ClinTrial Refer

User Guide for App Managers

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Introduction

This user guide is intended for users of the ClinTrial Refer App web database. Access to the database is by application to the Master Admin, and by negotiation with the appropriate licensee.

There are various roles within the database, which restrict access to a part of the database, or a location within the database. Some features are available to the Master Admins only, such as Discipline Management and Location Management.

Other roles may have restricted view-only access.

By way of explanation, an app is a restricted set of trials configured by the Master Admin to show and allow trials to be added which are relevant to the licensee. This app can be set as a "Favourite App" in the settings within the app, allowing quick, relevant searches.

This user guide shows all of the features of the web database in the context of your user role, and what access you have. When access is limited, contact admin@clintrialreferapp.com for advice and help.

The address of the web database is:

https://web.clintrialreferapp.com/

This product (ClinTrial Refer) incorporates data which is: © SESLHD and SLHD (on behalf of Haematology Clinical Research Network, NSW/ACT) (2013). ClinTrial Refer is a project of the Haematology Clinical Research Network NSW/ACT. This application is available for licence for other locations and indications. Please contact Christine Zahren at Christine.Zahren@health.nsw.gov.au.

User Management

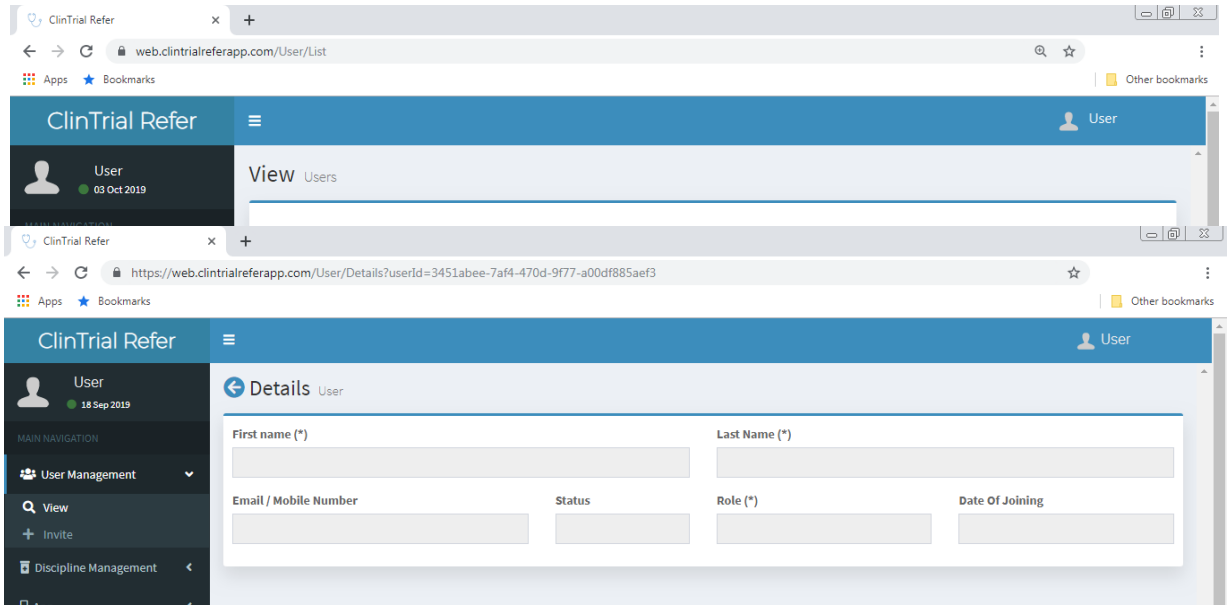
Viewing user details

"User Management" → "View"

App Managers are able to view the contact details of other App Managers who are also listed within their app. This includes their first and last names, email/mobile number, status, their role and their date of joining. It also displays a list of the other apps with which that user is associated. An App Manager may not make any changes to other users in the system.

Role dictates a user's level of accessibility within the web database. Roles include:

- **Master Admin:** Full access to the web database. These users are typically ClinTrial Refer admin support and are able to access and adjust all users, disciplines, apps, trials and trial location information. They may also assign App Managers, and Location Managers.
- **App Manager:** Restricted access to the web database, according to their app settings. These users are responsible for managing the trial details in their app. App Managers can change the "About Us" information, add/edit trials and their associated fields, and link locations.
- **Location Manager:** Restricted access to the web database according to their specific location. These users are responsible for managing the trial details in their app, restricted to their location only. Location Managers can add/edit trials and their associated fields, and link/edit their location only.
- **Application User:** A user who has signed in and uses the app. They have no access to the web database.



New account verification and registration

"User Management" → "View"

Users are allowed to browse information on the mobile app for 5 separate "guest" visits, but afterwards they are required to create an account.

To create a log-in account, users are required to click “Signup”, and then complete their User Registration Profile form within the app (ie. name, gender, profession, password, etc). An active email address will be required, and then they are prompted to verify this information by responding to an email notification.

Active users who request deactivation of their account may be archived by a Master Admin, and similarly these archived users may be re-activated. Users who have not verified their accounts or completed their registrations may not be re-activated, as they were never listed as an active user. These may be deleted by a Master Admin, in order for the user to re-attempt registration.

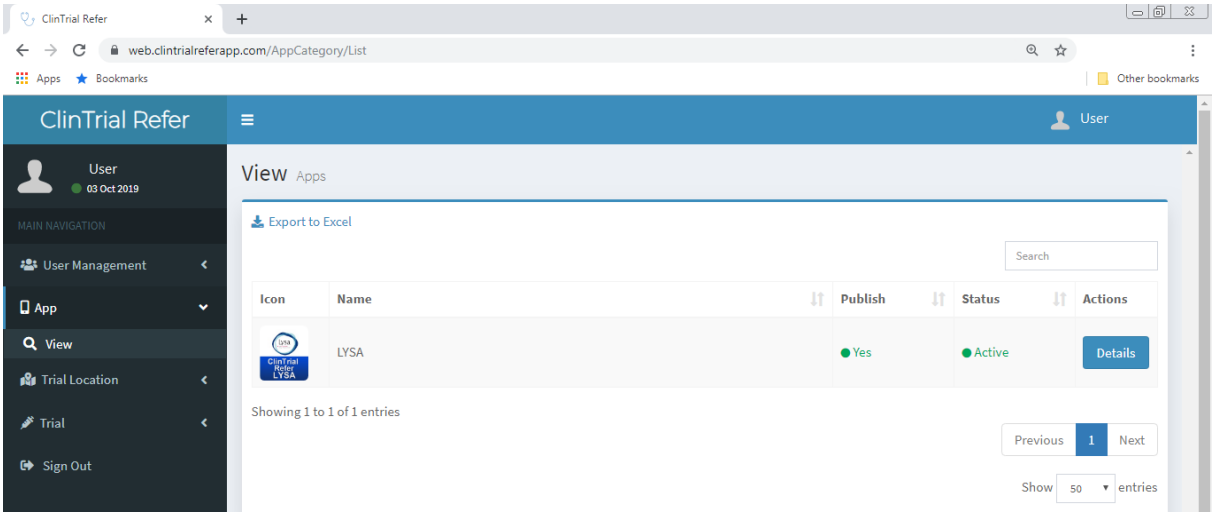
Some users may report that they did not receive a verification email. If their email address is confirmed to be correct and their status is listed as “Not Verified” (ClinTrial Master Admins can check their status in the database), then there may be an issue with their local IT server or firewall settings. They are advised to contact their IT department to allow emails from the @clintrialreferapp.com domain.

App

Viewing existing apps

"App" → "View"

This view displays a list of all ClinTrial Refer apps which are linked within the App Manager's profile. It displays the app logos, whether the apps are published, and the current status of each app (Active/Archived).



App Details report - exporting to excel

"App" → "View" → "Details" → "Export to Excel"

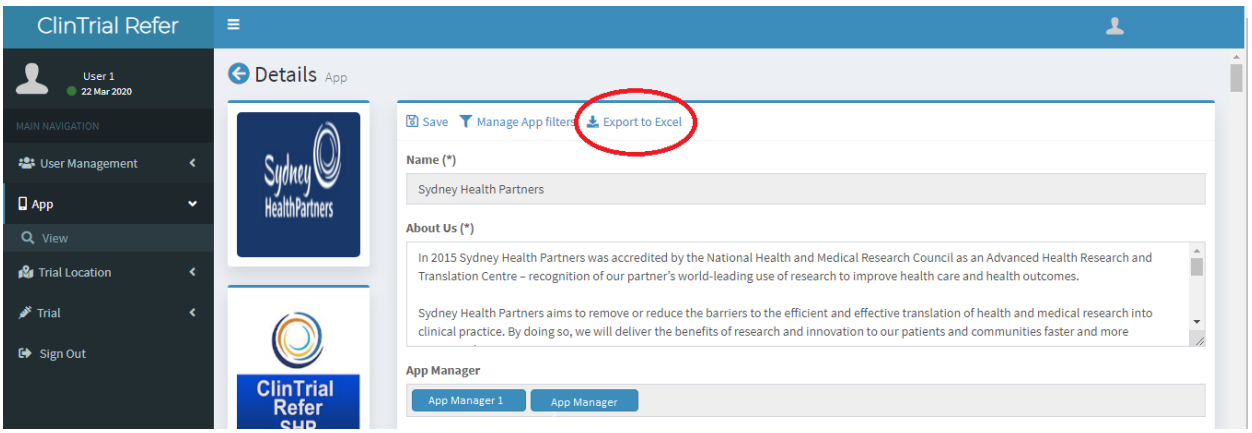
Access level: Master Admin and App Manager
Location: This report may be found on the individual app details page for each app. It will be displayed on the same page with the About Us information, App Manager details and a list of linked trials.
Purpose: This report gives a functional list of all linked trials within an app including their statuses, and a list of the locations which fit within the specified app filters. This list is a useful document for App Managers to export current trial and location statuses. With this report, App Managers may send the current information to their site coordinators and location contacts to request status and data updates, and confirmation of the accuracy of the information.
Fields: App Name, App Status (active/inactive), App Managers, Published (yes/no), Disciplines.
Tab 1 - Trial Status

1. Trial Acronym
2. Scientific Title
3. Discipline
4. Health Condition
5. Category
6. Sub Category
7. Trial Phase
8. Primary Sponsor
9. Trial Status (global)
10. Location

11. Trial location status

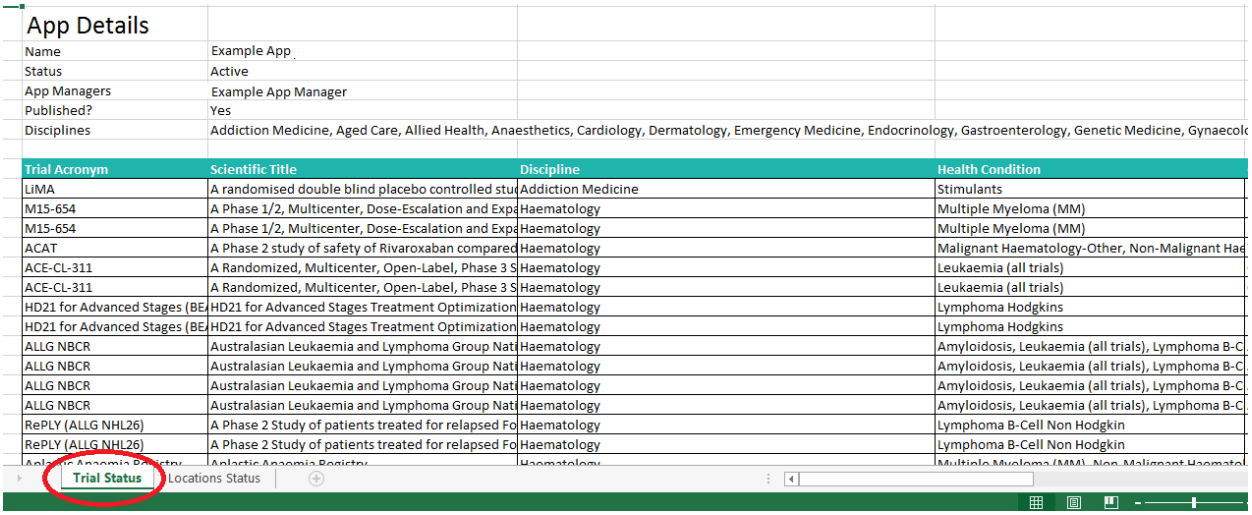
Tab 2 - Locations Status

1. Location
2. Trial Location Status
3. Trial Acronym
4. Scientific Title
5. Trial Status (global)
6. Trial Phase
7. Primary Sponsor



App Details Report: Trial Status tab.

This tab provides a list based around the current linked trials – followed by their details (including overall trial status and location-specific status information). This tab can be used to find quick information about the trials which are linked to the app.



App Details

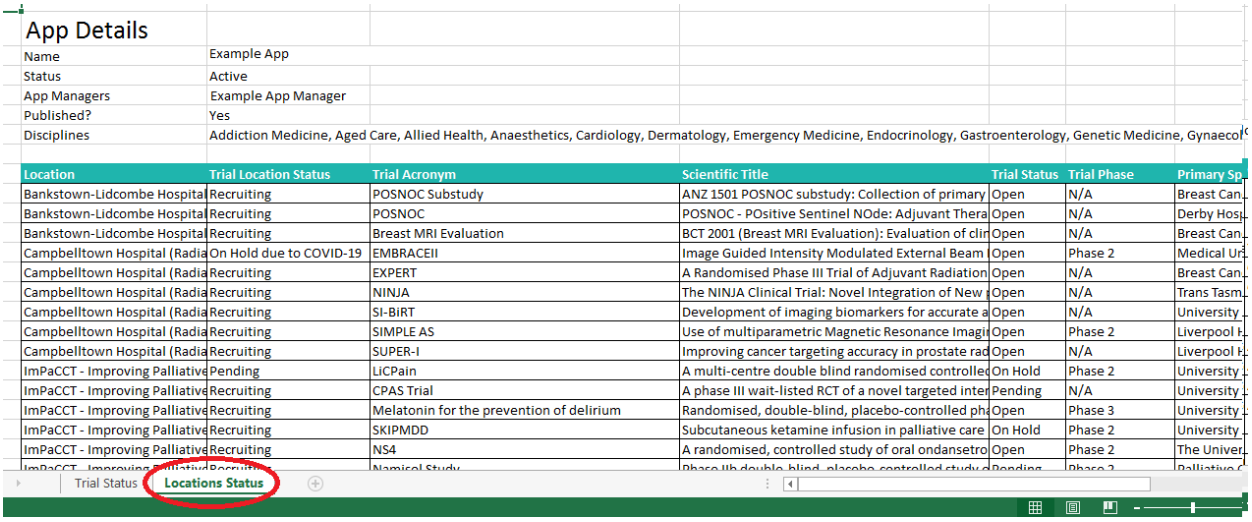
Name	Example App
Status	Active
App Managers	Example App Manager
Published?	Yes
Disciplines	Addiction Medicine, Aged Care, Allied Health, Anaesthetics, Cardiology, Dermatology, Emergency Medicine, Endocrinology, Gastroenterology, Genetic Medicine, Gynaecolo

Trial Acronym	Scientific Title	Discipline	Health Condition
LiMA	A randomised double blind placebo controlled stu	Addiction Medicine	Stimulants
M15-654	A Phase 1/2, Multicenter, Dose-Escalation and Expa	Haematology	Multiple Myeloma (MM)
M15-654	A Phase 1/2, Multicenter, Dose-Escalation and Expa	Haematology	Multiple Myeloma (MM)
ACAT	A Phase 2 study of safety of Rivaroxaban compared	Haematology	Malignant Haematology-Other, Non-Malignant Hae
ACE-CL-311	A Randomized, Multicenter, Open-Label, Phase 3 S	Haematology	Leukaemia (all trials)
ACE-CL-311	A Randomized, Multicenter, Open-Label, Phase 3 S	Haematology	Leukaemia (all trials)
HD21 for Advanced Stages (BE	HD21 for Advanced Stages Treatment Optimization	Haematology	Lymphoma Hodgkins
HD21 for Advanced Stages (BE	HD21 for Advanced Stages Treatment Optimization	Haematology	Lymphoma Hodgkins
ALLG NBCR	Australasian Leukaemia and Lymphoma Group Nati	Haematology	Amyloidosis, Leukaemia (all trials), Lymphoma B-C
ALLG NBCR	Australasian Leukaemia and Lymphoma Group Nati	Haematology	Amyloidosis, Leukaemia (all trials), Lymphoma B-C
ALLG NBCR	Australasian Leukaemia and Lymphoma Group Nati	Haematology	Amyloidosis, Leukaemia (all trials), Lymphoma B-C
ALLG NBCR	Australasian Leukaemia and Lymphoma Group Nati	Haematology	Amyloidosis, Leukaemia (all trials), Lymphoma B-C
RePLY (ALLG NHL26)	A Phase 2 Study of patients treated for relapsed Fo	Haematology	Lymphoma B-Cell Non Hodgkin
RePLY (ALLG NHL26)	A Phase 2 Study of patients treated for relapsed Fo	Haematology	Lymphoma B-Cell Non Hodgkin

Trial Status | Locations Status

App Details Report: Locations Status tab.

This tab provides a list based around the current Trial Locations which fit the app filters. It lists the locations in alphabetical order, with a list of all their linked trials and the recruitment status of those trials. This data can be useful to send to contacts in the network, to check the accuracy of the information as well as to provide each location with a useful overview of their trials.



App Details

Name	Example App
Status	Active
App Managers	Example App Manager
Published?	Yes
Disciplines	Addiction Medicine, Aged Care, Allied Health, Anaesthetics, Cardiology, Dermatology, Emergency Medicine, Endocrinology, Gastroenterology, Genetic Medicine, Gynaecol

Location	Trial Location Status	Trial Acronym	Scientific Title	Trial Status	Trial Phase	Primary Sp
Bankstown-Lidcombe Hospital	Recruiting	POSNOC Substudy	ANZ 1501 POSNOC substudy: Collection of primary	Open	N/A	Breast Can
Bankstown-Lidcombe Hospital	Recruiting	POSNOC	POSNOC - POsitive Sentinel NOde: Adjuvant Thera	Open	N/A	Derby Hosp
Bankstown-Lidcombe Hospital	Recruiting	Breast MRI Evaluation	BCT 2001 (Breast MRI Evaluation): Evaluation of clir	Open	N/A	Breast Can
Campbelltown Hospital (Radia	On Hold due to COVID-19	EMBRACEII	Image Guided Intensity Modulated External Beam	Open	Phase 2	Medical Ur
Campbelltown Hospital (Radia	Recruiting	EXPERT	A Randomised Phase III Trial of Adjuvant Radiation	Open	N/A	Breast Can
Campbelltown Hospital (Radia	Recruiting	NINJA	The NINJA Clinical Trial: Novel Integration of New	Open	N/A	Trans Tasm
Campbelltown Hospital (Radia	Recruiting	SI-BiRT	Development of imaging biomarkers for accurate a	Open	N/A	University
Campbelltown Hospital (Radia	Recruiting	SIMPLE AS	Use of multiparametric Magnetic Resonance Imagi	Open	Phase 2	Liverpool H
Campbelltown Hospital (Radia	Recruiting	SUPER-I	Improving cancer targeting accuracy in prostate rad	Open	N/A	Liverpool H
ImPaCCT - Improving Palliative	Pending	LiCPain	A multi-centre double blind randomised controlled	On Hold	Phase 2	University
ImPaCCT - Improving Palliative	Recruiting	CPAS Trial	A phase III wait-listed RCT of a novel targeted inter	Pending	N/A	University
ImPaCCT - Improving Palliative	Recruiting	Melatonin for the prevention of delirium	Randomised, double-blind, placebo-controlled pha	Open	Phase 3	University
ImPaCCT - Improving Palliative	Recruiting	SKIPMDD	Subcutaneous ketamine infusion in palliative care	On Hold	Phase 2	University
ImPaCCT - Improving Palliative	Recruiting	NS4	A randomised, controlled study of oral ondansetro	Open	Phase 2	The Univer

Trial Status | Locations Status

Changing app details

"App" → "View" → "Details"

App Managers have limited edit functions to their app(s) only - including the "About Us" text section and the trials and trial locations which are linked to the app.

"About Us" is an overview of the company/ licensee or clinical trials group. This information will need to contain the following copyright text at the bottom:

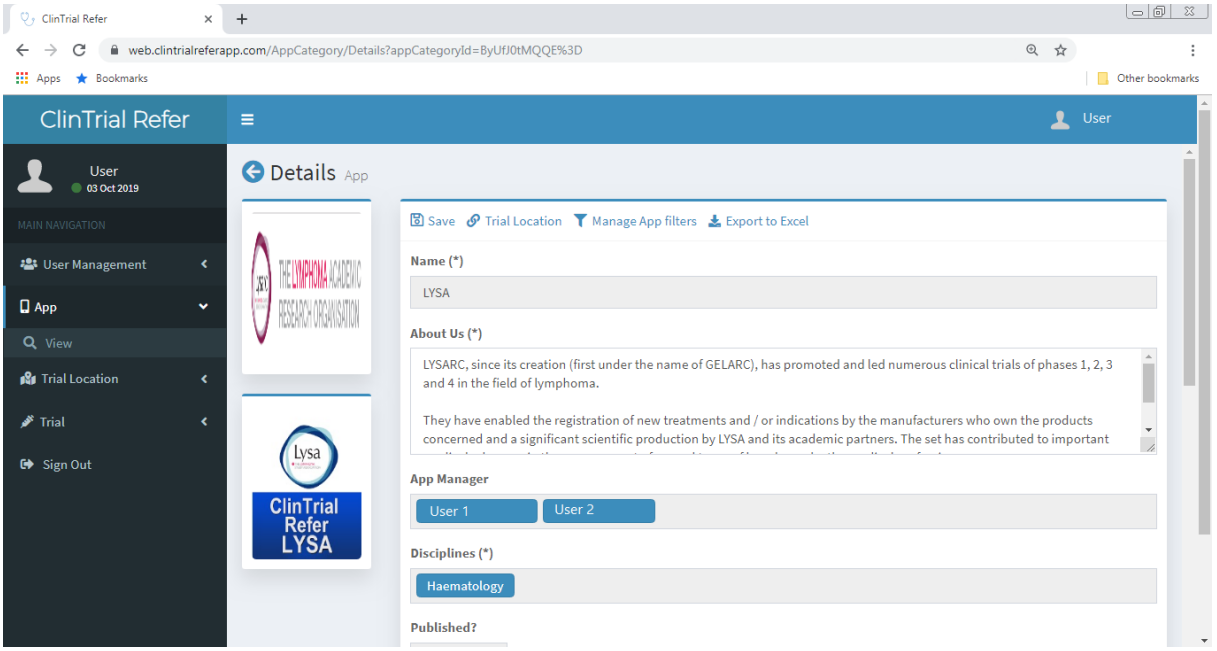
> This product (ClinTrial Refer) incorporates data which is: © SESLHD and SLHD (on behalf of Haematology Clinical Research Network, NSW/ACT) (2013). ClinTrial Refer is a project of the Haematology Clinical Research Network NSW/ACT. This application is available for licence for other locations and indications. Please contact Christine Zahren at Christine.zahren@health.nsw.gov.au.

All linked trials will automatically be displayed as a list on the app details page, however these will not be displayed/published on the app until it is ticked on the web platform. This feature allows for selective trial-display within an app. If a current trial is not visible on the list, then its location will need to be linked separately and it should auto-populate into the App section.

As a view-only accessibility, App Managers may also view their app's logo (rectangular 1x2 image for the main header on the app), icon (small 1x1 square to be shown on the app), assigned App Manager/s, disciplines, and app filters. Ideally only one/two App Managers would be allocated, as a simpler and more straightforward point of contact for any questions users may have about the app. "Disciplines" refers to the fields of research which will be included (eg. oncology, haematology).

To make any changes to the other settings of the app (including filters), then an App Manager will need to contact ClinTrial Refer Customer Support through admin@clintrialreferapp.com to request the changes.

Any changes will only be saved when the "Save" icon is clicked.



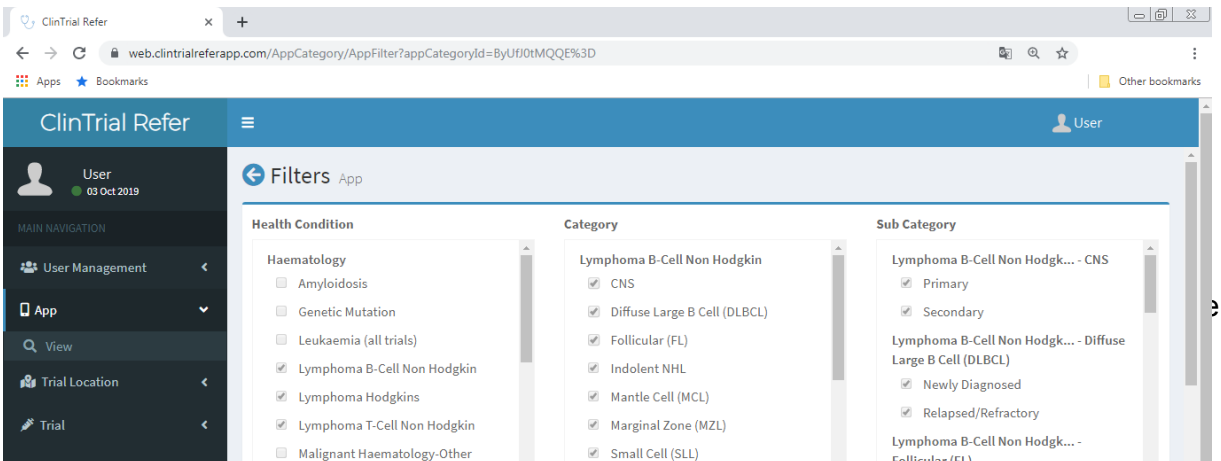
Selecting filters

"App" → "View" → "Details" → "Manage App filters"

Filters are used to define the characteristics of the trials which are displayed on the app. These filters are set by the Master Admin, but can be viewed by the App Manager. This may include filtering the available trials by location, discipline (etc), in order to display the most relevant trials to their app users.

Examples:

1. Haematology NSW/ACT app. This app requires filtering to only show haematology trials within a specific location, so the filters can be set as: Discipline = Haematology, Region = ACT or NSW, Country= Australia).
2. Canteen app. This app requires filtering to show trials who will accept teenage cancer and non-malignant haematology patients. The filters are set as: Discipline = Haematology (but not non malignant) or Oncology, Country = Australia, Age Criteria= 15-18 or 18-25.
3. Sydney Health Partners app. This app requires filtering to display trials from a wide range of disciplines, but only the specified locations who are participants in that network. The filters are set as; Disciplines = all, Locations include those in Sydney Health Partners



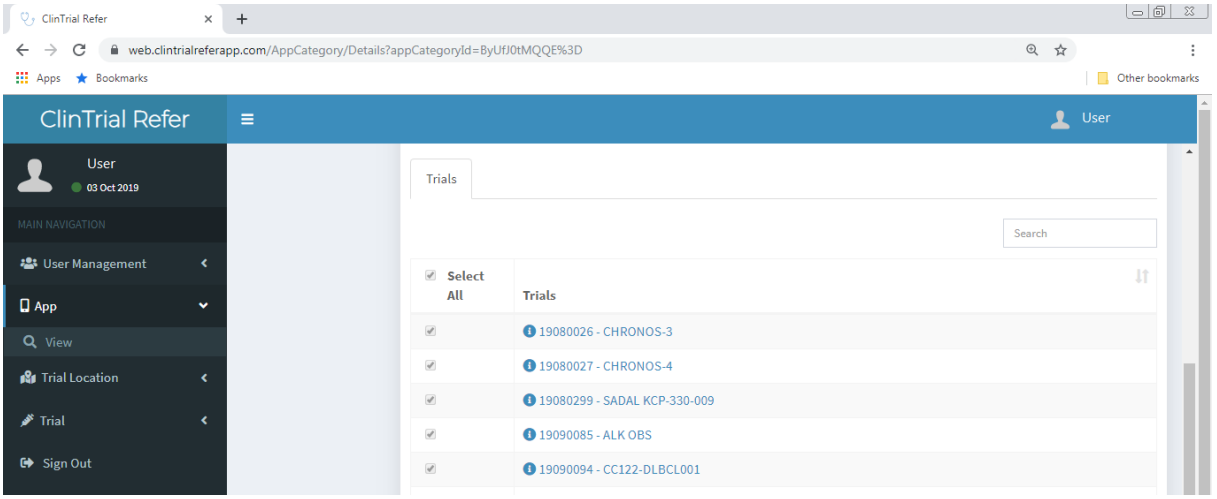
Controlling the visibility of trials on the mobile platform
"App" → "View"

All linked trials will automatically be displayed as a list on the app details page, however these will not be displayed/published on the mobile platform until it is ticked on the web database. This feature allows for selective trial-display within an app. If a current trial is not visible on the list on the web platform then its location will need to be linked separately and it should auto-populate into the App section.

Apps may prefer to have all trials automatically published onto the mobile platform, and will not require this feature, and other apps may prefer to be selective. The selective publishing feature is a filter: "App Trial View" may be set to "All" or "Selected". If the tick-boxes are grey and not able to be adjusted, then the filter is likely set to "All".

If a trial is not displayed on the mobile platform but has been entered into the web database, then it may be that the app filters are set to "Selective". To publish the trial on the mobile platform then the checkbox should be ticked next to the trial on the App View page.

To make changes to the app filters, App Managers should contact the ClinTrial Refer Customer Support through admin@clintrialreferapp.com.

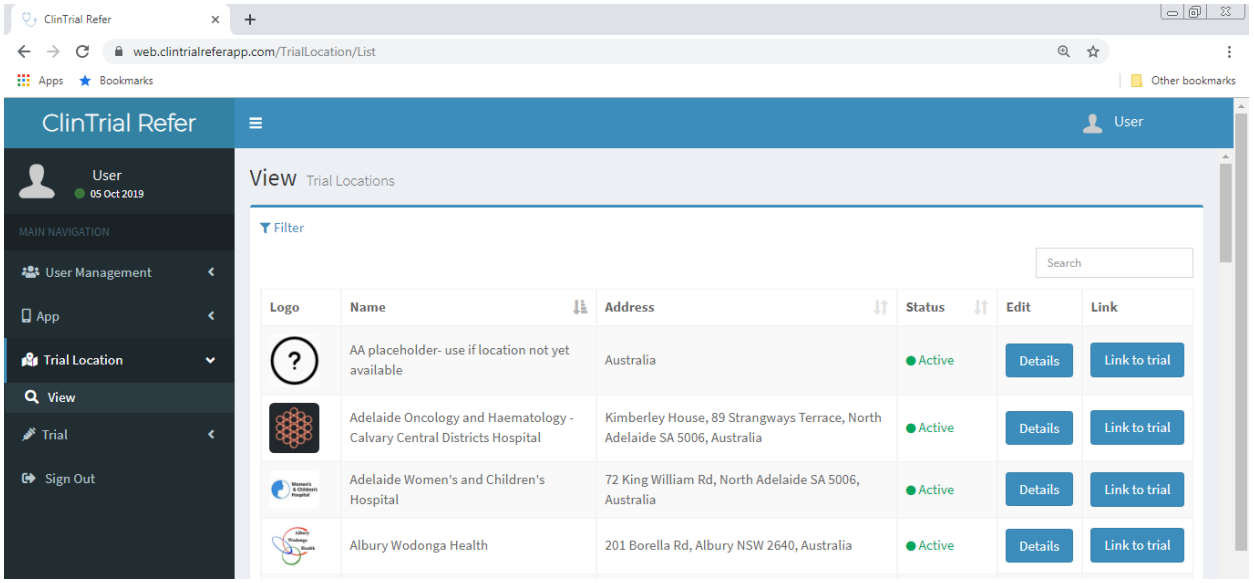


Trial Location

Viewing existing trial locations

"Trial Location" → "View"
This allows the user to see an overview of the current trial locations which are available to participate in running clinical trials. This list includes their logo, name, address and status. The trial locations visible by App Managers are filtered by the disciplines and filters associated with their app.

New locations may only be added by Master Admins. Please contact ClinTrial Refer admin to request any new locations that you may need. You will also be asked to provide the contact details for that site.



Viewing location details

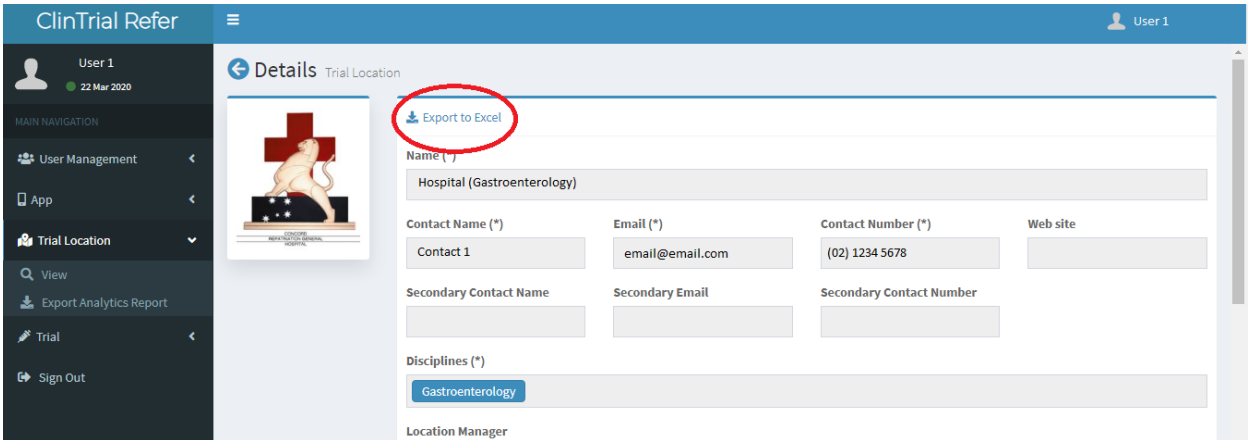
"Trial Location" → "View" → "Details"
App Managers have view-only access to trial location details. To make any changes, contact ClinTrial Refer admin support.

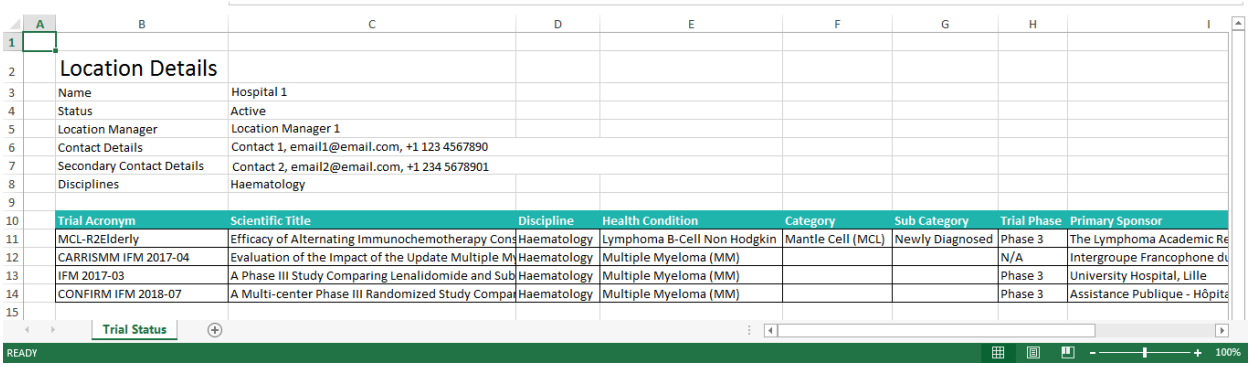
Trial Location Details report – exporting to excel

"Trial Location" → "View" → "Details" → "Export to Excel"
Access level: Master Admin, App Manager, and Location Manager
Location: This report may be found on the individual Trial Location details page for each location. It will be displayed on the same page with the contact information, disciplines, Location Manager details and a list of linked trials.
Purpose: This report gives a functional list of all linked trials within a location including their statuses, and a list of the locations which fit within the specified app filters. This list is a useful document for App Managers if they wish to export current contact information for a Trial Location, or to export the trial and location statuses of a single Trial Location, though it contains mostly the same trial-related information as in the App Details report. App Managers are encouraged to instead use the App Details report for trial information.

Fields: Name, Status (active/inactive), Location Manager, Contact Details, Secondary Contact Details, Disciplines.

1. Trial Acronym
2. Scientific Title
3. Discipline
4. Health Condition
5. Category
6. Sub Category
7. Trial Phase
8. Primary Sponsor
9. Trial Status (global)
10. Trial Location Status





Location Details

Name	Hospital 1
Status	Active
Location Manager	Location Manager 1
Contact Details	Contact 1, email1@email.com, +1 123 4567890
Secondary Contact Details	Contact 2, email2@email.com, +1 234 5678901
Disciplines	Haematology

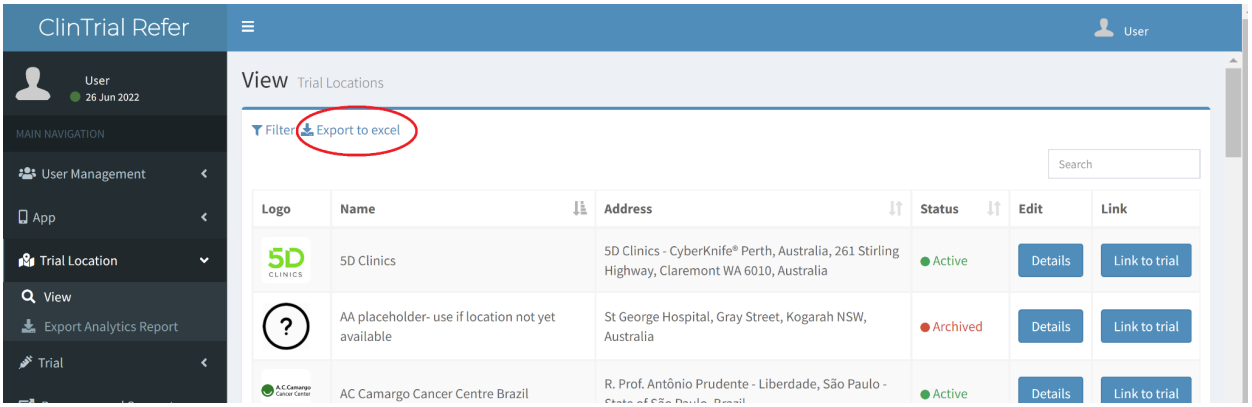
Trial Acronym	Scientific Title	Discipline	Health Condition	Category	Sub Category	Trial Phase	Primary Sponsor
MCL-R2Elderly	Efficacy of Alternating Immunochemotherapy Cons	Haematology	Lymphoma B-Cell Non Hodgkin	Mantle Cell (MCL)	Newly Diagnosed	Phase 3	The Lymphoma Academic Re
CARRISMM IFM 2017-04	Evaluation of the Impact of the Update Multiple My	Haematology	Multiple Myeloma (MM)			N/A	Intergroupe Francophone du
IFM 2017-03	A Phase III Study Comparing Lenalidomide and Sub	Haematology	Multiple Myeloma (MM)			Phase 3	University Hospital, Lille
CONFIRM IFM 2018-07	A Multi-center Phase III Randomized Study Compa	Haematology	Multiple Myeloma (MM)			Phase 3	Assistance Publique - Hôpita

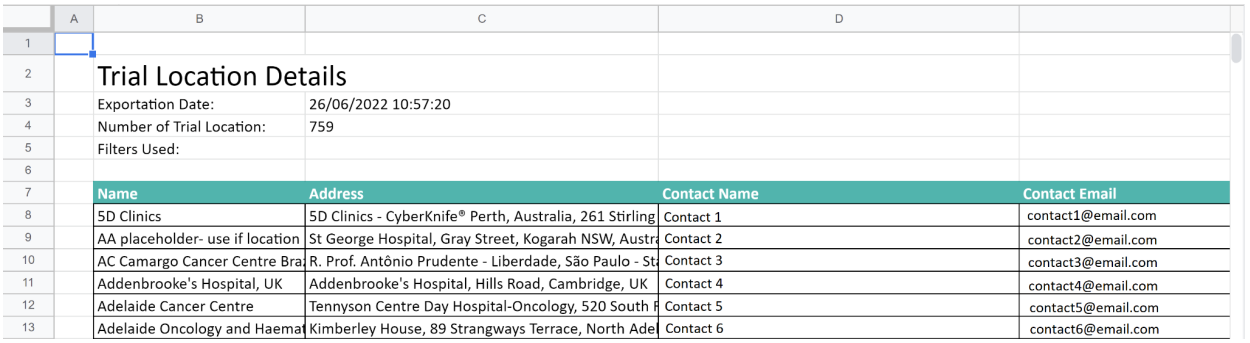
Trial Status

READY 100%

Trial Location Contact Details report – exporting to excel

"Trial Location" → "View" → "Export to Excel"
Access level: Master Admin, App Manager, and Location Manager
Location: This report may be found on the general Trial Location page.
Purpose: This report gives a functional list of all the contact information related to each location. This list is a useful document for App Managers if they wish to export current contact information for all their Trial Locations.
Fields: Name, Address, Contact Name, Contact Email, Contact Number, Secondary Contact details, Website, Disciplines, Trial Location Managers, Trials.





	A	B	C	D
1				
2		Trial Location Details		
3		Exportation Date:	26/06/2022 10:57:20	
4		Number of Trial Location:	759	
5		Filters Used:		
6				
7		Name	Address	Contact Name	Contact Email
8		5D Clinics	5D Clinics - CyberKnife® Perth, Australia, 261 Stirling	Contact 1	contact1@email.com
9		AA placeholder- use if location	St George Hospital, Gray Street, Kogarah NSW, Austra	Contact 2	contact2@email.com
10		AC Camargo Cancer Centre Bra	R. Prof. Antônio Prudente - Liberdade, São Paulo - St	Contact 3	contact3@email.com
11		Addenbrooke's Hospital, UK	Addenbrooke's Hospital, Hills Road, Cambridge, UK	Contact 4	contact4@email.com
12		Adelaide Cancer Centre	Tennyson Centre Day Hospital-Oncology, 520 South F	Contact 5	contact5@email.com
13		Adelaide Oncology and Haemat	Kimberley House, 89 Strangways Terrace, North Adel	Contact 6	contact6@email.com

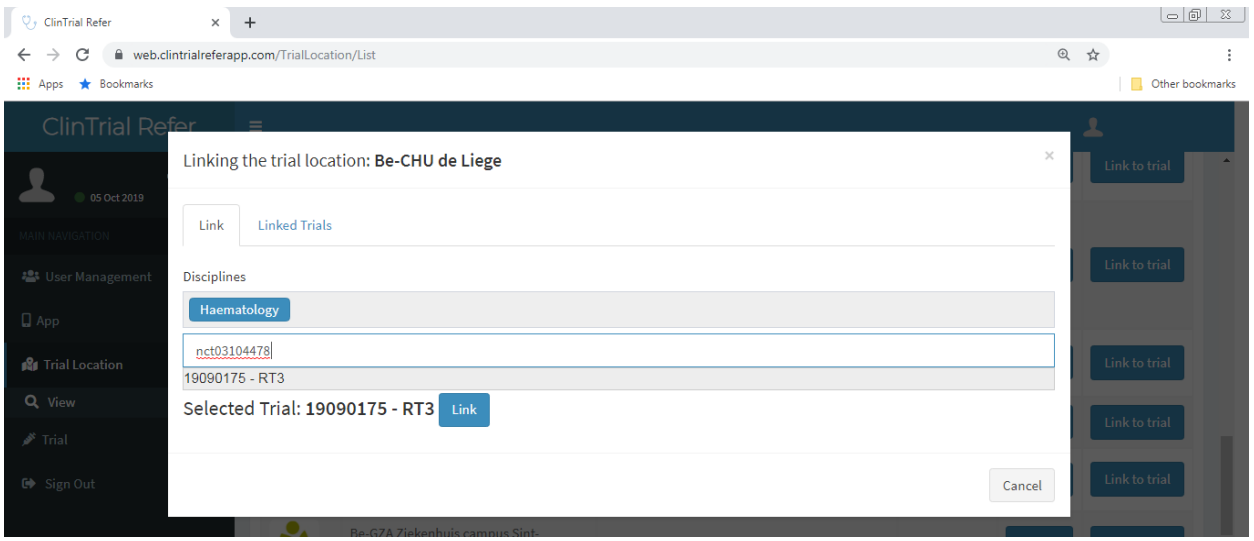
Linking multiple trials to a trial location

“Trial Location” → “View” → “Link Trial”

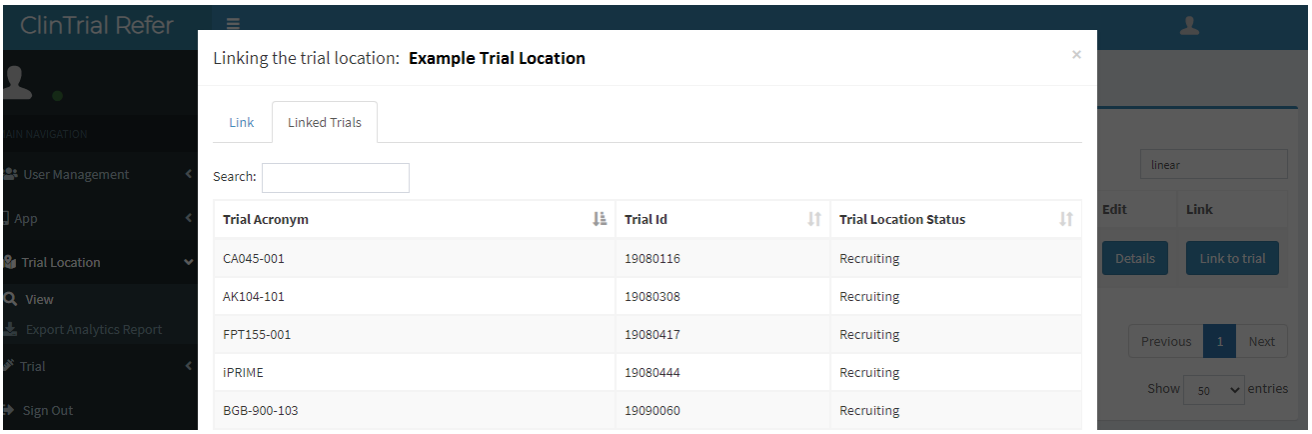
There are multiple ways to link trials and trial locations. All methods may be used to link a singular trial and singular trial location. This method applies to trials which already exist in the ClinTrial database, new trials will need to be imported first. If multiple trials are to be added to a singular trial location, then the recommended and most efficient method is through the Trial Location tab. In this case, the location should first be selected through the Trial Location and View tab, then the “Link Trial” button.

Available trials will be filtered by the disciplines specified in the app settings (eg. only haematology trials). The “Link” tab will allow the App Manager and Location Manager to link a trial - either through the Trial Registration Number, or the Acronym.

In the case that a required trial doesn’t appear in the list, first check the registration number or acronym, and then the trial may need to be added to the database through the “Trial” tab.



The “Linked Trials” tab allows quick viewing of the trials currently linked to a location, as well as changing the trial location status for these trials.

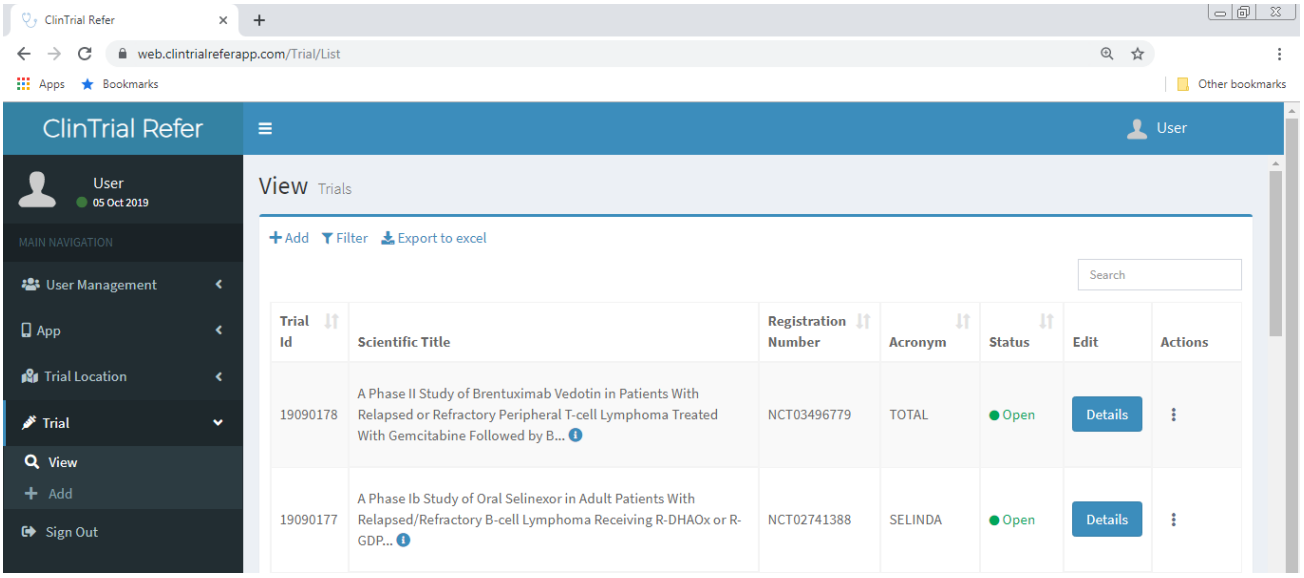


Trial

View and change existing trials and trial statuses

"Trial" → "View"
App Managers, Location Managers and Master Admin can all add trials to the system, though App Managers and Location Managers have some restricted access with respect to their locations or disciplines.

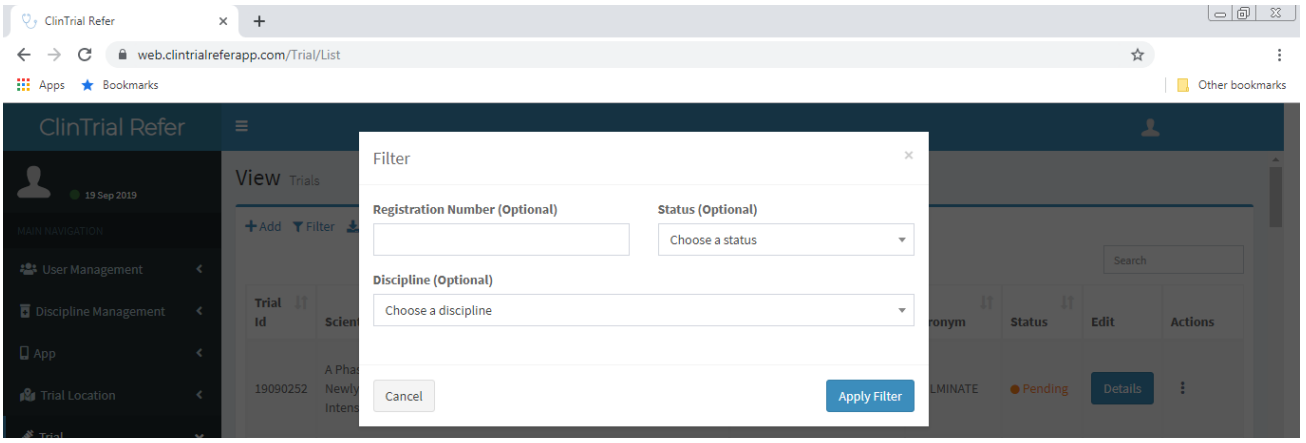
A list of all existing trials, their scientific titles, registration numbers, acronyms, and statuses (open, on hold, pending, closed) can be viewed through this tab. The "Actions" link allows a shortcut to link a trial to a location, change a trial status in one location, or change a trial status in all locations.



Selecting filters

"Trial" → "View" → "Filter"

The list of trials may be filtered by Registration Number, status (open, on hold, pending and closed) and discipline. Note: the available trials for an App Manager will already be restricted based on the disciplines associated with their app specifications.



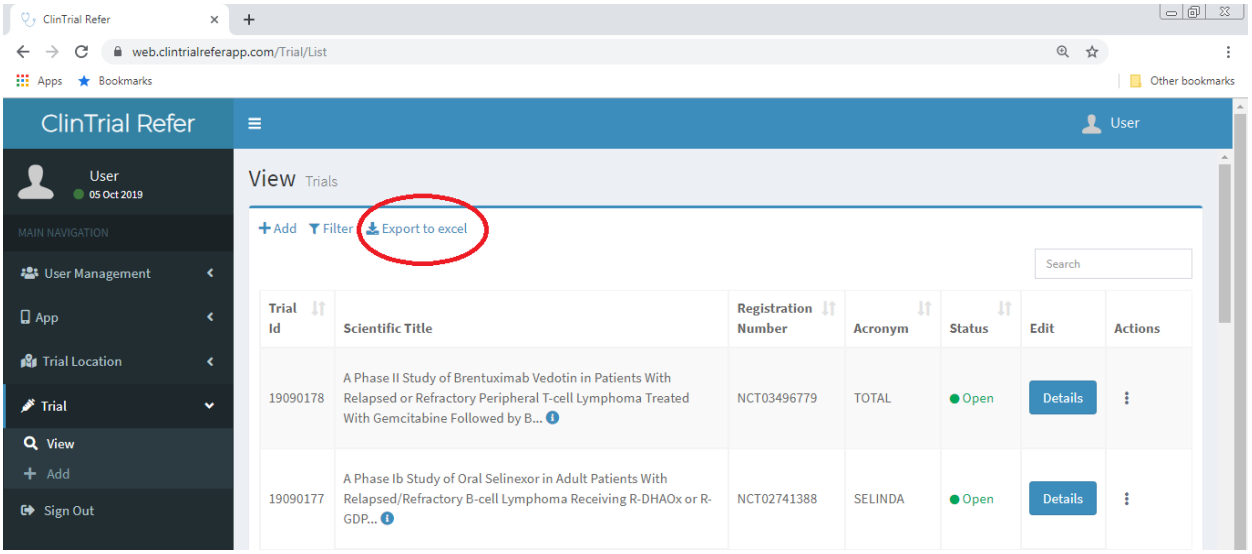
Trial View report - exporting to excel

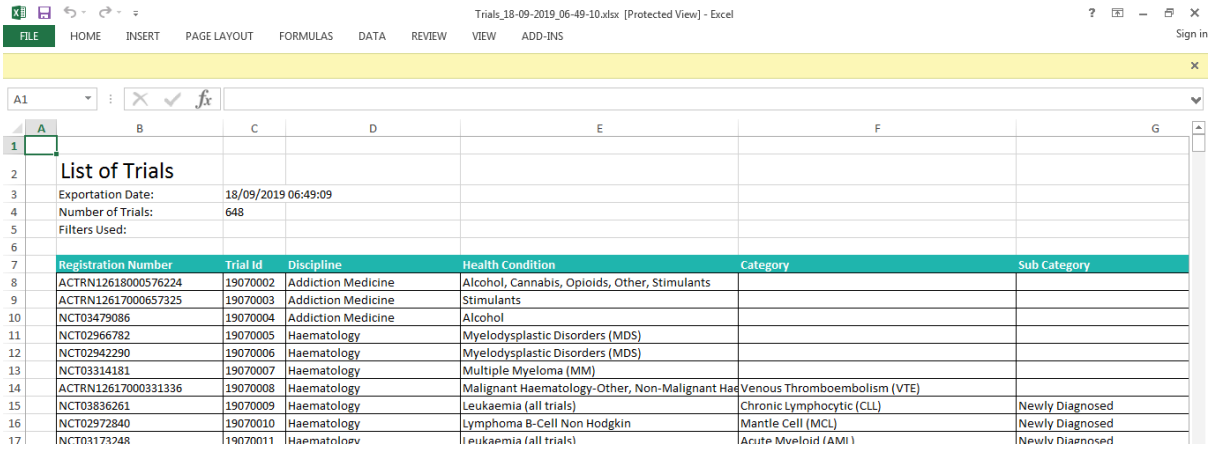
"Trial" → "View" → "Export to Excel"

Access level: Master Admin, App Manager (restricted to only trials which meet app filters) and Location Manager (restricted to trials linked with their available Trial Location)
Location: This report may be found on the main Trial View page.
Purpose: This report gives a comprehensive list of all specific trial-related details, including statuses and a list of linked locations. This list includes trials with all statuses, including closed trials. For an App Manager it will display all trial details for trials which meet the specified app filters, and can be a useful list if an App Manager would like to investigate their trial data in more detail (such as how many trials are from Phase 2, a list of all the health conditions currently being studied in their app, etc). This data cannot be adjusted before downloading the report, though once it is in Excel the App Manager may use this or other programs to sort and filter for more relevant statistics.
Fields: Exportation date, Number of Trials, Filters used.

1. Registration Number
2. Trial ID (unique identification number within ClinTrial Refer database)
3. Discipline
4. Health Condition
5. Category (only for some trials)
6. Sub Category (only for some trials)
7. Status (global)
8. Scientific Title
9. Secondary IDs
10. Trial Acronym
11. Study Type
12. Inclusion Criteria
13. Exclusion Criteria
14. Minimum Age
15. Maximum Age
16. Can Healthy Volunteers Participate?
17. Phase
18. Primary Sponsor

19. Brief Summary
20. Date closed
21. Is Cohort Trial
22. U T N (Universal Trial Number)
23. Intervention Code
24. Gender
25. Purpose
26. Recruitment Status - Note: This field is auto-imported from external database/registry at the time of entry into the ClinTrial Refer database and is not updated. This field may no longer be accurate at the time of report exportation.
27. Trial Website
28. Locations from App Trial Database





Updating trial details

"Trial" → "View" → "Details"

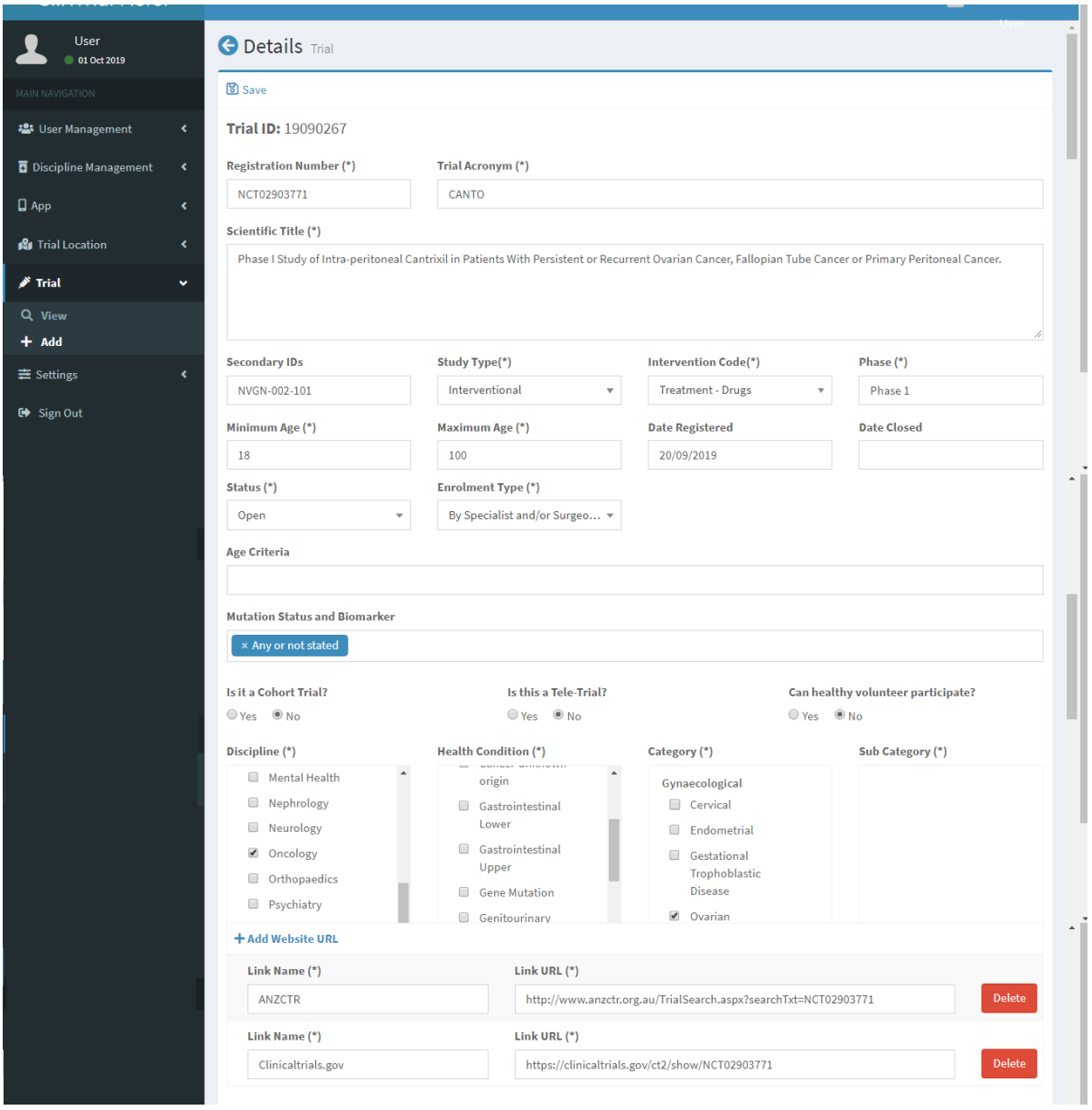
Trial details can be updated through the "Details" link, though there are restrictions on the information which can be updated once the trial is in the system. The editable fields include: trial status, location status, and cohort details. To change the status of a trial at your site, change the Location Status at the bottom of the screen. The "status" field near the top is a summary of all

the locations (eg. If all locations are pending then select *pending*, if all locations are on hold then select *on hold*, and if all sites are closed then select *closed*. For all other combinations please select *Open)*. Please remember that you should only close a trial status once all the locations are closed below.

Once linked to a trial, these locations may only be unlinked by contacting admin@clintrialreferapp.com. Please note: unlinking is only for errors; if your site is no longer recruiting then change the status to *closed*.

For protocol amendments or updates to errors, please contact admin@clintrialreferapp.com with the new details and we will make the updates for you.

The “Save” icon must be clicked before it can be saved.



Adding a new trial

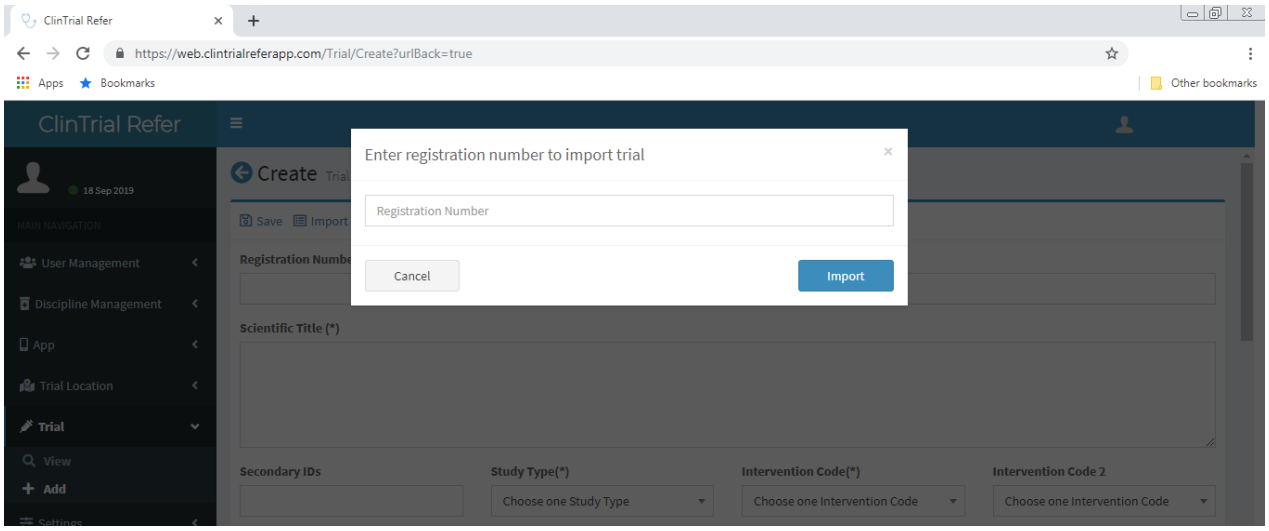
"Trial" → "Add"

Trials can be imported from 2 registries, or they can be added in manually using cut and paste.

Importing a trial from ANZCTR or ClinicalTrials.gov

"Trial" → "Add" → "Import Trial"

To import a trial, trials must have a valid trial registration number. NCT numbers can be found for European and international trials by searching carefully for the trial on www.ClinicalTrials.gov, or use the ANZCTR number. European trial registration numbers are not supported – trials with only a EUDRACT number must be entered manually. Enter the registration number and press Import. To prevent duplicate entries under two separate registration numbers, we kindly request that you first enter the NCT number if available; the ANZCTR number may be used if this is not available.



According to the registry, and the data within the registry, some fields will automatically download into the trial. The downloaded fields will be highlighted green. Additional fields will need to be completed, and then the trial must be linked to at least one location. To add a new trial, it will require a variety of mandatory fields (*) be completed.

Field	Will it download?	Explanation of field	Manual data entry
Registration Number(*)	Yes	This is the trial registration number from ANZCTR or Clinicaltrials.gov	If the trial does not download, or if there is no official registration number. Then enter a registration number starting with format #XXX, where XXX could be HREC approval number.
Acronym(*)	Sometimes	This is the "nickname" for the trial.	If no nickname downloads, or for manual entry, then add a short nickname either by using a secondary ID, or something

			that users will identify with.
Scientific Title (*)	Yes	This is the scientific title of the trial.	For manual entry, add the scientific title. Note: this is the official title, not the shortened name.
Secondary IDs	Sometimes	This is often the protocol number, or the sponsors designated trial number. It can also be used to add Clinical Trials Group Numbers.	Add as appropriate
Study Type (*)	Yes	Interventional or observational	Choose interventional or observational
Intervention Code 1(*)	Sometimes	Intervention codes describe what the trial is aiming to do.	Choose one intervention code
Phase (*)	Yes	This is the phase of a trial	Choose from Phase 1, Phase 1/2, Phase 2, Phase 2/3, Phase 3, Phase 4, Pilot, Observational or N/A.
Minimum Age (*)	Mostly	This is described in the protocol.	Enter the minimum age (years) for eligibility to the trial (minimum can equal 0)
Maximum Age (*)	Sometimes	This is described in the protocol	If no maximum age downloads, then a default of 100 occurs. For manual entry add maximum age or 100.
Date Registered	Yes	This is the date that the trial is entered into ClinTrial Refer.	Today's date
Date Closed	No	This is the date that the trial closes.	When changing the status of a trial to "Closed", manually enter the date it closed.
Status (*)	No	Current status of the trial.	Enter "Closed", "On Hold", "Pending", "Open", "On Hold due to COVID-19", "Closed due to COVID-19".
Enrolment type (*)	No	This is how a participant can join the trial at the location.	Enter any combination of: By GP Referral By Self-Referral By Specialist and/or Surgeon Referral

Age Criteria	No	ClinTrial Refer uses these criteria to auto-populate apps such as paediatric apps, and canteen.	Choose any/all of the age criteria which overlap the trial minimum and maximum ages in years. Eg. If the minimum is 18, then choose “18-25”. Eg. If the minimum is 0, then select all options. Choose one or many of: Preterm/Newborn 0-2 3-5 6-10 11-14 15-18 18-25
Mutation Status and Biomarkers	No	ClinTrial Refer can filter for mutation status, and for biomarkers	Enter any mutation status or biomarker that is “positive” in the trial protocol eligibility. Do not enter a mutation status that is excluded from the protocol. Can also enter “Any or not stated”. Contact admin to add extras to this listing.
Is it a Cohort Trial?	Default is No	ClinTrial Refer supports Phase 1 or basket trials which have various cohorts with different status and eligibility criteria.	If this is a cohort trial, then enter yes, and add cohort. Enter cohort name, (eg. A), description, (eg. the eligibility criteria for the cohort), and the status of the cohort. These details will show up on the app as another tab on the trial details page.
Is It a Tele-trial?	Default is No	ClinTrial Refer supports telehealth trials, and so if yes is selected the trial will be identified as a tele-trial on the trial details page in the app to help rural patients.	If this is a tele-trial, then enter Yes.
Can Healthy Volunteers Participate?	Default is No	ClinTrial Refer supports healthy volunteer trials. If Yes- then it will auto-populate the Healthy Volunteers app.	If healthy volunteers can participate, then enter Yes.
Discipline (*) Health Condition (*) Category (*) Sub-Category (*)	Default choices are shown as per the settings and filters in the app.	These settings are app specific, and are global. Some apps have very few, whilst others have a lot.	Select the appropriate discipline, health condition, category and/or sub-category will allow the trial to be filtered by users when searching for appropriate trials. The health condition labelled “ZZ-FOR DATA ENTRY” can be useful for users

			who are entering clinical trial data but are unable to determine the specific categories or sub-category at the time. It allows the basic trial information to be entered and the clinical details to be adjusted in the future by the trial coordinator or clinician.
+Website URL	Yes	This is the link to the registries that will appear on the app.	Do not change. If manually entering a trial that is on a registry, then go to the entry, copy the URL and enter here.
Primary Sponsor (*)	Yes	This is the Primary Sponsor, as listed in the registries. Do not enter Clinical Trial Networks here.	Enter Primary Sponsor
Key Inclusion Criteria (*)	Yes	The inclusion criteria will download from the registries. This is dependent on what the sponsor entered.	Should tidy up the formatting if needed, or replace with full criteria via cut and paste.
Key Exclusion Criteria (*)	Yes	The exclusion criteria will download from the registries. This is dependent on what the sponsor entered.	Should tidy up the formatting if needed, or replace with full criteria via cut and paste.
Brief Summary (*)	Yes	Downloaded from registry.	Should tidy up the formatting if needed, or enter brief summary.
Locations (*)	No.	These are the locations to be linked to the trial.	Link at least one location to the trial. The AA-placeholder location may be used if necessary, but must be updated when the true location is available. Locations will only appear after a discipline is selected, as this will dictate the locations which are available.

Linking multiple trial locations to a trial

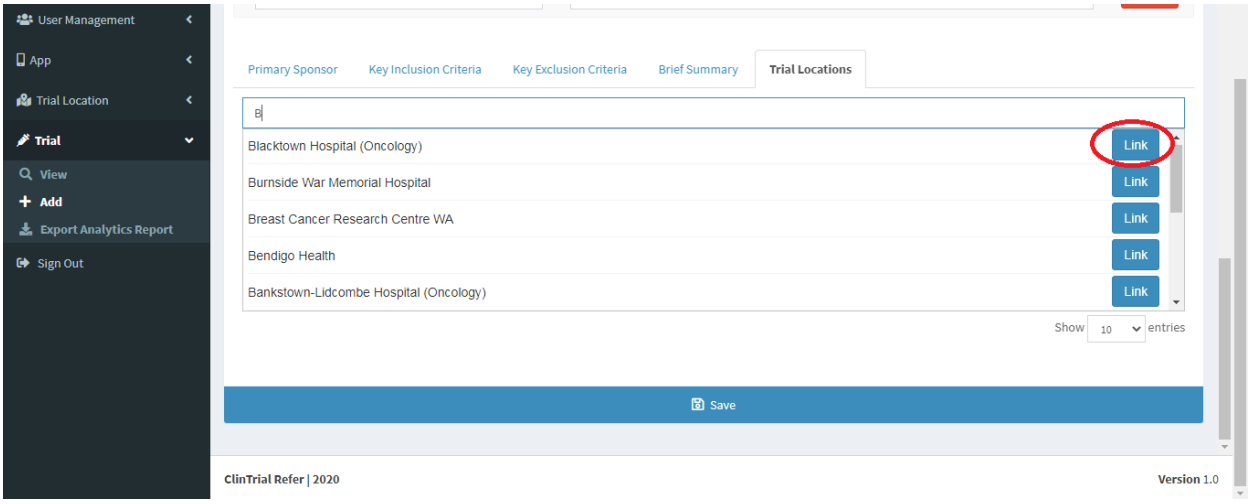
For new trials: “Trial” → “Add”
For existing trials: “Trial” → “View” → “Details”

There are multiple methods to link trial locations and trials. If multiple trial locations are to be added to a singular trial, then this is the preferred method. It can also be completed with a singular trial location. Locations can be linked at the bottom of the Add Trial page, on when viewing an existing trial’s details. Typing the name of the locations will trigger a drop-down menu of available trial locations (this will be filtered for App Managers by their specified disciplines, and filtered for Location Managers based on their available trial locations) and an icon to click “Link”. A confirmation message will appear, and “Ok” must be selected in order to confirm the link. Typing the name of the location alone will not ensure it is linked - the “Link” icon must be clicked.

If you make a mistake, contact admin@clintrialreferapp.com to have the location unlinked.

All new trials must have a valid trial location linked before they can be saved. If the required location doesn’t appear, then that location will need to be added by a Master Admin - to request a trial location be added, contact ClinTrial Refer Customer Support at admin@clintrialreferapp.com. To continue adding the trial without a valid trial location, the “AA-PLACEHOLDER” location is available as a placeholder to allow the basic trial information to be entered and the details to be adjusted in the future (after the trial location has been added into the system).

The “Save” icon must be clicked in order to save all content, including linked trials.



Mobile App Features

Notifications

There are two notification settings which users are able to adjust through the mobile app.

“My Apps” → “Settings”
This allows users to choose whether they wish to receive mobile notifications in general, and in which form (push notifications and/or email notifications).

“My Apps” → “Settings” → “My Favourite Apps” → “Edit” → (Click on the icon of the required favourite app)
If users have already selected a favourite app, this section allows users to have app-specific notification settings which may be different for each of their favourite apps.
Push Notifications: This allows users to choose whether to receive notifications if there are any changes to an existing trial and if a new trial is added into each favourite app.
Notify me of new trials: This allows users to choose whether they will receive notifications if there are any new trials added into the selected app.

End.