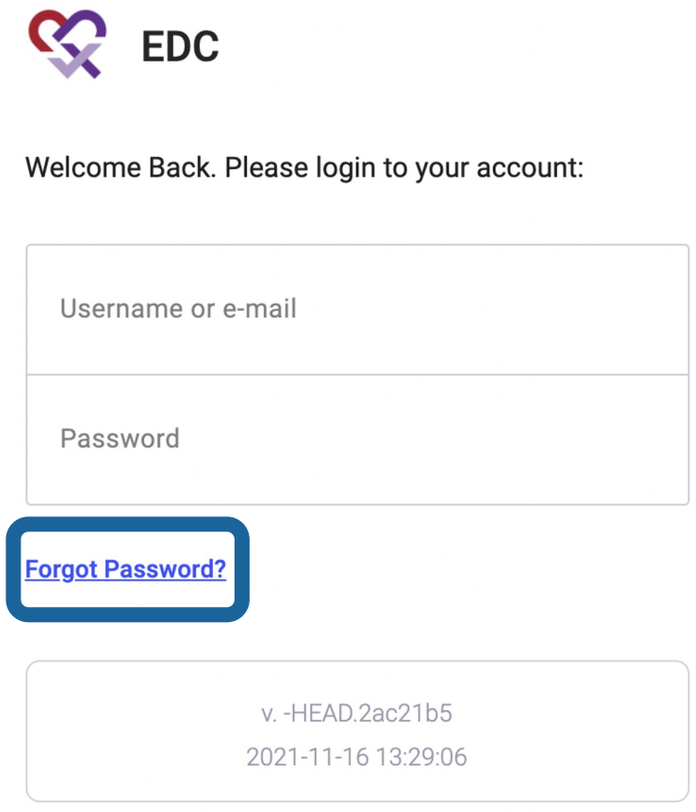


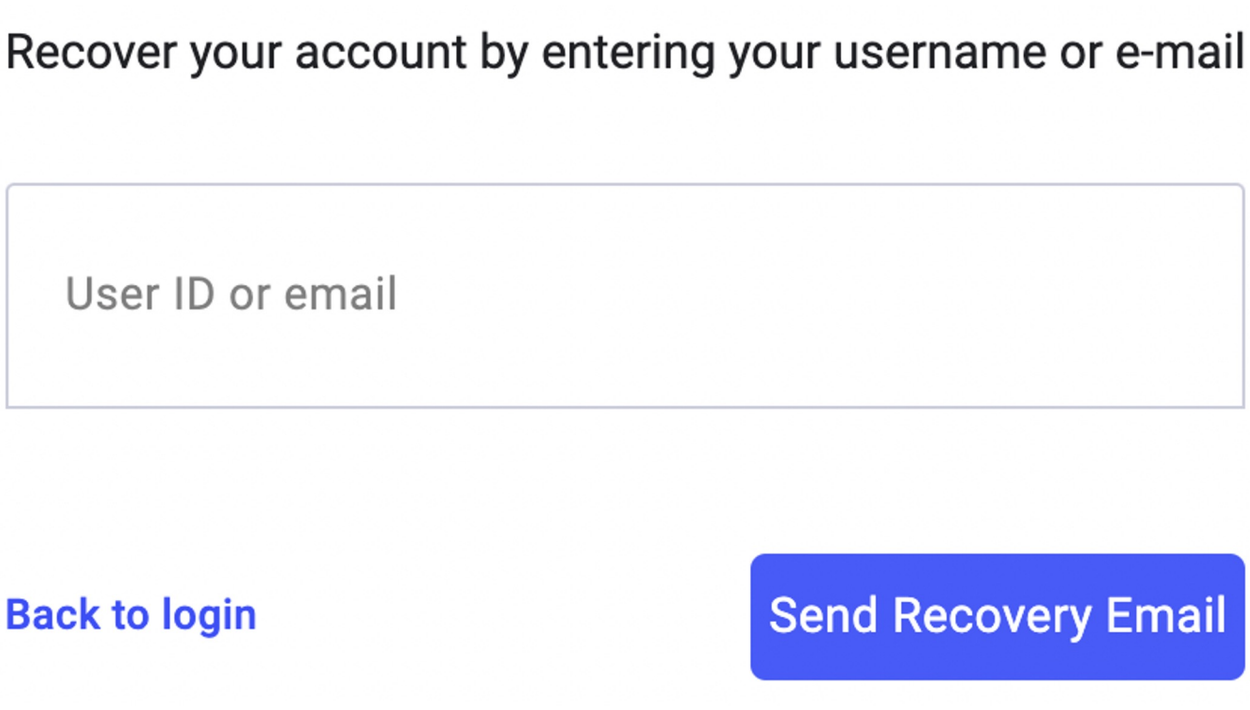
Forgot Password

Forgot Password

- If you forgot your password, click Forgot Password? on the login page

- Provide your username or email address and click Send Recovery Email





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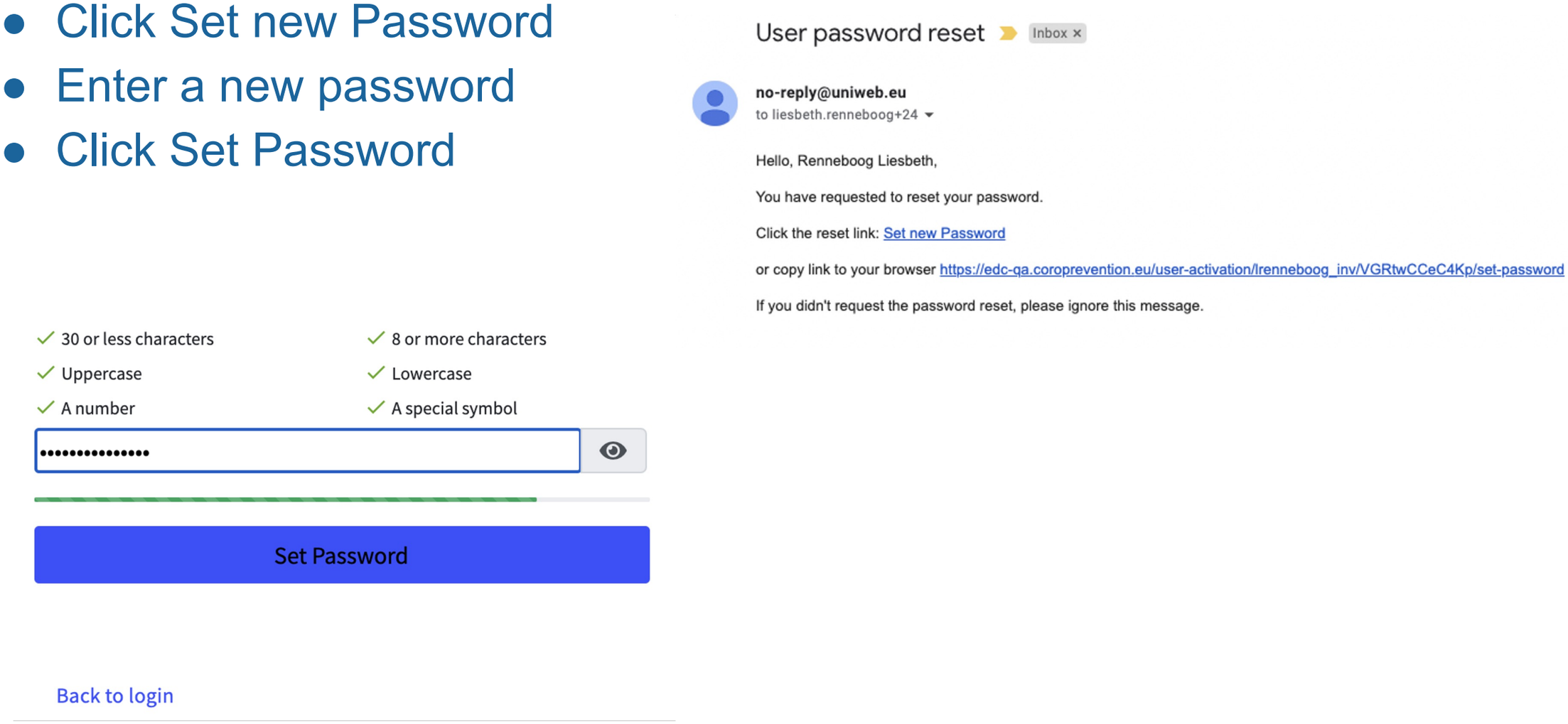
Forgot Password (2)

- An email is sent to your email address
- Click Set new Password
- Enter a new password
- Click Set Password



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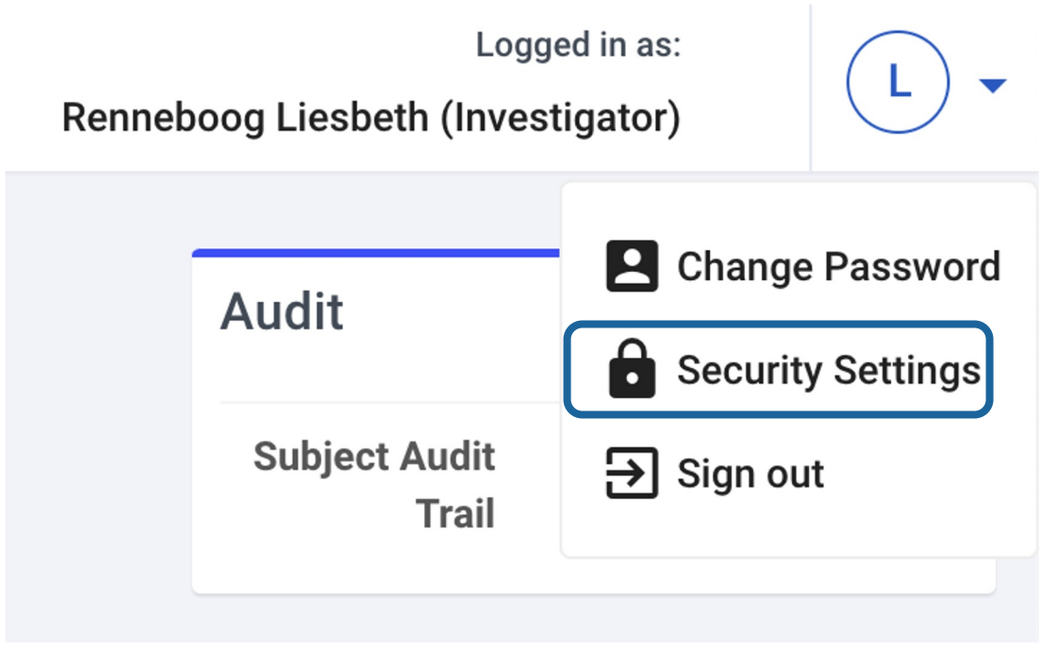
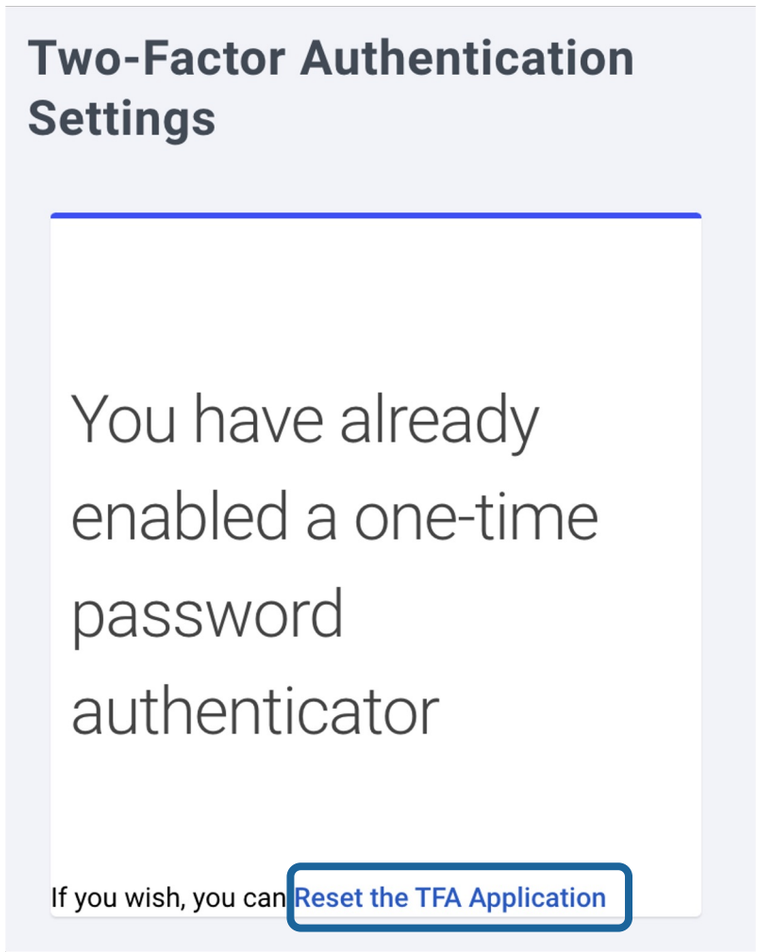
Reset Two-Factor Authentication (TFA)

Reset TFA

- After logging in using your current (mobile) device to provide the TFA code, click Security Settings in the user menu (upper right corner)



- Click Reset the TFA application



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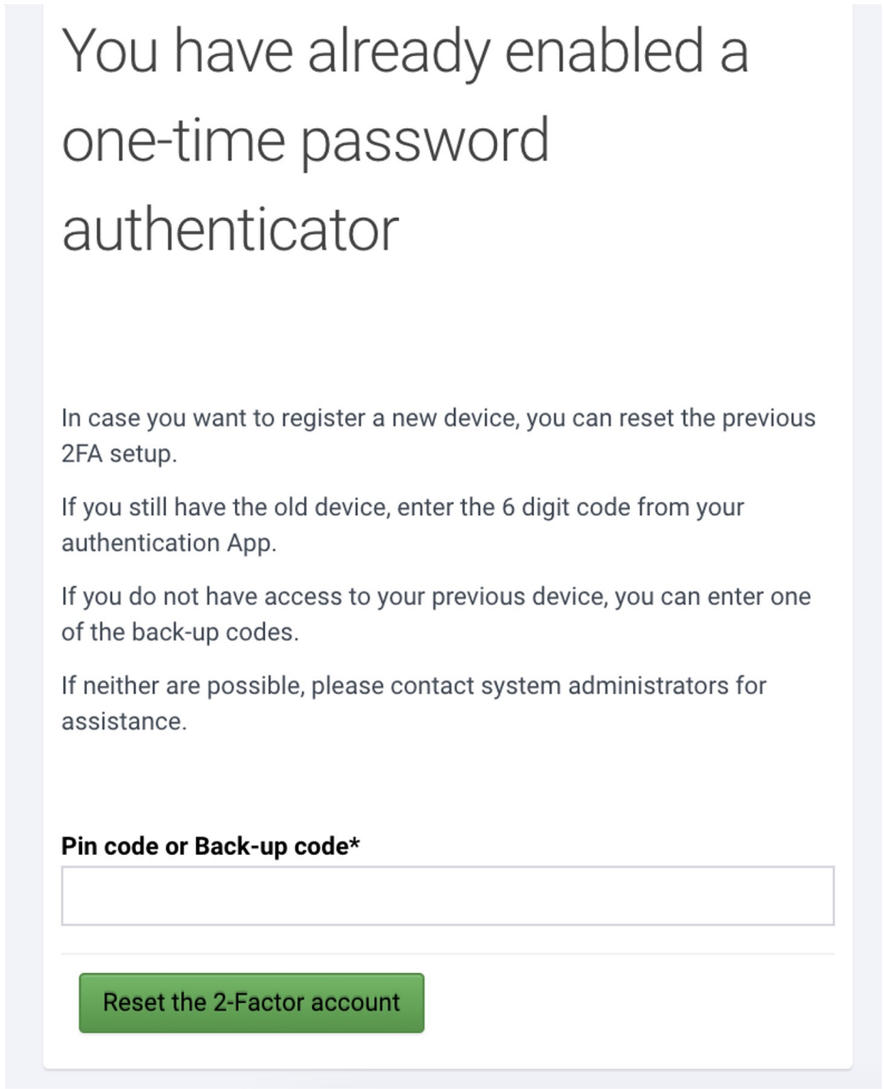
Reset TFA (2)

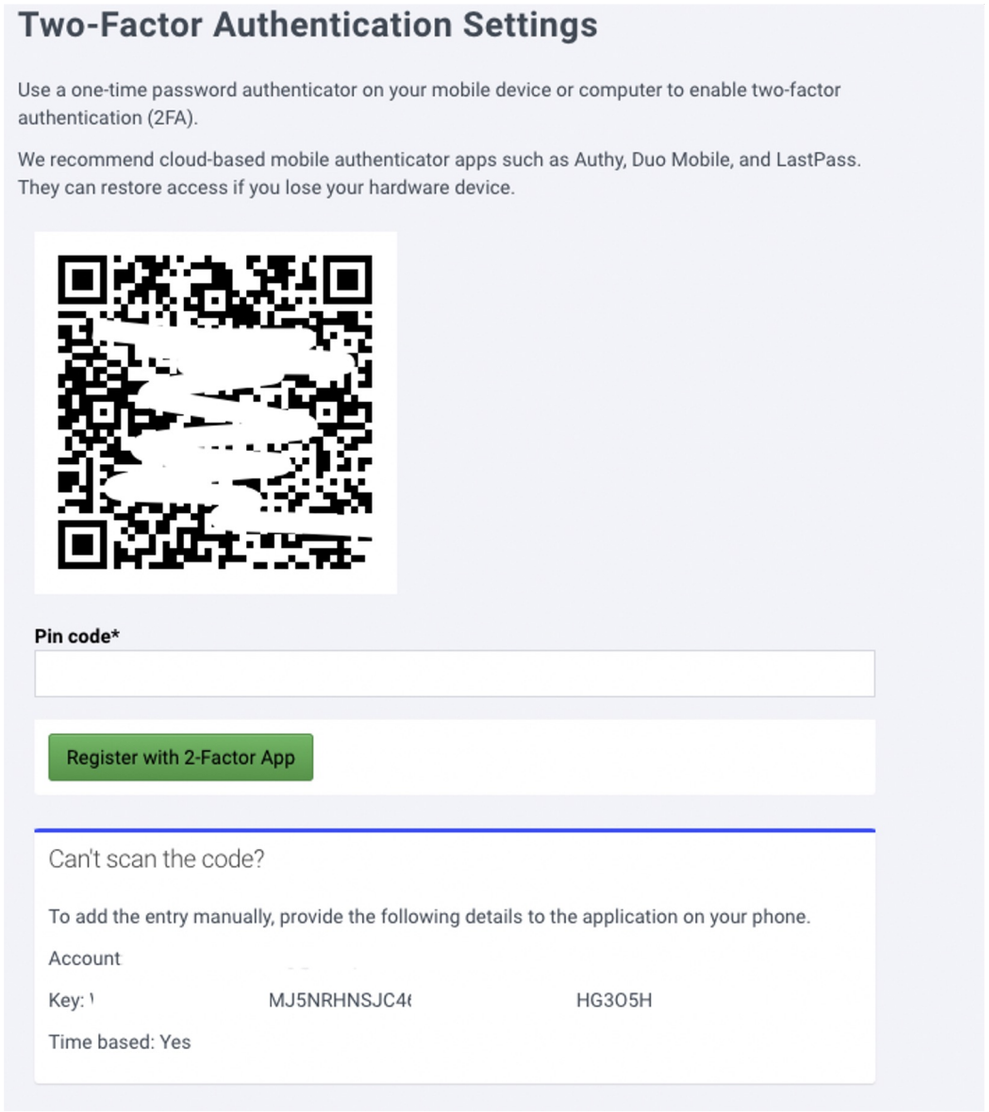
- Using your current (mobile) device, provide the 6-digit TFA code



If you do not have access to your current device, please contact support@uniweb.eu to receive a back-up code

Reset TFA - Register New Device

- Open Google Authenticator app on your new mobile device
- Scan the QR code with your new mobile device or enter the key and user account manually
- Enter the 6-digit code shown by the authenticator app
- Click the register button to complete the TFA registration for your new device



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