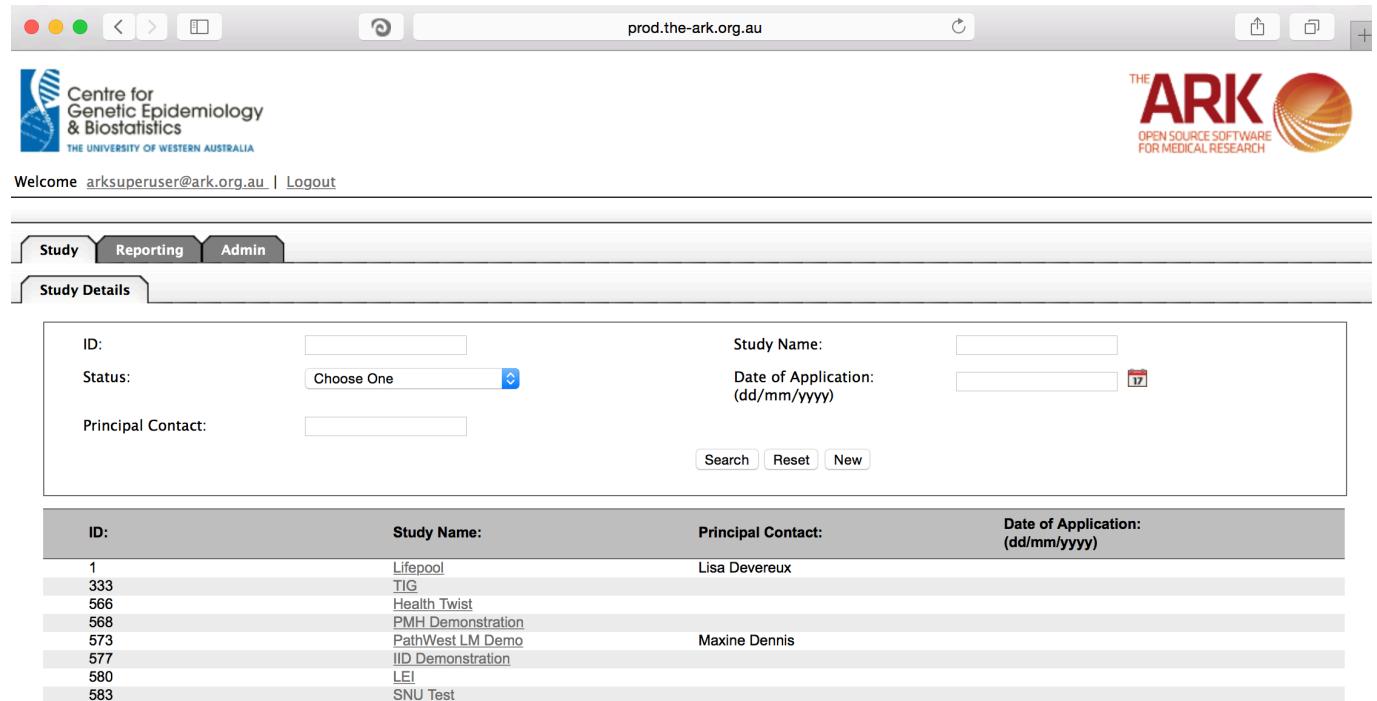


# The Ark Documentation.

## Work Request

Log in and select your study by clicking the hyperlink corresponding to the name of your study.

Once you have chosen your study we will be able to adjust study details or select modules and functions available in that study (for which you have privileges).



The screenshot shows a web-based application window titled "prod.the-ark.org.au". At the top left is the logo for "Centre for Genetic Epidemiology & Biostatistics, THE UNIVERSITY OF WESTERN AUSTRALIA". At the top right is the "THE ARK" logo with the tagline "OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH". The top navigation bar includes links for "Study", "Reporting", and "Admin". The "Study" link is currently selected. Below the navigation is a sub-menu titled "Study Details". The main content area contains form fields for "ID" (with value 1), "Status" (dropdown menu showing "Choose One"), "Principal Contact" (text input field), "Study Name" (text input field), and "Date of Application" (text input field with a red calendar icon). Below these fields are buttons for "Search", "Reset", and "New". A table below lists study details for various IDs:

ID:	Study Name:	Principal Contact:	Date of Application: (dd/mm/yyyy)
1	Lifepool	Lisa Devereux	
333	TIG		
566	Health Twist		
568	PMH Demonstration		
573	PathWest LM Demo		
577	IID Demonstration	Maxine Dennis	
580	LEI		
583	SNU Test		

Alternatively if you have a very long list of studies under your management you may use the search palette/panel at the top of the page. You can search/filter by id, name, principal contact, status of the study or date of application. Once you have added your filtering criteria, click the search button;

The screenshot shows a web-based application interface for managing studies. At the top, there's a header bar with the URL 'prod.the-ark.org.au'. On the left, the 'Centre for Genetic Epidemiology & Biostatistics' logo from the University of Western Australia is visible. On the right, the 'THE ARK' logo with the tagline 'OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH' is displayed. Below the header, a welcome message 'Welcome arksuperuser@ark.org.au | Logout' is shown. A navigation menu at the top includes 'Study', 'Reporting', and 'Admin'. Under 'Study', a sub-menu 'Study Details' is selected. The main content area contains a search form with fields for 'ID', 'Status' (a dropdown menu), 'Principal Contact' (a text input field), 'Study Name' (with a value 'pedigree' highlighted in blue), and 'Date of Application' (a date input field). Below the search form is a table listing studies. The table has columns: 'ID', 'Study Name', 'Principal Contact', and 'Date of Application (dd/mm/yyyy)'. The data is as follows:

ID:	Study Name:	Principal Contact:	Date of Application: (dd/mm/yyyy)
1	Lifepool	Lisa Devereux	
333	TIG		
566	Health Twist		
568	PMH Demonstration		
573	PathWest LM Demo		
577	IID Demonstration	Maxine Dennis	
580	LEI		
583	SNU Test		
584	random new		
585	IMRC Test		

As you can see the filter has helped us find our chosen study and we can click the hyperlinked study name as discussed before;

Centre for  
Genetic Epidemiology  
& Biostatistics  
THE UNIVERSITY OF WESTERN AUSTRALIA

prod.the-ark.org.au

THE ARK  
OPEN SOURCE SOFTWARE  
FOR MEDICAL RESEARCH

Welcome arksuperuser@ark.org.au | Logout

Study Reporting Admin

Study Details

ID:   
Status: Choose One   
Principal Contact:

Study Name: pedigree  
Date of Application: (dd/mm/yyyy)  17

Search Reset New

ID:	Study Name:	Principal Contact:	Date of Application: (dd/mm/yyyy)
579 << < 1 > >>	Pedigree WIP + Indicates a child study	Dr Adrian Bickerstaffe	07/02/2014

Open # on this page in a new tab the-ark 1.2 Copyright © the-ark.org.au. All rights reserved.

Once you have chosen your study we will be able to adjust study details or select modules and functions available in that study (for which you have privileges). The module we wish to select is Work Tracking – Billable Item Type.

Work Tracking module is created with the intention of allowing collaborating researchers to log work and charges (billable items) to studies/researchers.

This simple page is for controlling the list of available billable items (another way to think of them is reusable tasks with which you can associate a cost of charge to a project). As you can see the same standard lay out of a list and filterable fields starts us off. You can see we have 3 billable items listed so far.

The screenshot shows a web-based application interface for 'THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH'. At the top, there are navigation icons (back, forward, search, etc.) and the URL 'prod.the-ark.org.au'. On the left, there's a logo for 'Centre for Genetic Epidemiology & Biostatistics' and 'THE UNIVERSITY OF WESTERN AUSTRALIA'. In the center, there's a decorative graphic of a tree with many circular icons representing people. On the right, the 'THE ARK' logo is displayed with the tagline 'OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH'.

Welcome [arksuperuser@ark.org.au](#) | Logout

**Study: Pedigree WIP**

Navigation menu: Study, Subject, Datasets, LIMS, Reporting, **Work Tracking**, Disease, Admin

Sub-navigation menu: Researcher, Billable Item Type, **Work Request**, Billable Item

Form fields for Work Request:

ID:	<input type="text"/>	Work Request Name:	<input type="text"/>
Request Date:	<input type="text"/> 17	Status:	<input type="button" value="Choose One"/>
Commence Date:	<input type="text"/> 17	Complete Date:	<input type="text"/> 17
Researcher:	<input type="button" value="Choose One"/>	Search Reset New	

Table of Work Requests:

ID	Work Request Name	Status	Request Date (dd/mm/yyyy)	Commence Date (dd/mm/yyyy)	Complete Date (dd/mm/yyyy)	Researcher
1	Pedigree follow-up mail	Commenced	05/02/2014	06/02/2014	28/02/2014	Phil Simmons
2	Draft email flyer	Commenced	05/02/2014	12/02/2014		Melinda White
3	Phone follow-up for first mail	Commenced	05/02/2014	05/02/2014		Phil Simmons

<< < 1 > >>

Display a menu the-ark 1.2 Copyright © the-ark.org.au. All rights reserved.

We will now add a 4<sup>th</sup> type of billable item.

Start by clicking the new button. The following will appear;

The fields are all self-explanatory. The only note is that any field with a “\*” is required/compulsory.

The screenshot shows a web-based application interface for 'THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH'. At the top, there's a header bar with navigation icons, a URL 'prod.the-ark.org.au', and a logo for 'Centre for Genetic Epidemiology & Biostatistics' from 'THE UNIVERSITY OF WESTERN AUSTRALIA'. Below the header, a sub-header reads 'Welcome arksuperuser@ark.org.au | Logout' and 'Study: Pedigree WIP'. A horizontal menu bar includes 'Study', 'Subject', 'Datasets', 'LIMS', 'Reporting', 'Work Tracking' (which is highlighted in blue), 'Disease', and 'Admin'. Underneath this, a secondary menu bar shows 'Researcher', 'Billable Item Type', 'Work Request' (which is highlighted in blue), and 'Billable Item'. The main content area is titled 'Work Request Name: Analysis Follow Up \*'. It contains several input fields: 'Request Date: 02/02/2016' with a calendar icon and an asterisk; 'Commerce Date: 17/02/2016' with a calendar icon; 'GST%: 0'; 'Description: Analysis follow up requested by Phil.'; 'Status: Commenced'; 'Complete Date: 17/02/2016' with a calendar icon; and 'Researcher: Phil Simmons'. At the bottom of this form are 'Save', 'Cancel', and 'Delete' buttons. At the very bottom of the page, a footer states 'the-ark 1.2 Copyright © the-ark.org.au. All rights reserved.'

Then click save;

If you have no issues and it has correctly saved, the you will have a green message at the top of the page telling you so. If there were any issues (rare on this page), a message will show up in red describing what you have done wrong.

Screenshot of the ARK software interface showing a successful work request creation.

The browser address bar shows: prod.the-ark.org.au

The header includes the Centre for Genetic Epidemiology & Biostatistics logo (University of Western Australia) and THE ARK logo (Open Source Software for Medical Research).

Welcome message: arksuperuser@ark.org.au | Logout

Study: Pedigree WIP

Menu tabs: Study, Subject, Datasets, LIMS, Reporting, Work Tracking, Disease, Admin

Sub-menu tabs: Researcher, Billable Item Type, Work Request, Billable Item

Message: o Work Request Analysis Follow Up was created successfully

Form fields:

ID:	4	Work Request Name:	Analysis Follow Up *
Request Date:	02/02/2016	Status:	Commenced
Commence Date:	17/02/2016	Complete Date:	(dd/mm/yyyy)
GST%:	<input type="checkbox"/>	Researcher:	Phil Simmons
Description:	Analysis follow up requested by Phil.		

Buttons: Save, Cancel, Delete

Display a menu

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