



GETTING STARTED GUIDE

Investigator Role



The Imaging Platform for Clinical Trials

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Introduction

WHAT IS GAELO?

GaelO is a web platform for **imaging management in clinical trials**.

Each stakeholder can log in to the platform with their individual credentials. Depending on their role, they can upload, view, or download anonymized DICOM files, review images, or receive email alerts when an action is required on their part.

INFORMATION HIERARCHY

In GaelO, information is organized according to the following levels:

- **Clinical trial:** GaelO allows you to manage information from one or more clinical trials.
- **Patient:** Each clinical trial involves multiple patients.
- **Visit:** A visit in GaelO is the equivalent of a DICOM "study". It corresponds to a medical examination (for example, a thoraco-abdomino-pelvic scan). Each patient can undergo multiple visits during the trial.
- **Series:** Each visit can in turn contain one or more series (for example, thoracic series, abdomino-pelvic series, etc.).
- **Instance:** Within a series, each of the images produced corresponds to an instance.

INVESTIGATOR ROLE

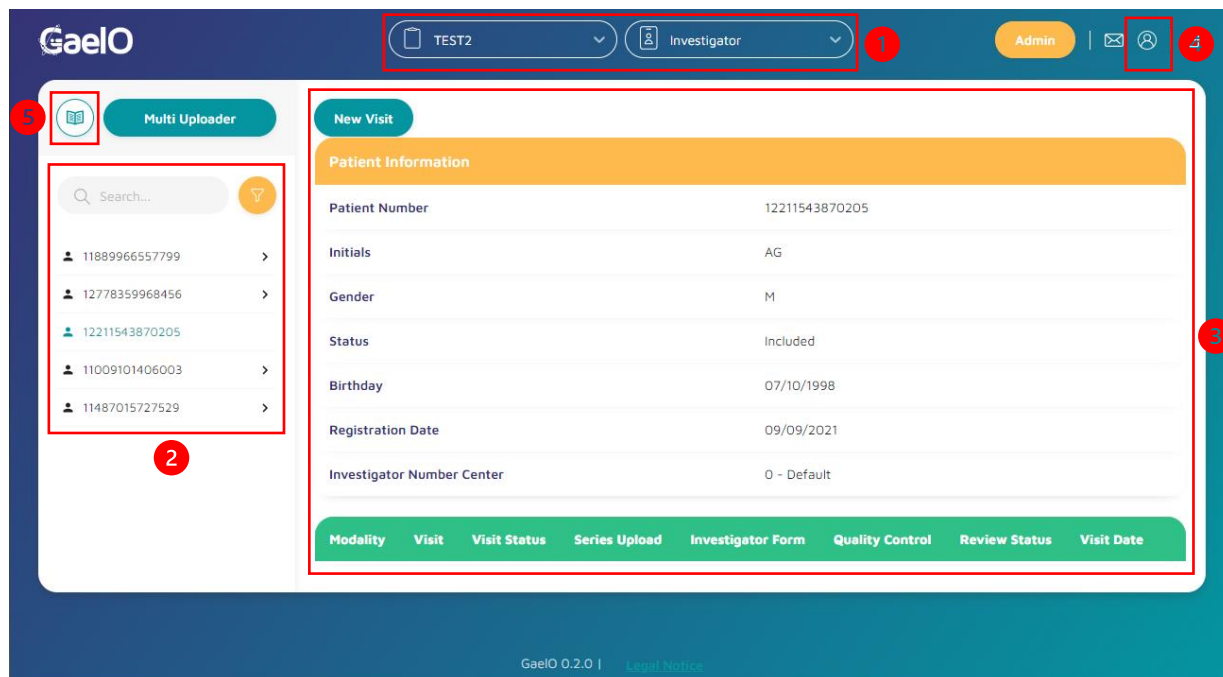
The role of the Investigator is to complete these three main tasks:

- **Creating visits** for the trial patients
- **Uploading the imaging files** corresponding to these visits
- If needed, **filling out forms** with additional information about the visits

Browsing GaelO

MAIN SCREEN

Once you have logged in to GaelO, after selecting if necessary a clinical trial and the Investigator role, then a patient, the main screen displays as follows:



See the next section for details on each available feature.

AVAILABLE FEATURES

1 Selecting a study and a role



If you have access to multiple clinical trials, **you can toggle between them at any time** using the **Study** drop-down list. Only patients corresponding to the selected clinical trial will be displayed in the tree structure.

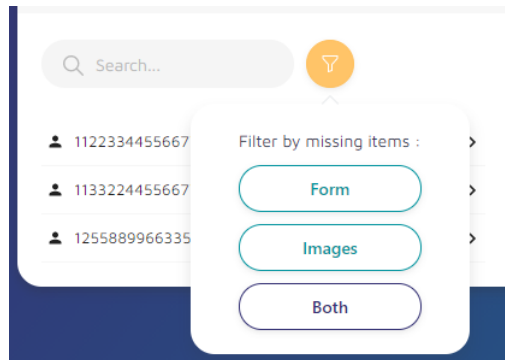
If you have access to different roles (for example, Supervisor or Investigator), you can also switch from one to another using the **Role** drop-down list.

2 Browsing the tree structure

The left pane of the screen contains the **list of patients expected** for your investigating center in GaelO.

Once the **visits have been created**, they will display in the tree structure under the corresponding patient, classified by imaging modality.


Use the search field to retrieve a patient with **their inclusion number** or the filter options to display only patients **who do not have images or a form yet**.



3 Completing your tasks


The detail panel allows you to display the **information of the item selected in the tree structure** (patient or visit) and to complete the corresponding tasks (create a visit, upload series, etc.).

4 Editing your personal information

Click the  icon at the top right of the main screen to view your personal information. You can edit **your last name, first name and phone number** on that screen.

To edit **your email address or password**, log out and go back to the login page. Follow the [Any requests or questions?](#) link to ask an administrator to change your email address or the [Forgot your password?](#) link to reset your password.

5 Displaying the documentation

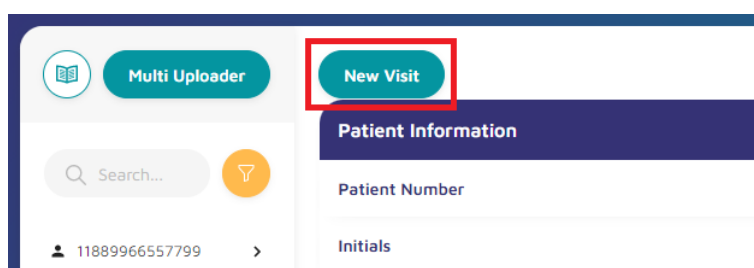
Click the  button to display the different user guides available for the GaelO platform and for the clinical trial.

Uploading Images

CREATING A VISIT

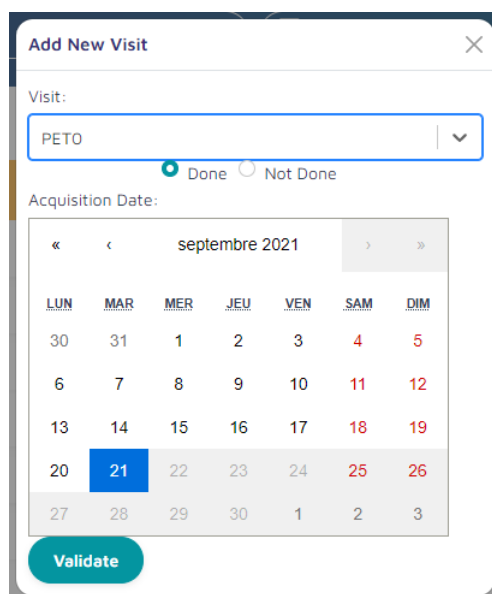
First, start by creating the visit that will contain your images. To do this:

1. Find the relevant patient in the tree structure.
2. Click on their inclusion number.
 - ✓ The patient information and the list of any related visits are displayed on the right.
3. Click the **New Visit** button located at the top of the screen.



💬 If the button does not display, it means that all the necessary visits have already been added.

4. In the dialog that displays, select the name of the visit you want to create (see the protocol specific guide to know more):



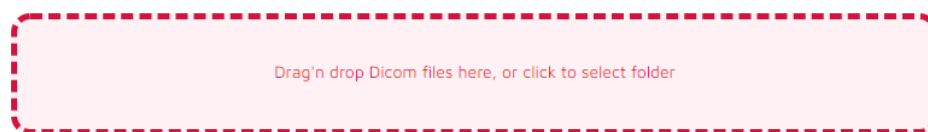
5. Specify if the visit has already been performed (**Done**) or not (**Not Done**).

6. Finally, specify an acquisition date if the visit has already been performed, or a reason if it has not.
 - ✓ The visit displays in the list, below the patient information.

UPLOADING A SERIES

Once the visit has been created, you can upload one or more series into it. To do this:

1. Select the relevant patient in the tree structure. Access one of their visits, either via the tree structure or via the link in the visit list on the right.
2. Drag and drop the files into the red upload box or click inside to open the file explorer:



3. Select the folder containing the files to upload. Only the DICOM file format is supported.

⋮ If the values in the uploaded files are **identical to those specified for the patient and their visits**, the uploaded series displays in green. If some values differ, it displays in red. You should then click on the **Check Patient** button, ignore all the warnings if you consider that there is no error, and then click on **This is the correct patient**.

4. If you want to modify some information about the series, click on the **Edit** button:

Drag'n drop Dicom files here, or click to select folder

204 File(s) loaded 204 File(s) parsed 0 File(s) ignored (Click to show)

Studies

Assign	Status	Patient Name	Description	Accession	Date	Warnings
Done	Valid	11009101406003	VO	VO	04-14-2010	

Series

Edit	View	Status	Description	Modality	Series Number	Date	Nb of Instances	Warnings
<input checked="" type="checkbox"/>		Valid	Body-Low Dose CT	CT	2		204	

Upload

5. Select the series to upload, then click on the **Upload** button located at the bottom left of the screen.

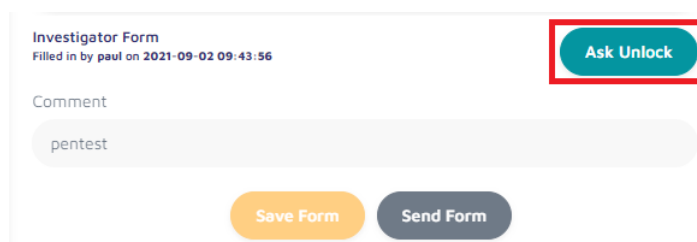
- ✓ The upload process may take a few minutes. A notification displays at the bottom right of the screen when it is complete.

💬 You can also upload several series at the same time using the **Multi Uploader** button located at the top left of the main screen.

FILLING OUT THE FORM FOR A VISIT

At any time, whether it is **before, during or after uploading the images**, you can edit the form related to a visit. To do this:

1. Select the relevant patient in the tree structure. Access one of their visits, either via the tree structure or via the link in the visit list on the right.
 - ✓ The **Investigator Form** displays under the series details.
2. If you want to save your form without validating it to go back to it later, you can click on the **Save Form** button.
3. To validate your form, click on the **Send Form** button. The form can then no longer be edited unless you click on the **Ask Unlock** button at the bottom of the screen:



You will then have to specify the reason for the modification and wait for a supervisor to approve your request.

VIEWING A SERIES AFTER THE UPLOAD

To view the images from a series that has been uploaded into GaelO:

1. Select the relevant patient in the tree structure. Access one of their visits, either via the tree structure or via the link in the visit list on the right.
 - ✓ Details of the different series display on the right.
2. Click on the **Download DICOM** button to download the files.
or
Click on the **Viewers** button and select the viewer of your choice to display the images.

IMPLEMENTING A CORRECTIVE ACTION

When a corrective action is requested, you receive an automatic email from the platform and a specific form displays in the details panel of the relevant visit:

The screenshot displays the 'Investigator Form' interface. On the left is a sidebar with a search bar and a list of patient IDs. The main area is titled 'Upload Information' and contains a 'Series Information' table. Below this table is a 'Corrective Action Asked' section, which is highlighted with a red border. This section contains two 'InvestigatorForm()' input fields, each with a 'Reason' label. Below these fields are two checkboxes: 'New series uploaded' and 'Information corrected in the investigation form'. At the bottom of the section are two buttons: 'No Corrective Action Possible' and 'Corrective Action Applied'.

Series Information	
Series Number	1000
Manufacturer	SIEMENS NP1
Series Description	API
Modality	NP1
Acquisition Date Time	2017-06-26 08:29:01
Total Dose (mBq)	0
Radio pharmaceutical	
Injection Date Time	
Half Life (s)	
Patient Weight	0
Slice Count	2

Corrective Action Asked
A corrective action has been requested

InvestigatorForm() Reason :
qfs

InvestigatorForm() Reason :
tqns

Please describe the corrective action you applied

☐ New series uploaded

☐ Information corrected in the investigation form

No Corrective Action Possible Corrective Action Applied

To implement it, perform the requested action (uploading a new series, correcting the form information, or both), check the corresponding box, then click the **Corrective Action Applied** button.

... If you have to reupload images following an incomplete submission, you will need to upload all the images (old and new series).