



The background features a network diagram with three central nodes connected by lines. The top node contains an icon of three people. The bottom-left node contains an icon of a hospital building with a cross. The bottom-right node contains an icon of a stethoscope. The text 'ClinTrial Refer' is positioned between the top and bottom-left nodes, and 'User Guide for Location Managers' is positioned between the bottom-left and bottom-right nodes.

ClinTrial Refer

**User Guide for
Location
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

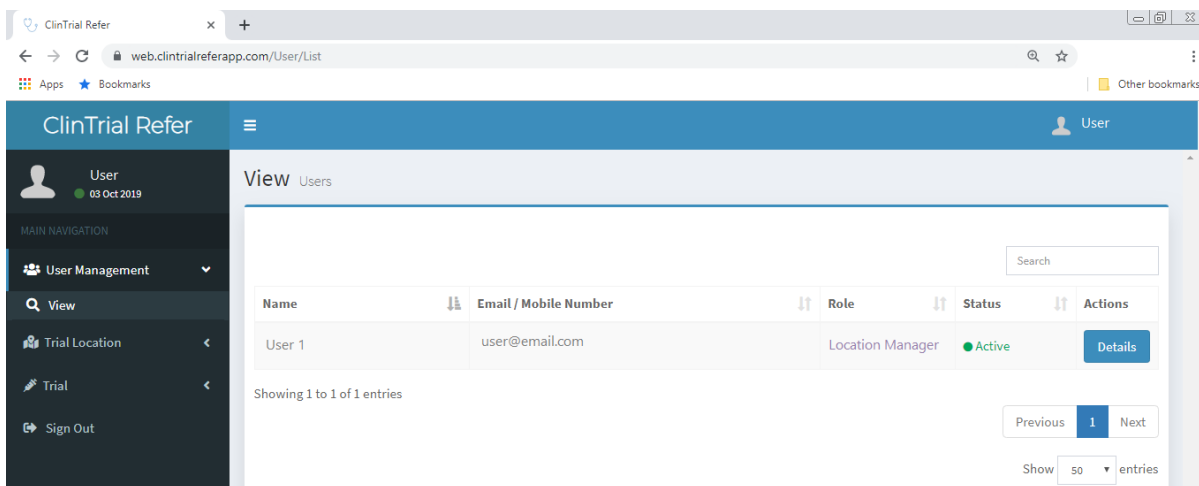
Viewing user details

“User Management” → “View”

Location Managers are able to view the contact details of other Location Managers who are also listed within their location. 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 locations with which that user is associated. A Location 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 mobile app. They have no access to the web database.




The screenshot shows the 'View Users' page in the ClinTrial Refer web application. The page has a blue header with the ClinTrial Refer logo and a user profile icon. The left sidebar contains navigation links: User Management, View, Trial Location, Trial, and Sign Out. The main content area displays a table of users. The table has columns for Name, Email / Mobile Number, Role, Status, and Actions. A single user is listed: User 1, user@email.com, Location Manager, Active. A 'Details' button is next to the user entry. Below the table, it says 'Showing 1 to 1 of 1 entries'. At the bottom right, there are pagination controls: Previous, 1, Next, and a 'Show 50 entries' dropdown.

Name	Email / Mobile Number	Role	Status	Actions
User 1	user@email.com	Location Manager	Active	Details

Showing 1 to 1 of 1 entries

Previous 1 Next

Show 50 entries



The screenshot displays the 'User Details' page in the ClinTrial Refer web application. The browser address bar shows the URL: <https://web.clintrialreferapp.com/User/Details?userId=3451abee-7af4-470d-9f77-a00df885aef3>. The page features a dark blue header with the ClinTrial Refer logo and a user profile icon. A left sidebar contains navigation links: 'User Management' (selected), 'View', 'Invite', and 'Discipline Management'. The main content area is titled 'Details User' and contains a form with the following fields: 'First name (*)', 'Last Name (*)', 'Email / Mobile Number', 'Status', 'Role (*)', and 'Date Of Joining'. The form fields are currently empty.

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 provide an active phone number or email address and they are required to verify this information by responding to the text message or email notification. Users who have not verified their account status will be flagged as “Not Verified” on the web database.

After verification, users will be required to complete their User Registration Profile form within the app (ie. name, gender, profession, password, etc). Users who have verified their account but have not completed the registration process will have a status labelled as “Not Completed” on the web database.

Once users have completed the verification and registration process their status will be marked as “Active”.

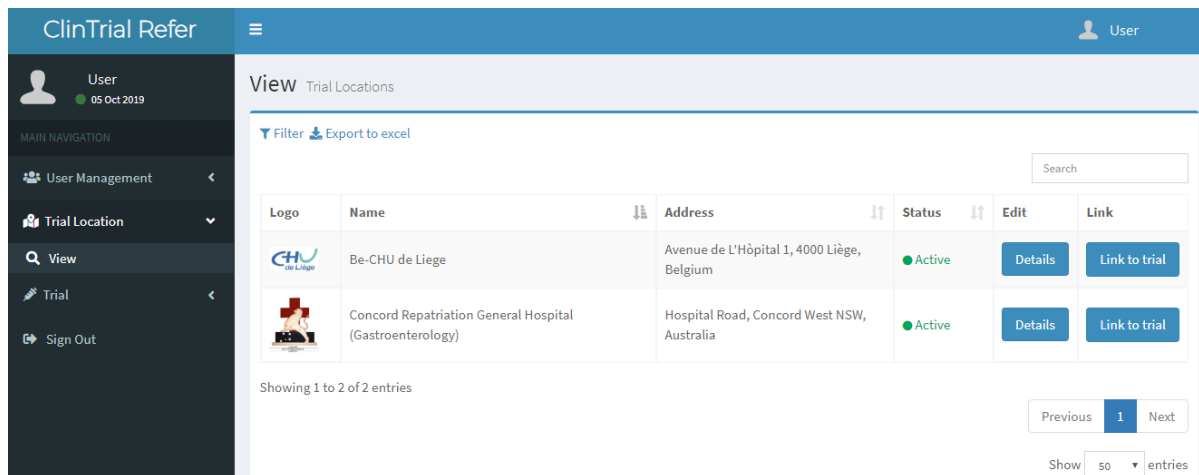
Active users who request deactivation of their account may be archived by a Master Admin, and similarly these archived users may be re-activated. Users who have not verified their accounts or completed their registrations may not be re-activated, as they were never listed as an active user.



Trial Location

Viewing existing trial locations

“Trial Location” → “View”

This allows the Location Manager to see an overview of their linked trial locations. This list includes their logo, name, address and status.



Logo	Name	Address	Status	Edit	Link
	Be-CHU de Liege	Avenue de L'Hôpital 1, 4000 Liège, Belgium	Active	Details	Link to trial
	Concord Repatriation General Hospital (Gastroenterology)	Hospital Road, Concord West NSW, Australia	Active	Details	Link to trial

Showing 1 to 2 of 2 entries

Previous 1 Next

Show 50 entries

Trial Location Details report - exporting to excel

“Trial Location” → “View” → “Details” → “Export to Excel”

Access level: Master Admin, App Manager, and Location Manager

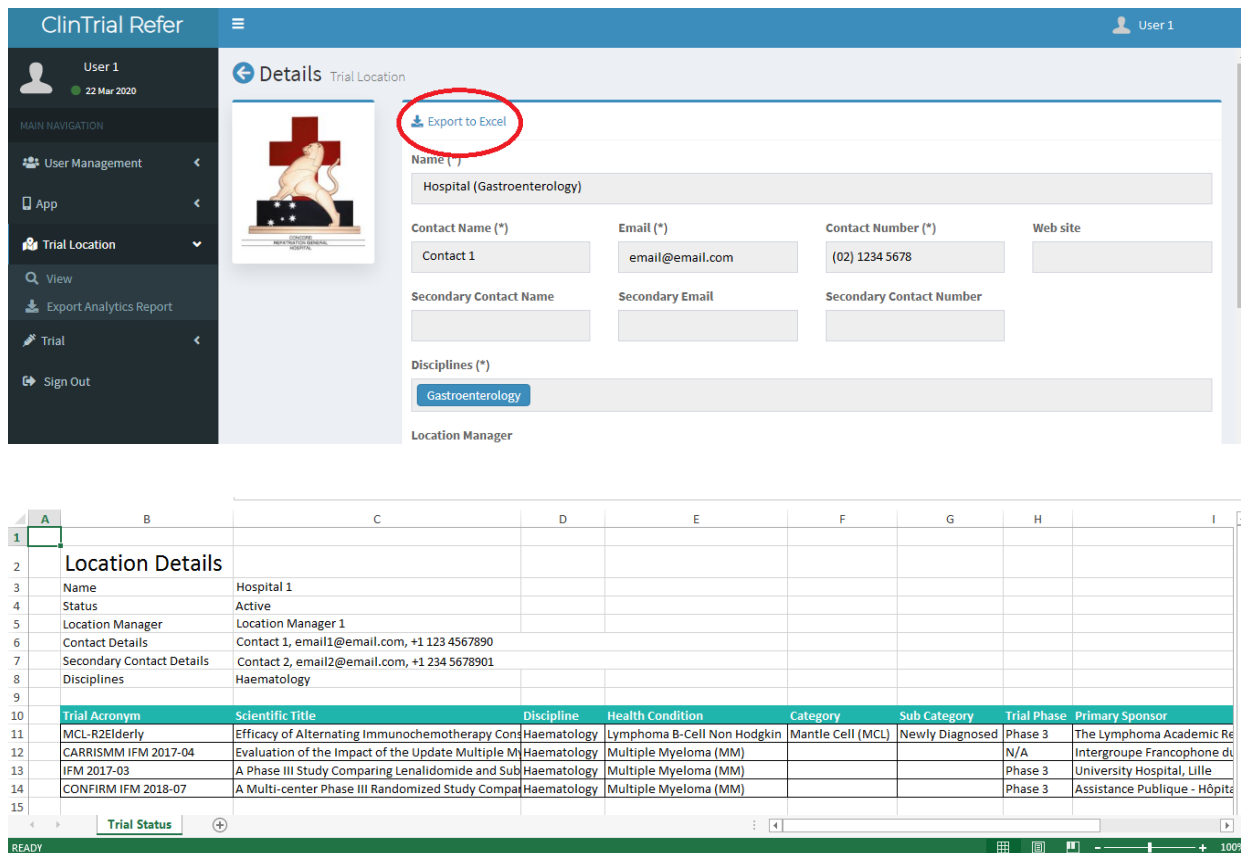
Location: This report may be found on the individual Trial Location details page for each location. It will be displayed on the same page with the contact information, disciplines, Location Manager details and a list of linked trials.

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 Location Managers to export current trial information for all the trials linked with their location. The list will contain closed trials, though they will not be visible on the mobile app platform.

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



Export to Excel

Name ()
Hospital (Gastroenterology)

Contact Name (*) **Email (*)** **Contact Number (*)** **Web site**

Contact 1 email@email.com (02) 1234 5678

Secondary Contact Name **Secondary Email** **Secondary Contact Number**

Disciplines (*)
Gastroenterology

Location Manager

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 M	Haematology	Multiple Myeloma (MM)		N/A		Intergroupe Francophone d
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 Location Contact Details report – exporting to excel

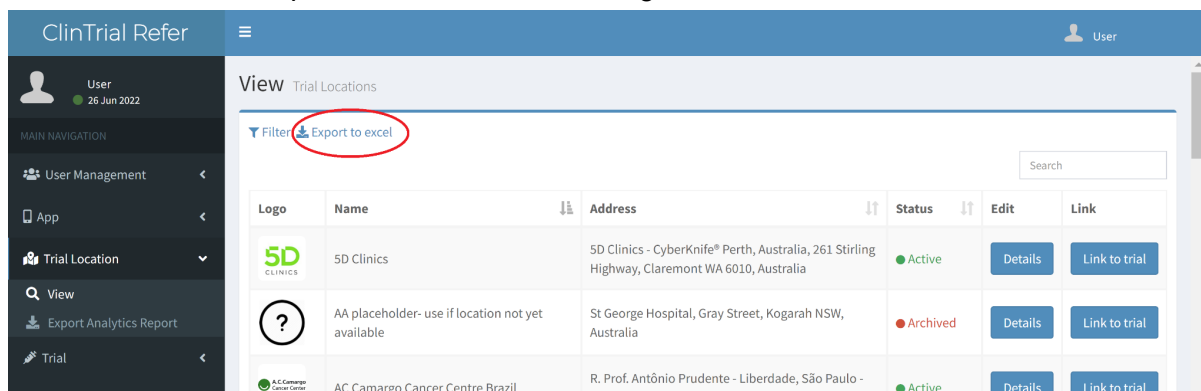
“Trial Location” → “View” → “Export to Excel”

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 Location 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.



Export to excel

Filter **Export to excel**

Search

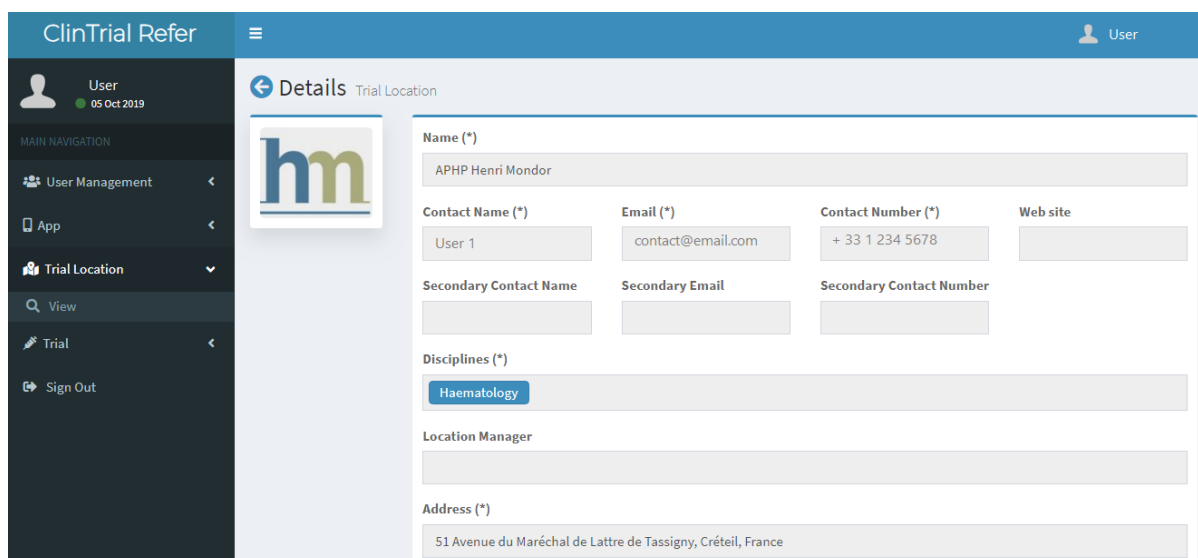
Logo	Name	Address	Status	Edit	Link
5D CLINICS	5D Clinics	5D Clinics - CyberKnife® Perth, Australia, 261 Stirling Highway, Claremont WA 6010, Australia	Active	Details	Link to trial
?	AA placeholder- use if location not yet available	St George Hospital, Gray Street, Kogarah NSW, Australia	Archived	Details	Link to trial
A.C. Camargo Cancer Center	AC Camargo Cancer Centre Brazil	R. Prof. Antônio Prudente - Liberdade, São Paulo - State of São Paulo, Brazil	Active	Details	Link to trial

	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		SD Clinics	SD Clinics - CyberKnife® Perth, Australia, 261 Stirling	Contact 1	contact1@email.com
9		AA placeholder- use if location	St George Hospital, Gray Street, Kogarah NSW, Austr	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	Tennysen Centre Day Hospital-Oncology, 520 South H	Contact 5	contact5@email.com
13		Adelaide Oncology and Haema	Kimberley House, 89 Strangways Terrace, North Adel	Contact 6	contact6@email.com

Viewing location details

“Trial Location” → “View” → “Details”

Location Managers have view-only access to trial location details.



ClinTrial Refer User 05 Oct 2019

Details Trial Location

Name (*)
APHP Henri Mondor

Contact Name (*) User 1 **Email (*)** contact@email.com **Contact Number (*)** + 33 1 234 5678 **Web site**

Secondary Contact Name **Secondary Email** **Secondary Contact Number**

Disciplines (*)
Haematology

Location Manager

Address (*)
51 Avenue du Maréchal de Lattre de Tassigny, Créteil, France

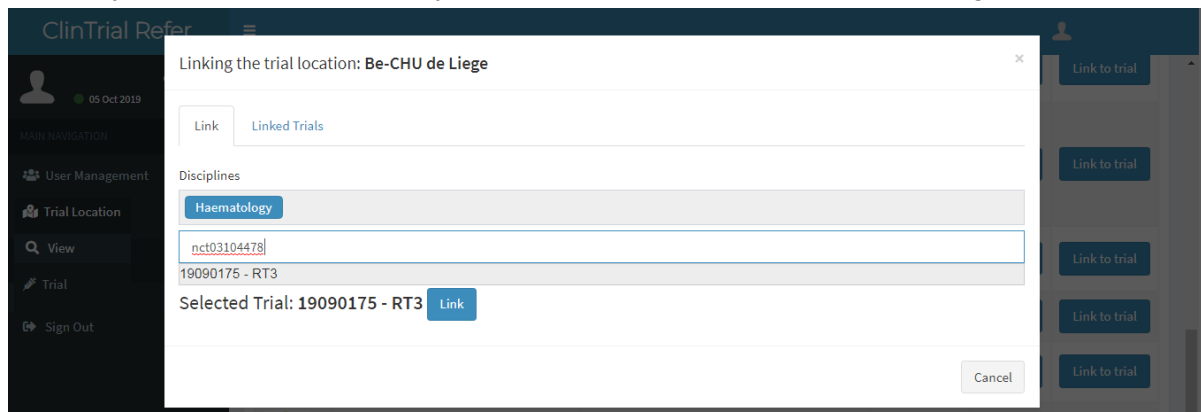
Linking multiple trials to a trial location

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

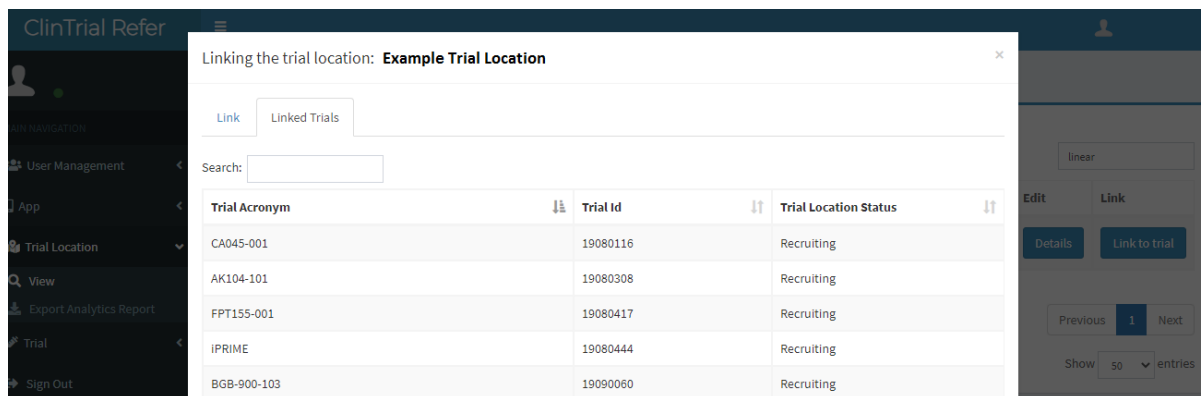
There are multiple ways to link trials and trial locations. All methods may be used to link a singular trial and singular trial location. If multiple trials are to be added to a singular trial location, then the recommended and most efficient method is through the Trial Location tab. In this case, the location should first be selected through the Trial Location and View tab, then the “Link to Trial” button. If a mistake is made, contact admin@clintrialreferapp.com to have the location unlinked.

Available trials will be filtered by the disciplines specified in the app settings (eg. only haematology trials). The “Link” tab will allow the Location Manager and App 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.



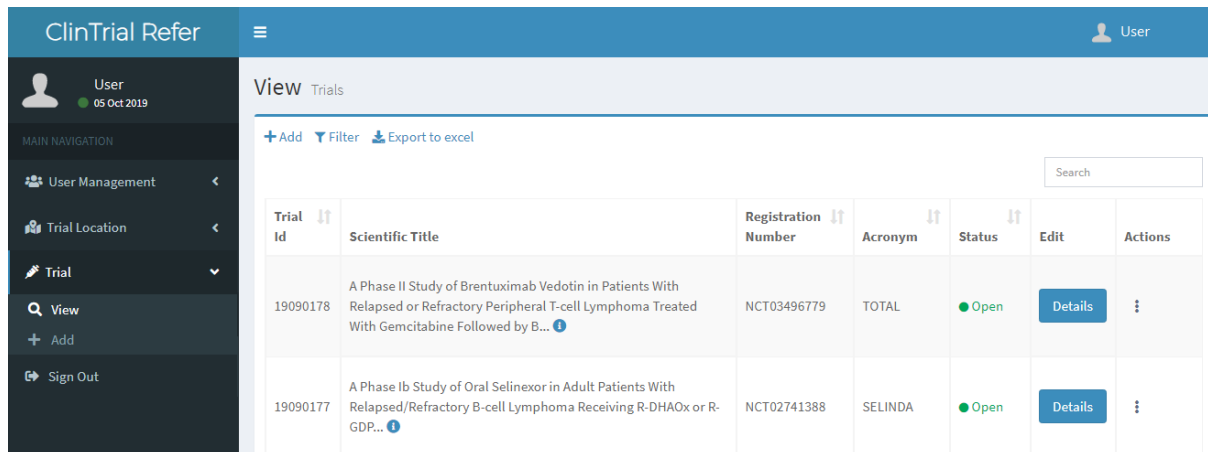
Trial

View 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.

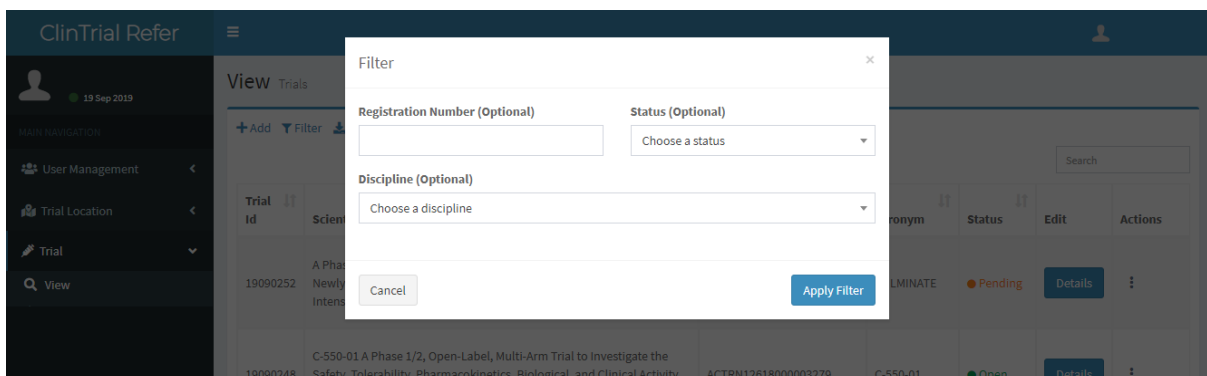


Trial Id	Scientific Title	Registration Number	Acronym	Status	Edit	Actions
19090178	A Phase II Study of Brentuximab Vedotin in Patients With Relapsed or Refractory Peripheral T-cell Lymphoma Treated With Gemcitabine Followed by B...	NCT03496779	TOTAL	Open	Details	
19090177	A Phase Ib Study of Oral Selinexor in Adult Patients With Relapsed/Refractory B-cell Lymphoma Receiving R-DHA0x or R-GDP...	NCT02741388	SELINDA	Open	Details	

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 a Location Manager will already be restricted.



ClinTrial Refer

View Trials

Filter

Registration Number (Optional)

Status (Optional)

Discipline (Optional)

Cancel

Apply Filter

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)

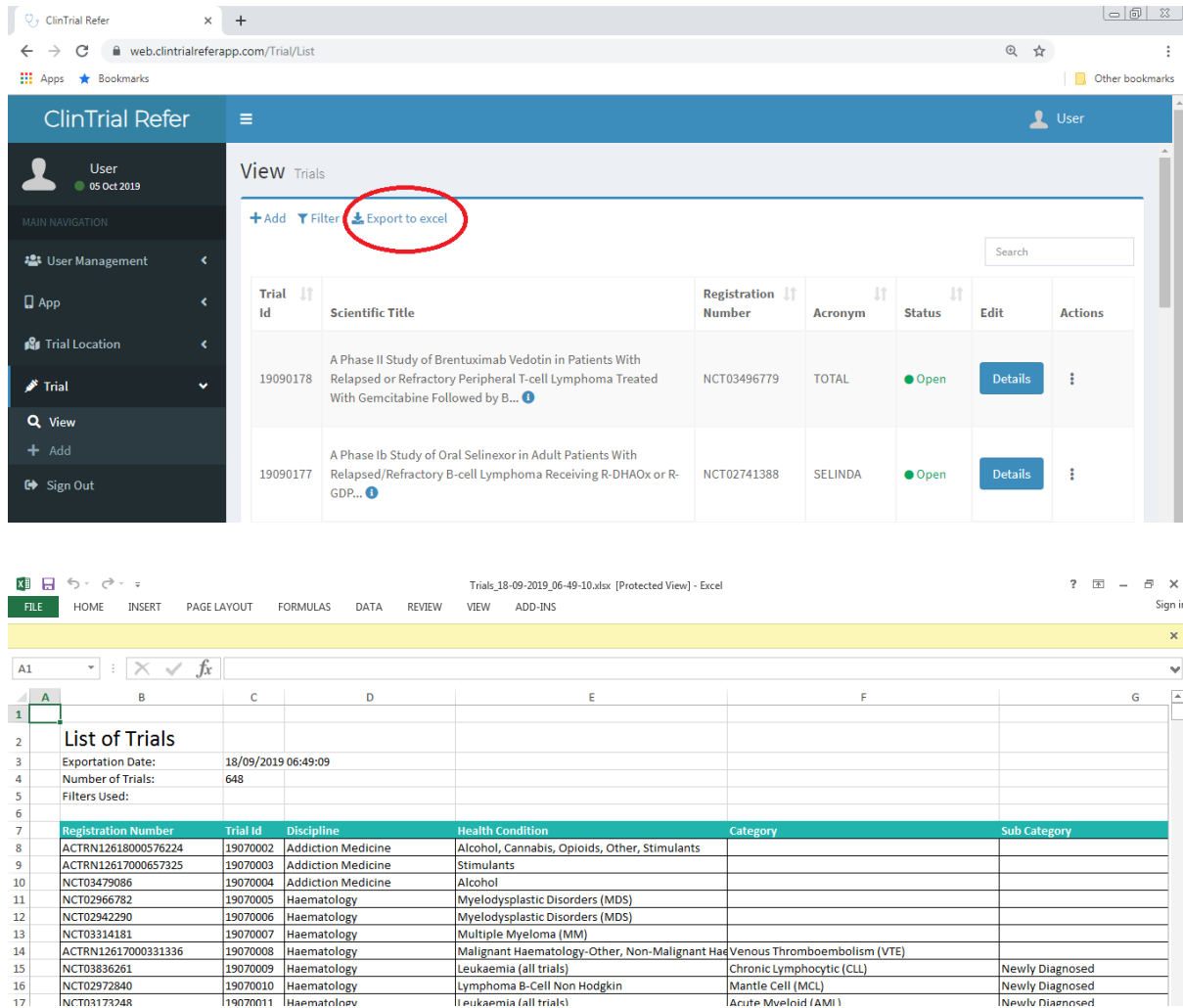
Location: This report may be found on the main Trial View page.

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. This list can provide useful data if a Location Manager would like to investigate their trial data in more detail (such as how many trials are from Phase 2, a list of the health conditions being studied in their Location, etc). This data cannot be adjusted before downloading the report, though once it is in Excel the Location Manager may use this and 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



The screenshot shows the ClinTrial Refer web application interface. The 'View Trials' page is active, displaying a table of trials. The 'Export to excel' button is highlighted with a red circle. Below the screenshot, the exported Excel file is shown, containing a list of trials with the following data:

Registration Number	Trial Id	Discipline	Health Condition	Category	Sub Category
ACTRN12618000576224	19070002	Addiction Medicine	Alcohol, Cannabis, Opioids, Other, Stimulants		
ACTRN12617000657325	19070003	Addiction Medicine	Stimulants		
NCT03479086	19070004	Addiction Medicine	Alcohol		
NCT02966782	19070005	Haematology	Myelodysplastic Disorders (MDS)		
NCT02942290	19070006	Haematology	Myelodysplastic Disorders (MDS)		
NCT03314181	19070007	Haematology	Multiple Myeloma (MM)		
ACTRN12617000331336	19070008	Haematology	Malignant Haematology-Other, Non-Malignant Haematology	Venous Thromboembolism (VTE)	
NCT03836261	19070009	Haematology	Leukaemia (all trials)	Chronic Lymphocytic (CLL)	Newly Diagnosed
NCT02972840	19070010	Haematology	Lymphoma B-Cell Non Hodgkin	Mantle Cell (MCL)	Newly Diagnosed
NCT03173248	19070011	Haematology	Leukaemia (all trials)	Acute Myeloid (AML)	Newly Diagnosed

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.

ClinTrial Refer

User

01 Oct 2019

MAIN NAVIGATION

User Management

Trial Location

Trial

View

Add

Sign Out

Details Trial

Save

Trial ID: 19090267

Registration Number (*)

NCT02903771

Trial Acronym (*)

CANTO

Scientific Title (*)

Phase I Study of Intra-peritoneal Conixril in Patients With Persistent or Recurrent Ovarian Cancer, Fallopian Tube Cancer or Primary Peritoneal Cancer.

Secondary IDs

NVGN-002-101

Study Type(*)

Interventional

Intervention Code(*)

Treatment - Drugs

Phase (*)

Phase 1

Minimum Age (*)

18

Maximum Age (*)

100

Date Registered

20/09/2019

Date Closed

Status (*)

Open

Enrolment Type (*)

By Specialist and/or Surgeo...

Age Criteria

Mutation Status and Biomarker

Any or not stated

Is it a Cohort Trial?

☐ Yes
 ☒ No

Is this a Tele-Trial?

☐ Yes
 ☒ No

Can healthy volunteer participate?

☐ Yes
 ☒ No

Discipline (*)

☐ Mental Health
 ☐ Nephrology
 ☐ Neurology
 ☒ Oncology
 ☐ Orthopaedics
 ☐ Psychiatry

Health Condition (*)

☐ Cancer unknown origin
 ☐ Gastrointestinal Lower
 ☐ Gastrointestinal Upper
 ☐ Gene Mutation
 ☐ Genitourinary

Category (*)

☐ Gynaecological
 ☐ Cervical
 ☐ Endometrial
 ☐ Gestational Trophoblastic Disease
 ☒ Ovarian

Sub Category (*)

Add Website URL

Link Name (*)

ANZCTR

Link URL (*)

http://www.anzctr.org.au/TrialSearch.aspx?searchTxt=NCT02903771

Delete

Link Name (*)

Clinicaltrials.gov

Link URL (*)

https://clinicaltrials.gov/ct2/show/NCT02903771

Delete

V 1.7 Dated 24/06/2022

Page 12 of 19

Adding a new trial

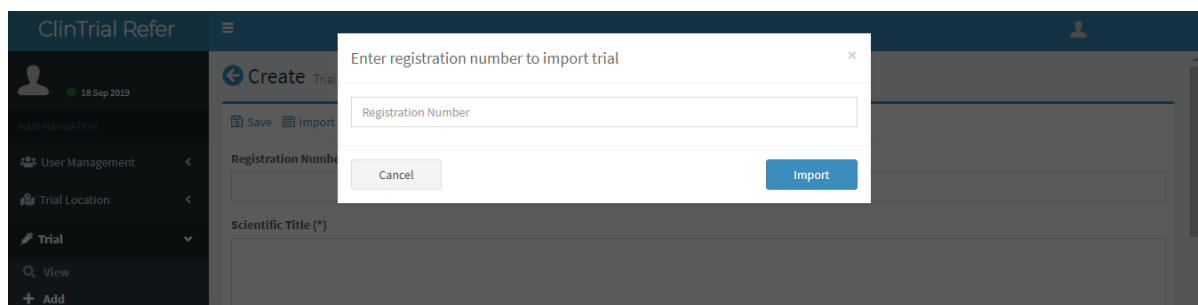
“Trial” → “Add”

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. 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	Sometimes	This is often the	Add as appropriate

IDs		protocol number, or the sponsors designated trial number. It can also be used to add Clinical Trials Group Numbers.	
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" or "Open"
Enrolment type (*)	No	This is how a participant can join the trial at the location.	Enter one 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 Volunteer 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.
+Custom Field	Yes	These fields are other fields that download from the registries, and are stored within the database. Do not change. These fields do not show up on the app.	Do not change or use. For viewing only.
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 dependant 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 dependant 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. Locations will only show up after all other fields are completed. See below.

Linking multiple trial locations to a trial

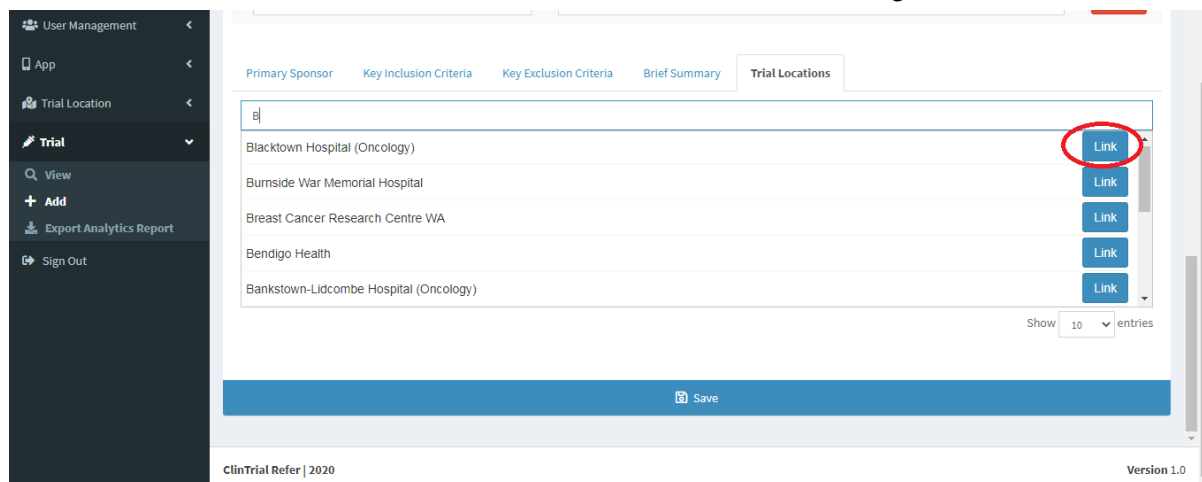
For new trials: “Trial” → “Add”

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.

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 App” → “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 App” → “Settings” → “My Favourite Apps” → “Favourite App Settings” (yellow briefcase icon)

This 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.