

OpenClinica User Guide

Royal Papworth Hospital NHS Foundation Trust

Contents

Accessing OpenClinica	2
Overview	3
Adding a New Subject.....	3
Subject Matrix	4
Scheduling an Event	4
Recurring Events	5
Accessing and Navigating CRFs.....	6
General eCRF Completion Instructions	7
Discrepancy Flags	8
CRF Header Info.....	9
Mandatory Fields	9
Validation	9
Entering Data into the CRF	9
Additional Guidance.....	11
Serious Adverse Event Reporting	11
Entering Dates	12
Drop Down Boxes	12
Uploading Images	12
Dealing with Data Queries Raised in Discrepancy Note (flags):	12
Failed Validation Test –Discrepancy Note	12
Queries Raised by the Study Team	13
1. Notification Emails	14
2. Notes and Discrepancies Assigned to Me	14
3. Notes and Discrepancies	15
4. How to Respond to Queries.....	15
Adding or Amending Data in a CRF Marked as ‘Completed’	17
Using a Flag Multiple Times	18
Additional Notes about Queries	18
Locked Events	18

Accessing OpenClinica

1. You will receive an email from the Data Manager team providing you with a link to the OpenClinica training website and/or live website, your individual user name and password. Please note this password will expire on 1st use and you will need to enter your own.

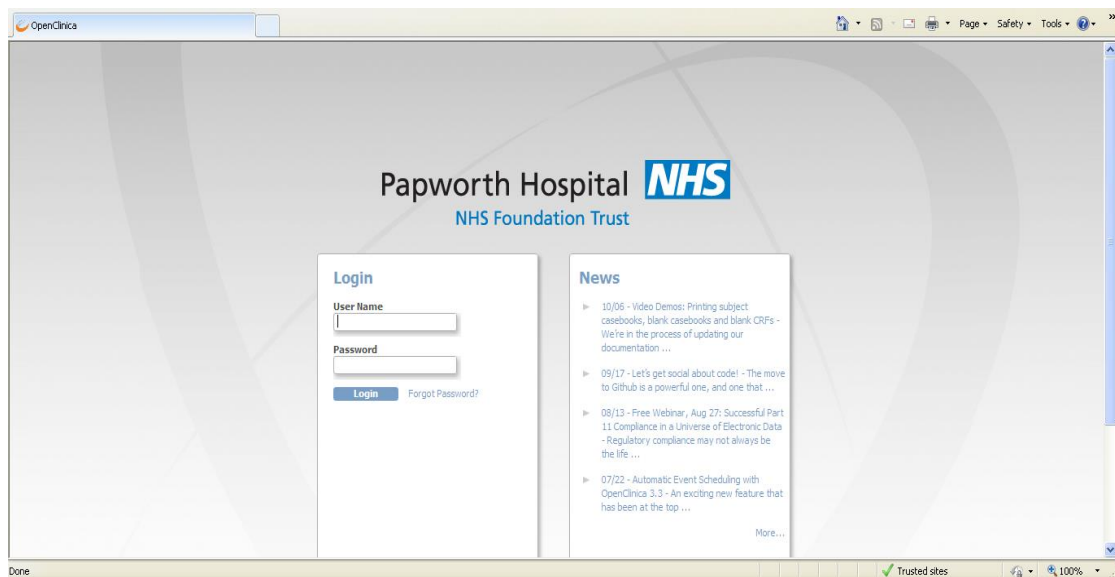
The training website can be accessed by clicking on the following link:

<https://papworth-test.eclinicalhosting.com/OpenClinica/>

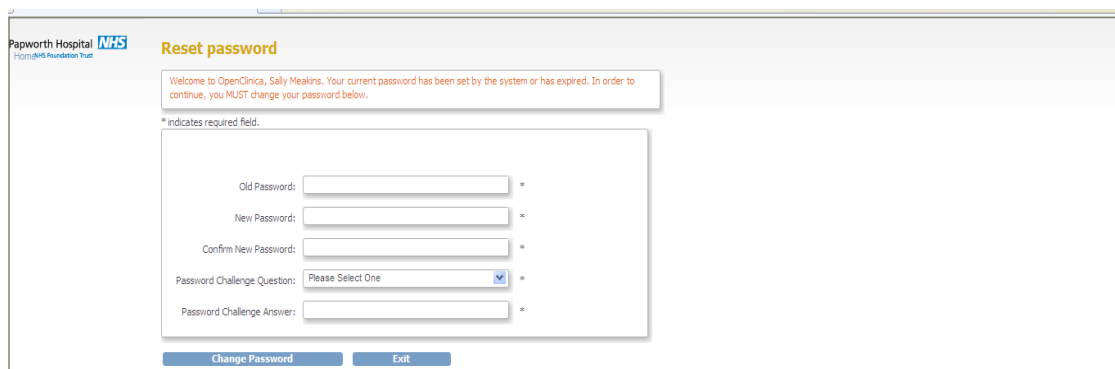
The live website can be accessed by clicking on the link below:

<https://papworth.eclinicalhosting.com/OpenClinica/pages/login/login>

As the URLs are case sensitive please add these pages to your favourite websites for later use. An example of the log-on page can be seen below:



2. Enter your user name and password and login. Please note that the user name and password fields are case sensitive.
3. You will then be asked to reset your password and select and answer a password challenge question. Passwords need to have at least 8 characters and contain both upper case letters and digits. An example of the Reset Password page can be seen below:

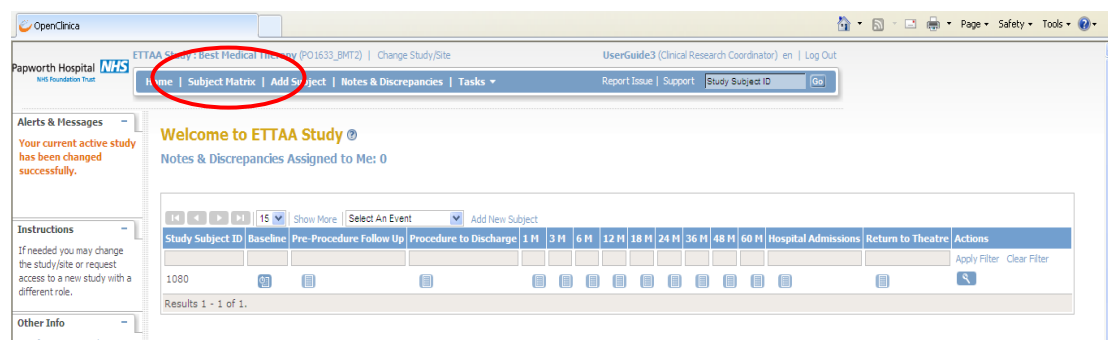


Please Note: If you enter your login details incorrectly, OpenClinica will allow you a maximum of 5 attempts to enter them correctly before locking you out. If you are locked out please contact the study team, who can reset passwords and send user name reminders. There is also a ‘Forgot Password?’ facility on the log-on page.

If you experience any problems accessing OpenClinica please contact the study team, contact details can be found at the end of this User Guide.

Overview

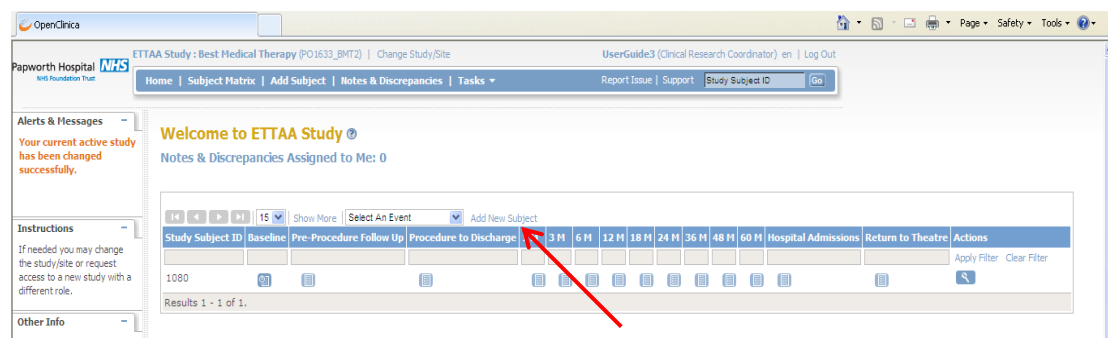
Once logged in you should be presented with the Subject Matrix (see below), if not click on the ‘Subject Matrix’ option, which can be found in the Navigation Bar (circled below). This matrix gives you an overview of the trial.



Across the top of the matrix table you have different columns; each title represents a different time point in the study where data is collected. In OpenClinica these time points are referred to as ‘Events’.

Adding a New Subject

Depending on the study you may need to add a new subject, to do this use the “Add New Subject” link on the matrix table (marked by the arrow in the screenshot below).



The Add Subject screen will appear, please enter the appropriate information into the fields and then click on Add.

Some studies the Patients will be added by the study team on receipt of a completed Study Enrolment Form, a Patient ID will also be allocated at that time. Please Note: You will receive an email confirming the Patient ID, and that the study subject has been added onto OpenClinica.

Subject Matrix

There is a separate row for each patient enrolled onto the study by your site. Each event (Subject Matrix column) will contain a CRF or multiple CRFs which need to be completed for that patient time point. For example, in the MARS 2 study the 'Baseline' event contains 4 CRFs (Inclusion/Exclusion Criteria, Baseline Clinical Information, EORTC and Diagnosis).

The event icon will change as the data entry within progresses, please see the icon key circled on the screenshot below. The different icons indicate the status of data entry for each event.

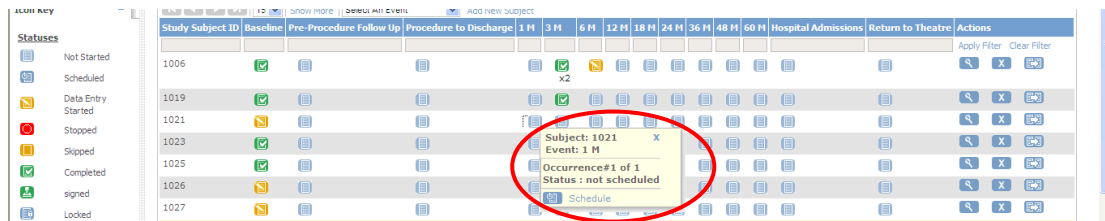
Study Subject ID	Baseline	Pre-Procedure Follow Up	Procedure to Discharge	1 M	3 M	6 M	12 M	18 M	24 M	36 M	48 M	60 M	Hospital Admissions	Return to Theatre	Actions
1006															
1019															
1021															
1023															
1025															
1026															
1027															
1028															

Scheduling an Event

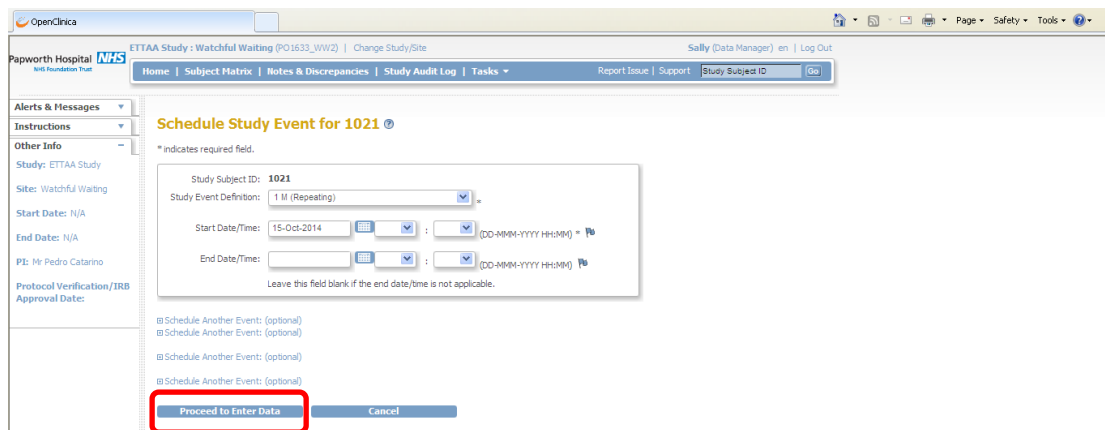
The first event (Baseline) for each subject will may be scheduled for you. A scheduled event is indicated by this icon . Apart from the first event (Baseline), all subsequent events are required to be scheduled manually.

Please Note: If the event is not scheduled then this icon is displayed.

To manually schedule an event, click on the icon and click 'Schedule' on the sub-menu that is displayed (circled below).



Enter the appropriate information. The start date should be the date the patient started the visit. Please note 'End Date/Time:' is not a mandatory field and can be left blank. When you have finished click the 'Proceed to Enter Data' button at the bottom of the screen (marked on the screenshot at the top of the next page).

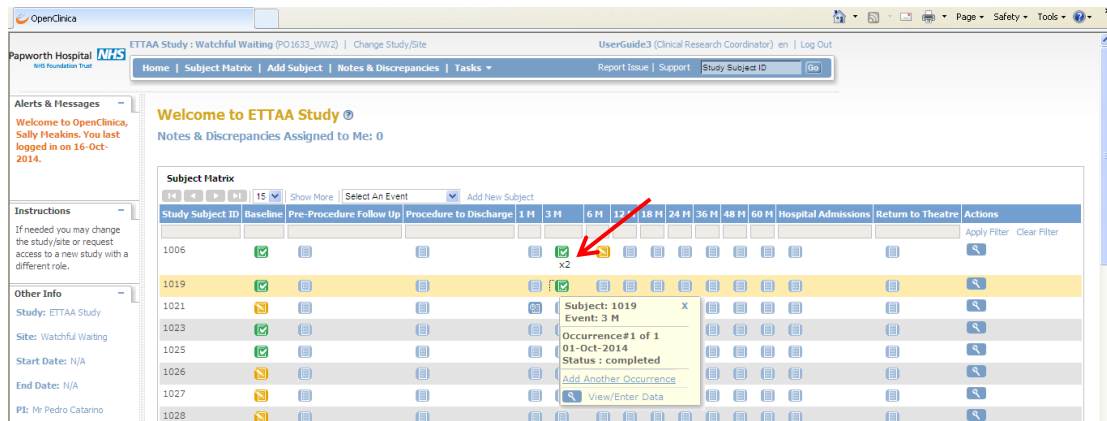


The event is now scheduled and you can start to enter the data.

Recurring Events

Some events may be reoccurring, i.e. can occur more than once during the study. For example, it is possible that a patient may experience more than one serious adverse event, thus requiring the completion of multiple Serious Adverse Event CRFs.

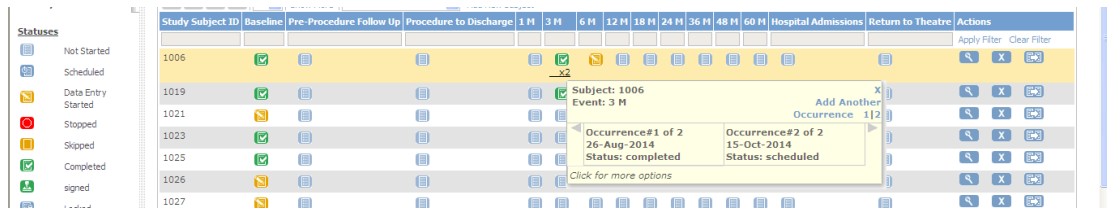
To add another occurrence, click on the icon for the event you want to add another occurrence to, and click 'Add Another Occurrence' (see below).




You will then be asked to schedule it (see previous section on Scheduling an Event).

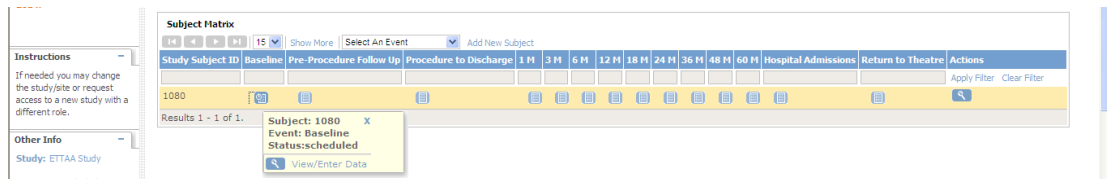
Such events have a times number next to the icon e.g. x2 (marked by the arrow on the screenshot above).

These recurring events will become layered on top of each other (rather than a separate column for each). Where applicable, click on the multiple icon to bring up the separate entry points to the individual event. See example below.

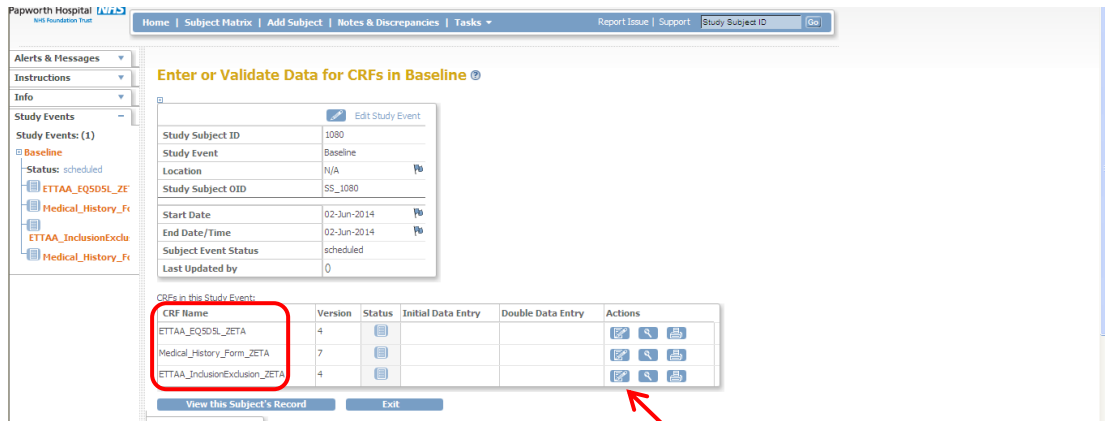


Accessing and Navigating CRFs

CRFs can be accessed by clicking on the scheduled  icon. The following sub-menu will appear (see below).





Click on 'View/Enter Data'. You will be presented with a list of all the CRFs relevant to that particular event. In the example below you can see the three CRFs that need to be completed at Baseline for the ETTAA study (boxed below).



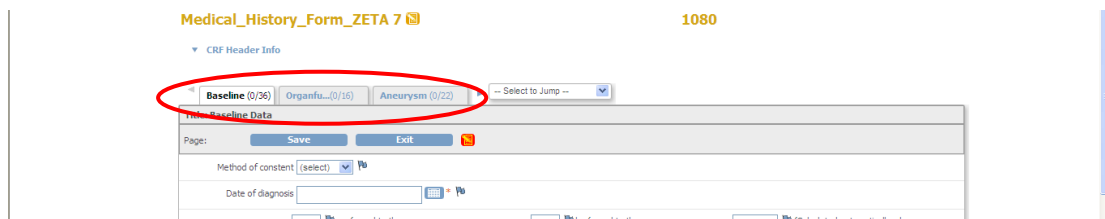
To enter data for a CRF click on the pencil icon (marked by the arrow above).

Other things to note:

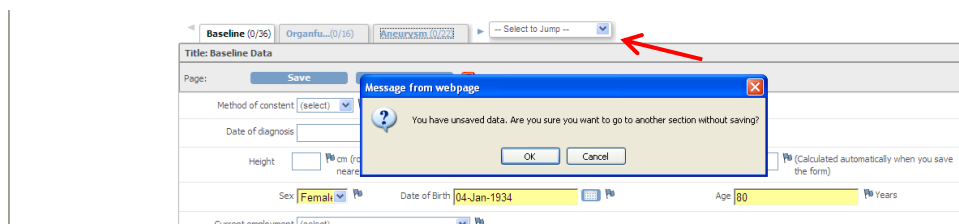
- The version number will automatically be set to the correct version.
- The magnifying glass  icon allows you to view data without being able to change it. Please ensure that you are not in 'View' mode when you are entering data as you will not be able to save it.
- The printer  icon allows you to print your CRF.
- You will see an option at the bottom left of each event to 'View this Subject's Record,' this will bring up a page listing all CRFs from all events for that subject.
- The 'Exit' button will take you back to the Subject Matrix.

General eCRF Completion Instructions

After clicking on the pencil icon, a blank CRF will be displayed ready for data entry. Some CRFs maybe spread across more than one page. A CRF with more than one page will be indicated by the number of tabs shown at the top of the page (circled on the screenshot at the top of the next page).




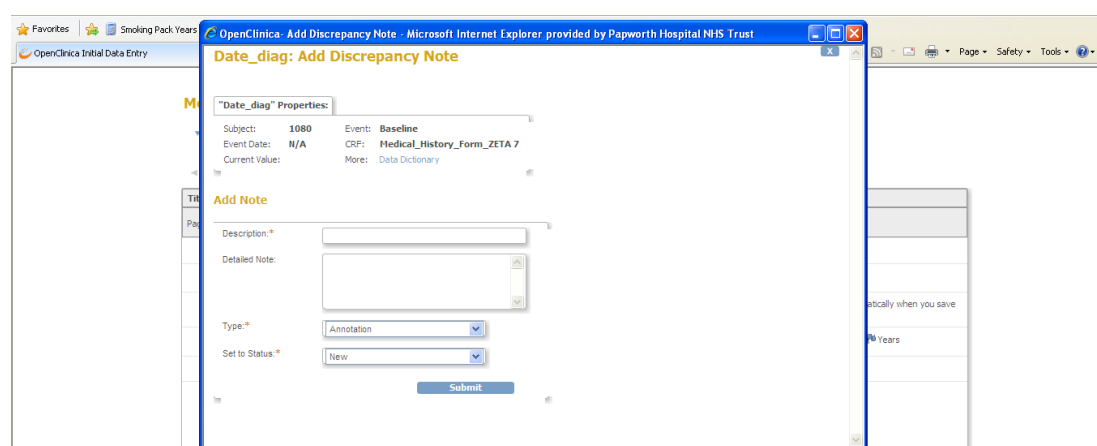
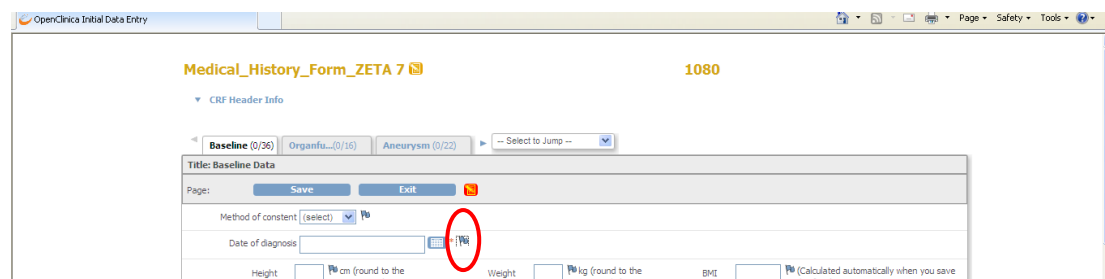
You can move between tabs freely, but once you have begun entering data on one of the tabs (tabs can be completed in any order) you must save before moving onto the next tab. A warning will be shown if you attempt to change tabs without saving newly entered data on a page (see below).








You can navigate between tabs by clicking on the appropriate tab or by selecting the section from the drop down box (marked by the arrow in the screenshot above).


Discrepancy Flags

Each field on the CRF has an adjacent flag icon  (circled below), that upon clicking will cause a pop-up box to appear.



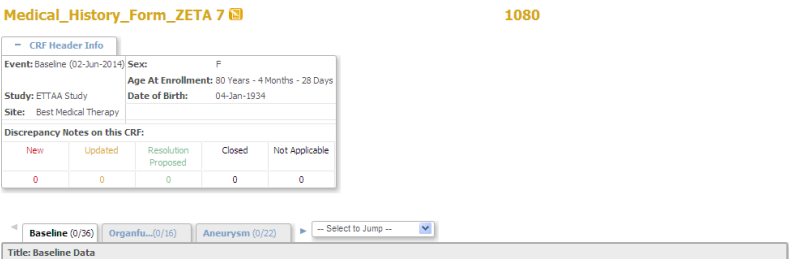
You can use this box to make a comment (referred to as an annotation in OpenClinica), about the field. Also if the study team have a query about the data entered in the field, the flag will be used to raise a query (please note dealing with data queries will be covered in more detail later). The flag will change colour depending on the status.

Flag Colour	Description
 Blue Flag	Blank: Flag un-used.
 Black Flag	Closed: Once a resolution has been proposed and accepted by the study team the query will be closed and turn black.
 Red Flag	Query: A query has been raised and requires attention.
 White Flag	Annotation: A comment has been made about this field.
 Green Flag	Resolution Proposed: A response/resolution to the query has been provided with the expectation that the issue can now be resolved.

 Orange Flag	<p>Updated: A flag can turn orange if 'Update' is selected instead of 'Resolution Proposed' when responding to a query. An 'Update' can be used for any correspondence regarding the query that is not proposing a resolution i.e. requesting clarification on the query raised, or explaining that you are waiting on information and will answer the query when possible.</p>
---	--

CRF Header Info

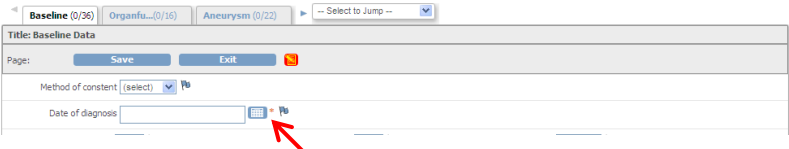
The 'CRF Header Info' (which can be found at the top of the CRF), may be hidden or on view (if hidden click on the arrow). It reveals further details about the CRF, confirms the event the CRF is part of and some details on the study subject. It also shows if there are any discrepancy notes associated with that particular CRF, count and status (discrepancy notes will be discussed in more detail later).



Discrepancy Notes on this CRF:				
New	Updated	Resolution Proposed	Closed	Not Applicable
0	0	0	0	0

Mandatory Fields

All fields marked with a * must be answered. If you leave any of these fields empty, an error message will appear on saving, requesting data to be entered in the highlighted fields, or a comment made in the related empty field flag to explain why the information is missing.



Validation

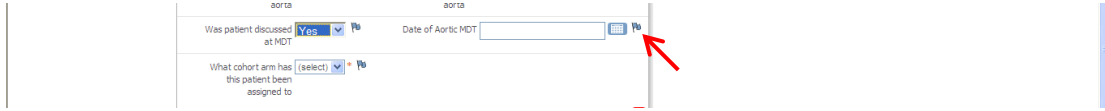
Some fields may have further automatic checks programmed in i.e. expected range for haemoglobin. If a field fails these checks, a message will appear as well as a red exclamation mark next to the queried fields. Correct the field and press save or click on the flag and enter a comment if the initial data entered was correct, making sure that you save the CRF page once again.

Entering Data into the CRF

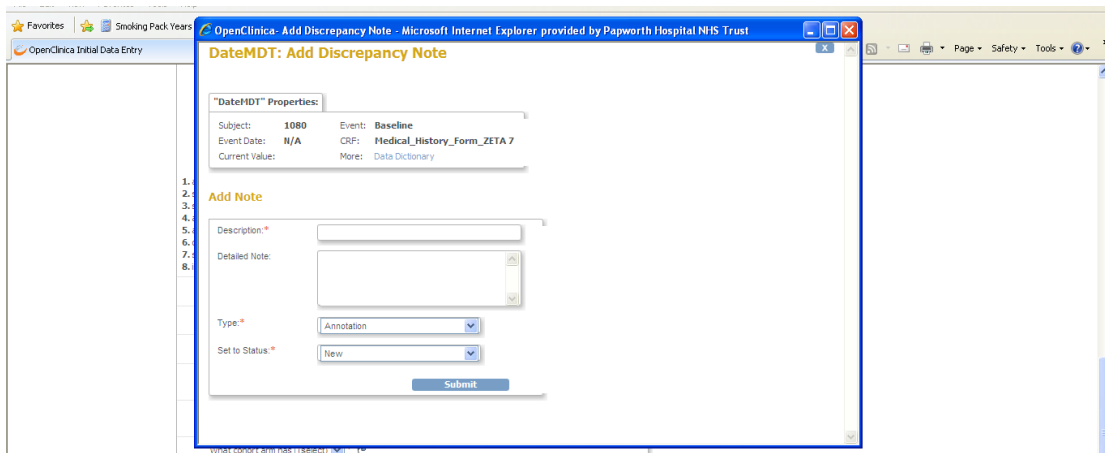
Enter data into the appropriate fields. If something is unknown, or you need to provide further information, enter a comment into the flag. Even for fields that are not marked mandatory, please use the annotation notes (where appropriate) to explain if

something is unknown or for example, the test was not done. This will clarify to the study team upon review that the field is purposely left empty, thus avoiding a query being raised.

Example: Non-mandatory field left empty.





In this example it was mentioned in the patient notes that the study subject was discussed at MDT, however the date of the MDT is not documented anywhere. As this field will be left blank, an explanation should be given that this field has deliberately been left empty. Click on the blue flag next to the field in question (marked by the arrow above), the flag's discrepancy note pop-up box should then appear (ensure pop-up boxes are enabled if it does not appear).



In the pop-up box enter an explanation in the 'Description' box e.g. 'This date is not recorded'. Please note completion of the 'Detailed Note' box is optional. The 'Type' of discrepancy should default to 'Annotation' but you can choose from the drop down list if necessary. Upon saving, the box will close automatically – please be patient and only click submit once to avoid duplicate annotations being entered. Upon refreshing the CRF page the flag will become white to indicate an annotation note has been made on the field.


Once all the fields (or all that you can with annotation notes added for those you can't) are completed you must click 'Save' to save the data you have entered. You will be taken automatically to the next tab (if applicable) of the CRF. Repeat this process until you come to the last tab (i.e. the last page) of the CRF. On the last tab page there is an additional tick box called 'Mark CRF Complete' (circled below).




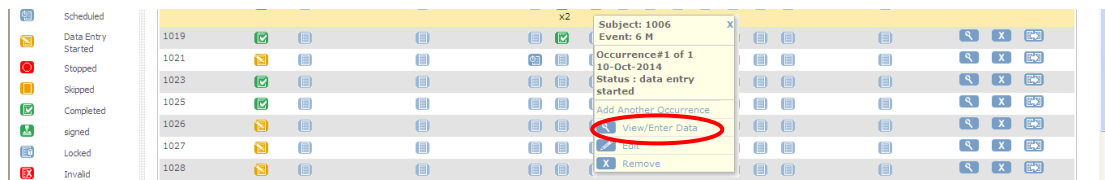
Tick this box if you have fully completed the CRF and have no further data or changes to be made. Any changes required to the CRF after Mark CRF Complete box has been ticked will need to be explained. This will change the CRF status to 'Data Entry Completed' and the icon will change to , otherwise the CRF remains with a status of 'Data Entry Started' . You can still edit the CRF after marking it

complete but you will be prompted to enter a discrepancy note to explain why you are making the changes (this will be covered in more detail later). Marking a CRF complete will start the data review process by the study team.

Please take care not to click the ‘Save’ button on each tab rapidly to navigate to the next CRF section. If you do this before the page has finished rendering there is a risk that blank values may be written to the database, replacing items on the CRF that had not yet finished loading, thus overwriting previously saved values.

When you have entered all the available data for the study event, click the exit button, please note that the subject event status will remain as data entry started until all CRFs linked to that event are complete. For example, in the MARS 2 study, the icon for the baseline event will remain as  until all 4 baseline CRFs are marked complete.

Please take care not to add another occurrence when returning to CRFs where data entry has already started. When you click on the  icon, please ensure you select ‘View/Enter Data’ (circled below).

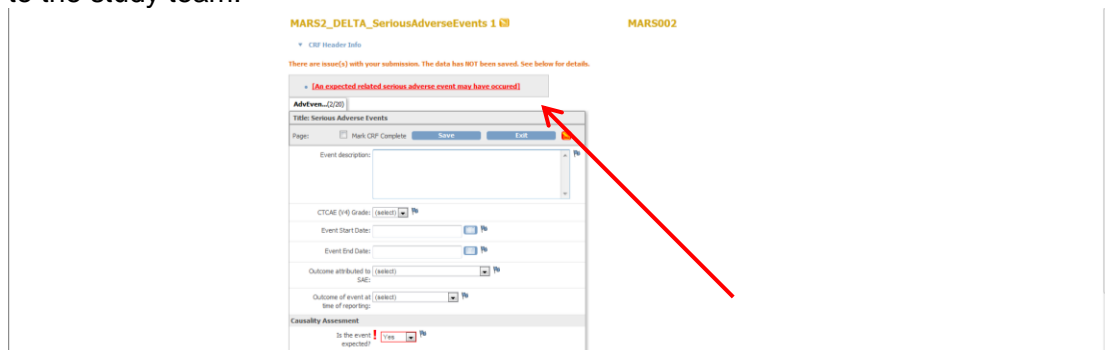


Additional Guidance

Serious Adverse Event Reporting


If a SAE is entered onto OpenClinica, an email will be sent directly to the study team.

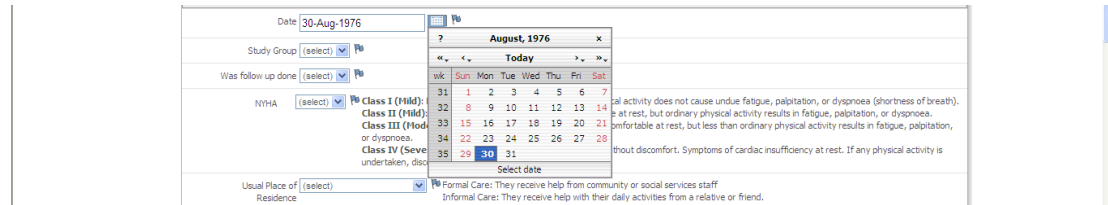
Please Note: When you save the data entered for the first time a validation message will appear informing you that either an expected/unexpected related/unrelated SAE may have occurred (marked by the arrow on the screenshot at the top of the next page). Please ensure you ‘Save’ the CRF again; this will trigger the email notification to the study team.



The study team will not be asking Principal Investigators (PIs) to sign eCRFs electronically; however the PI will be expected to sign the paper copy of the SAE CRF.

Entering Dates

All date fields have a calendar icon next to them . When this is clicked a calendar is displayed (see below).



You can change the year by clicking on the '<<' '>>' signs, and change months by clicking on the '<' '>' signs. Click the date to populate the field on the CRF and close the calendar.

You can manually enter dates but the following format must be followed: DD-MMM-YYYY e.g. 30-Aug-2014. The month is not case sensitive but it must be entered as a word and not a number.

Most dates must be entered as complete dates, where only the month and year are known please default to the first of the month e.g. Where a patient was discussed by the MDT in August 2010 (actual date unknown), please enter 01-Aug-2010, and add a comment into the annotation flag. Where partial dates are accepted, usually in medical history CRFs, you can enter just the year, or the month and year, eg Aug-2010 or 2010.

Drop Down Boxes

The CRFs contain 2 types of drop down box. One type allows you to select a single response; the other allows you to select multiple responses. To select more than one response from a multi-pick box hold down the 'Ctrl' button on your keyboard.

Uploading Images

To upload photographs onto the Surgery eCRF, click on the 'Click to upload file' button (circled below) and follow the instructions in the pop-up box that appears.



Dealing with Data Queries Raised in Discrepancy Note (flags):

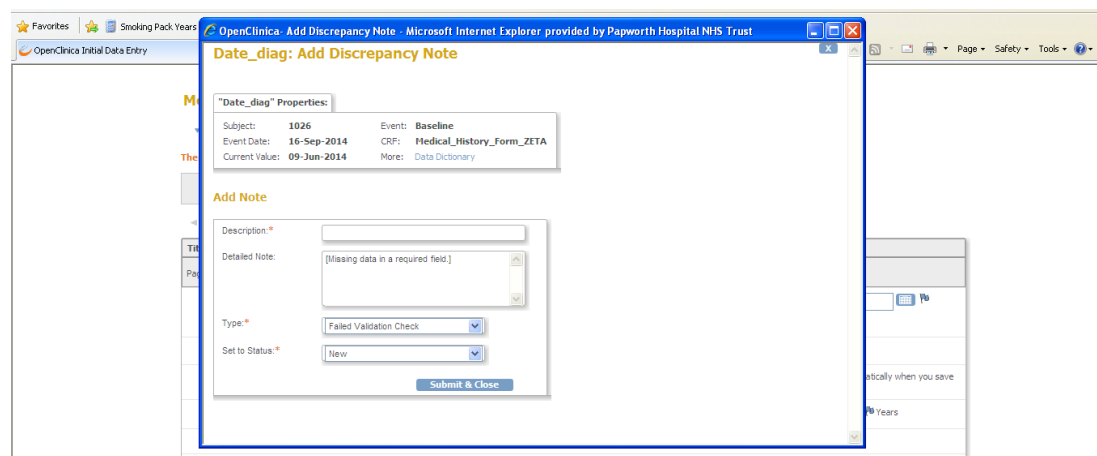
Failed Validation Test –Discrepancy Note

Some fields will only accept certain values, e.g. have rules (an expected range for a blood test, or only accept number values, have a strict date format, or may be a mandatory field which can't be left blank on saving).

Upon saving, OpenClinica will automatically check the data and trigger a 'Failed Validation Check' notification if any issues are found. If this happens, an error message will appear warning you that you have failed one or more validation tests. The field/s with error/s will be visible by a red exclamation mark (marked by the arrow on the screenshot below). The error will also be listed underneath the CRF header (boxed below).



You will need to resolve the issue by correcting the field and pressing save or by clicking on the flag icon and using the pop-up box to provide an explanation for either the missing, incorrect or outlying data (see below).



Enter a brief reason in the 'Description' box to state why the item failed the validation check and if required any further details in the 'Detailed Note' section and click submit.

Please Note: Be patient and do not click the 'Submit' button more than once. The submit button is sensitive and repetitive responses may be entered if you press it more than once.

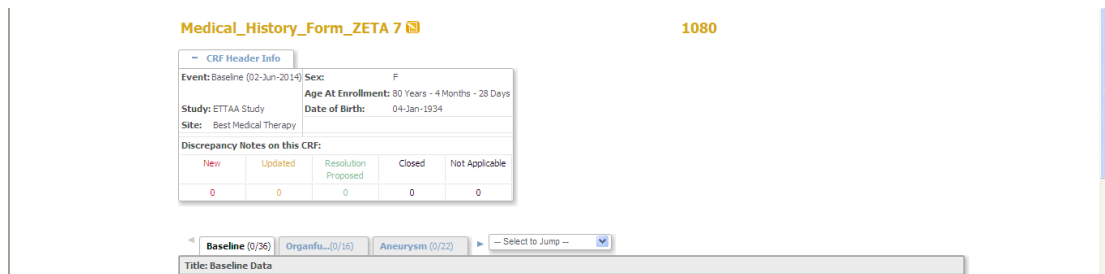
A confirmation screen will appear which will close automatically. This must be repeated for all fields that have failed the validation check. When you have finished dealing with the 'Failed Validation Checks' you must press save again on the CRF.

Queries Raised by the Study Team

When a CRF is marked complete, the study team will review the CRF and if they have any questions will raise 'Query' type Discrepancy Notes. Queries will be assigned to a specific user at the site, usually the person who entered the data. There are a number of ways of knowing that you have queries to be answered:

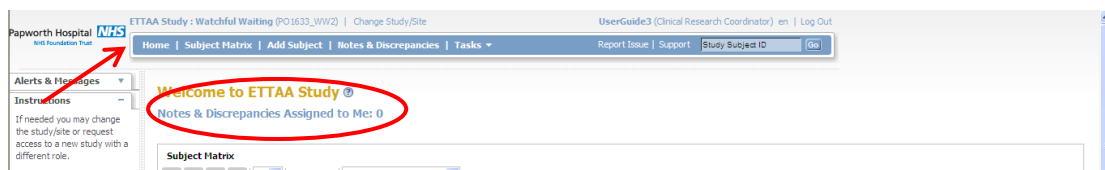
1. Notification Emails

When the study team reviews a CRF, for the first query raised on the reviewed CRF, an email notification will be sent to you. For subsequent queries on that CRF raised at the same time, an email will not be sent. This is to prevent swamping your inbox with emails informing you that you have a query that has been raised in OpenClinica. When you access OpenClinica to respond to the initial email notification, please check to see if further queries have been raised after the initial email. This can be done by checking 'Notes and Discrepancies' counts in the CRF Header (see below) – you will be able to see additional red flags which indicate that further queries have been raised.



2. Notes and Discrepancies Assigned to Me

Click on the 'Home' option, which can be found in the Navigation Bar (marked by the arrow on the screenshot at the top of the next page). Underneath the 'Welcome' message you can see how many notes and discrepancies are assigned to you (circled on the screenshot at the top of the next page).



Click on 'Notes and Discrepancies Assigned to Me', and you will be provided with a summary and description of how many new queries/queries not yet addressed are assigned to you (see below).

for a given study/site and by default displays the oldest items first. Sort or filter using the column headers. To view or update the note, please select the "View" or "View within record" action icons.

Query	Failed Validation Check	Reason for Change	Annotation	Total
New	--	--	--	--
Updated	1	--	--	1
Resolution Proposed	2	--	--	2
Closed	1	--	--	1
Not Applicable	--	--	--	--
Total	4	--	--	4

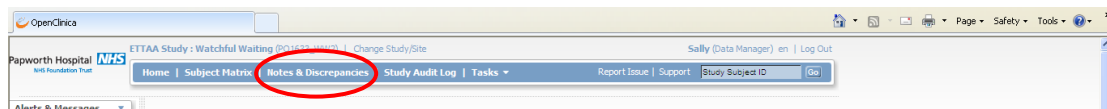
Study Subject ID	Type	Resolution Status	Site ID	Days Open	Days Since Updated	Event Name	CRF	Entity Name	Entity Value	Description	Assigned User	Actions
1023	Query	Closed	PO1633_WW2	0		Baseline	ETTAA_EQSD5L_ZETA	USUALACTIVITIES	2	Why?	Sallyanne Meakins (Sally)	Apply Filter Clear Filter
1006	Query	Resolution Proposed	PO1633_WW2	5	5	Baseline	Medical_History_Form_ZETA	EmpStat	2	Please state why this field is empty	Sallyanne Meakins (Sally)	Apply Filter
1006	Query	Updated	PO1633_WW2	5	5	Baseline	Medical_History_Form_ZETA	MainOcc		Please state why this field has been left empty	Sallyanne Meakins (Sally)	Apply Filter
1006	Query	Resolution Proposed	PO1633_WW2	0	0	Baseline	Medical_History_Form_ZETA	FamInc1	1	Field has been left empty	Sallyanne Meakins (Sally)	Apply Filter

Results 1 - 4 of 4.

Each row is a separate query i.e. there may be multiple queries on 1 CRF but each will be shown as a separate query.

3. Notes and Discrepancies

To see all notes and discrepancies that are assigned to users at your site, click on the 'Notes & Discrepancies' option which can be found on the Navigation Bar (circled below).



This will open the notes and discrepancies page displaying, as default, all flags, queries, failed validation checks, updates, resolution proposed, and annotations, for all patients' CRFs at your site.

Please Note: It is possible to manipulate the notes and discrepancies matrix using the filter. In the example below; the results have been filtered to only display the notes and discrepancies for 'Subject 1023'.

Study Subject ID	Type	Resolution Status	Site ID	Days Open	Days Since Updated	Event Name	CRF	Entity Name	Entity Value	Description	Assigned User	Actions
1023	Query	Closed	PO1633_WW2	0		Baseline	ETTAA_EQSD5L_ZETA	USUALACTIVITIES	2	Why?	Sallyanne Meakins (Sally)	Apply Filter Clear Filter

Results 1 - 1 of 1.

To filter by a column heading, click on the blank box below it (marked by the arrow on the screenshot at the bottom of the previous page), type in the criteria you want to filter by (in this case the Study Subject ID '1023') and select 'Apply Filter' (circled on the screenshot at the bottom of the previous page). You can remove the filter by selecting 'Clear Filter'.

4. How to Respond to Queries

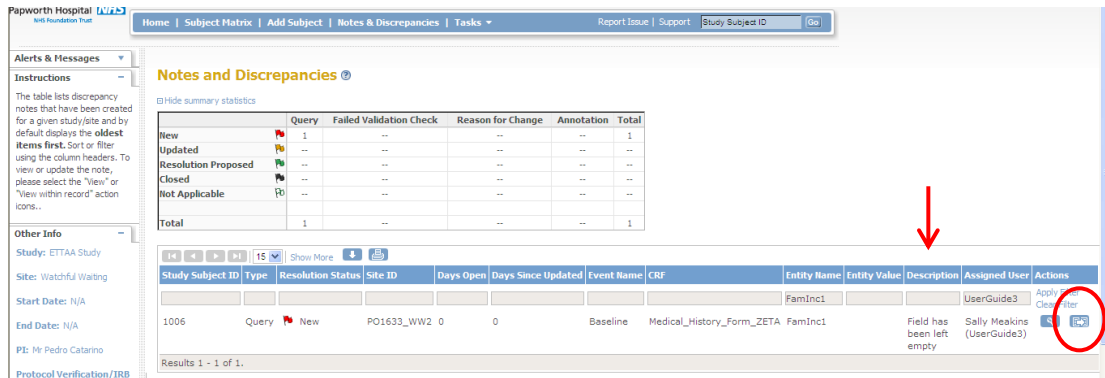
- a) Click on the link provided in the Notification Email. You will be asked to login and then be taken to the following page (see below).


Or

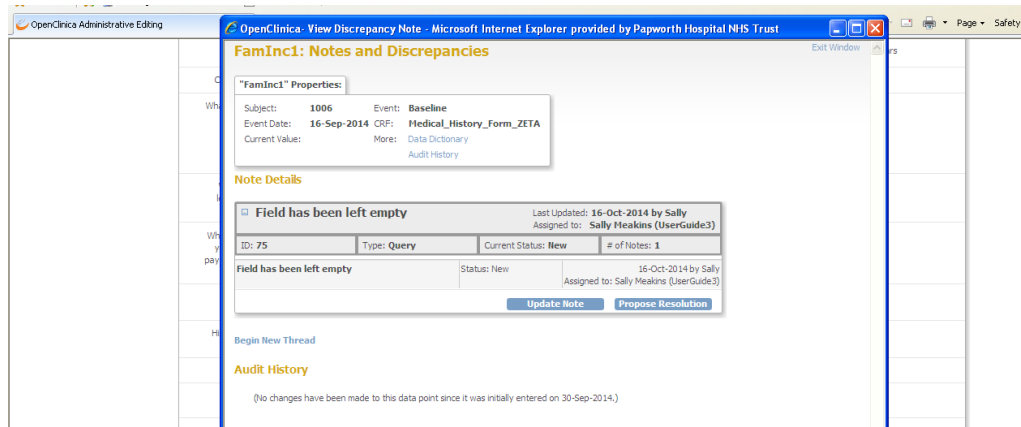
Click on 'Notes and Discrepancies Assigned to Me'.

Or

Click on the 'Notes & Discrepancies' option, which can be found on the Navigation Bar.



- b) A description of the Query can be viewed in the 'Description' column of the Notes and Discrepancies matrix (marked by the arrow above).
- c) You can also view the query within the CRF; this can be done by clicking on the  icon (circled on the screenshot above). You will then be taken to the CRF and a pop-up box will appear.
- d) Minimise the pop-up box and if applicable, update by overwriting the field in the CRF with the resolution. The field background will become yellow to highlight the field you have just adjusted. Don't forget you must provide a reason for changing the data within the field in the pop-up box before OpenClinica will allow you to save any new data that has been entered. The contents of the pop-up box can be seen on the screenshot at the top of the next page:

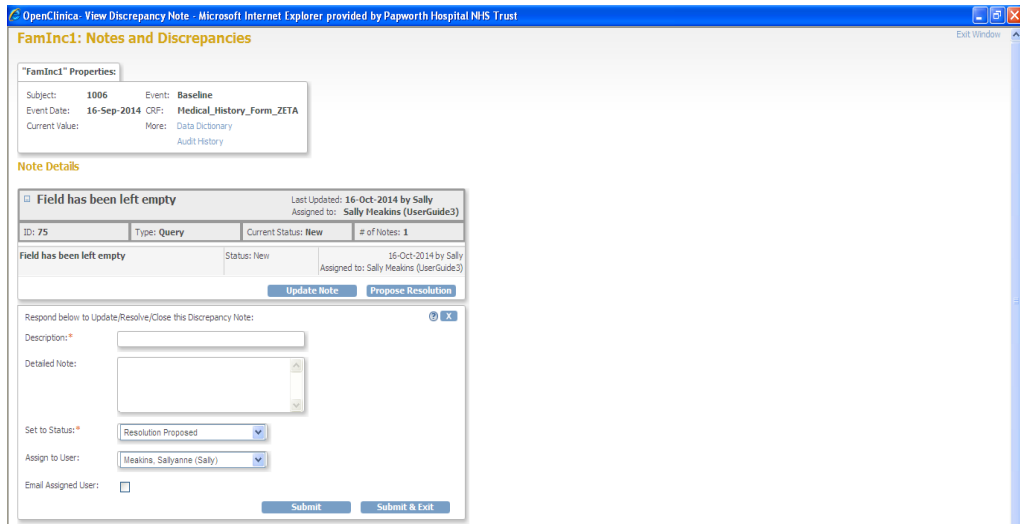


- e) Click 'Propose Resolution' or 'Update' as appropriate:

Propose Resolution – when you have solved the query by providing an explanation for the data queried or by correcting the field in the CRF.


Update – when you are unable to answer the query and to inform that e.g. further information is pending or you're unsure what the query means.

- f) Enter a brief reason in the 'Description' box to state how/why the query has been resolved, or the reason for the update.



- g) Assign your response to the study team member who raised the query (usually this will be the default selection).
- h) Tick the email flag.
- i) Click 'Submit' or 'Submit and Exit'.
- j) If there are any other queries on the CRF, repeat the above process.
- k) Ensure you 'Save' the CRF if you have made changes to the fields.
- l) Note that any changes made in the flag pop-up box will be saved automatically, however the flag colour on the CRF may not update until the page has been refreshed.

Please Note: You can complete the discrepancy note before updating the relevant field on the CRF if you prefer.

Also, if you do not need to change any data within the CRF to resolve the query, click on the view  icon (this can be found in the 'Actions' column of the Notes and Discrepancies matrix). This allows you to answer the query without entering the CRF.

Please respond to all queries as and when data become available.

Adding or Amending Data in a CRF Marked as 'Completed'

If you have additional data to enter or you wish to amend data already entered on a CRF marked as complete, you can do this on OpenClinica but you will need to provide a reason for the change.

To add or amend data:

1. Within the CRF enter or edit the data.
2. Click on the corresponding flag for the amended field – a pop-up box will appear.
3. Select 'Reason for Change', if it was not defaulted to.
4. Enter description e.g. correction made, new information, etc.
5. Click submit.
6. The CRF can now be saved with the new data.

Using a Flag Multiple Times

Flags can be used more than once. For example, if you need to make another change to a field where you have already completed a 'Reason for Change' (thus the flag is already white).

To make another change to the field where the flag has been previously used:

1. Make the change required and select the flag as normal.
2. Select 'Begin New Thread' - a new box will open.
3. Select 'Reason for Change' and complete as normal.

Please Note: The audit history displays the previous version of the field. Only one colour can be displayed on the flag. If a flag has a query and annotation note, the colour shown would be RED, as the query has a higher priority.

Additional Notes about Queries

Only the study team has the ability to close queries i.e. making the flag colour turn to black indicating the query has been closed.

Annotations (white flags) are the exception. These flags will remain white as it is not applicable for these notes to be closed.

Locked Events

Once the study team have reviewed an entire event and all CRFs are completed and any queries closed, they will lock that event. To edit or view the data on a CRF within that event after it has been locked, please contact the study team.

This is the end of the user guide. Should you have any questions on OpenClinica please contact the Study Team at Papworth who will be happy to assist.