

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;

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& Biostatistics
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OPEN SOURCE SOFTWARE
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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.

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 all actually charged/Performed billable items (or you could consider them performed research tasks/operations that need to be tracked for the study). As you can see the same standard lay out of a list and filterable fields starts us off. You can see we have 9 charged groups of billable items listed so far.

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' from 'THE UNIVERSITY OF WESTERN AUSTRALIA'. To its right is a colorful graphic of a tree with people around it. On the far right is the 'THE ARK' logo with the tagline 'OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH'. The main menu bar includes 'Study', 'Subject', 'Datasets', 'LIMS', 'Reporting', 'Work Tracking' (which is highlighted in dark grey), 'Disease', and 'Admin'. Below this is a secondary navigation bar with tabs for 'Researcher', 'Billable Item Type', 'Work Request', and 'Billable Item' (also highlighted in dark grey). The main content area has several input fields: 'ID:' with a text input, 'Date:' with a date input set to '17', 'Work Request:' with a dropdown menu showing 'Choose One', 'Researcher:' with a dropdown menu showing 'Choose One', 'Invoiced:' with a dropdown menu showing 'Choose One', and 'Work Summary:' with a dropdown menu showing 'Choose One'. Below these are buttons for 'Search', 'Reset', 'New', and 'Invoice'. A large table below lists 9 billable items with columns for ID, Date, Researcher, Work Request, Work Summary, Quantity, Item Cost, GST allowed, GST%, Total Cost, Invoiced, System Generated, and Attachment. The table rows are numbered 1 through 9. The last row contains links '<<< 1 >>'.

ID:	Date: (dd/mm/yyyy)	Researcher:	Work Request:	Work Summary:	Quantity:	Item Cost:	GST allowed	GST%: (#.##)	Total Cost:	Invoiced:	System Generated:	Attachment:
1	07/02/2014	Phil Simmons	Pedigree follow-up mail	First mailout to subjects	100	0.50	Yes	2.00	51.00	Yes	No	
5	05/02/2014	Phil Simmons	Pedigree follow-up mail	Second mailout to subjects	50	0.50	Yes	2.00	25.50	Yes	No	
6	05/02/2014	Phil Simmons	Pedigree follow-up mail	Third mailout to subjects	25	0.50	Yes	2.00	12.75	Yes	No	
7	05/02/2014	Melinda White	Draft email flyer	Design the document	4	120.00	Yes	1.50	81.20	Yes	No	
8	05/02/2014	Phil Simmons	Phone follow-up for first mail	First phone followup to subjects	20	1.50	Yes	2.50	30.75	Yes	No	
9	01/10/2014	Phil Simmons	Pedigree follow-up mail	First part of the mailout	5	0.50	Yes	2.00	2.55	No	No	

We will now add a 10th charged 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.

Screenshot of the ARK software interface showing the 'Billable Item' form.

The top navigation bar includes links for Study, Subject, Datasets, LIMS, Reporting, Work Tracking, Disease, Admin, Researcher, Billable Item Type, Work Request, and Billable Item. The 'Billable Item' tab is currently selected.

The main form contains the following fields:

ID:		Date:	02/02/2016	
Work Request:	Choose One	Work Request Description:	--	
Researcher:	--	Billable Item Type:	Choose One	*
Work Summary:	*	Invoiced:	Choose One	*
Quantity:		GST%:	0.00	(#.##)
Item Cost:		Attachment:	Choose File	no file selected
Total Cost:	0.00			

At the bottom of the form are buttons for Save, Cancel, and Delete.

The footer of the page states: "the-ark 1.2 Copyright © the-ark.org.au. All rights reserved."

Enter all of the required fields, and any others you feel are relevant, then click save;

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THE ARK OPEN SOURCE SOFTWARE FOR MEDICAL RESEARCH

Welcome arksuperuser@ark.org.au | Logout

Study: Pedigree WIP

Study Subject Datasets LIMS Reporting Work Tracking Disease Admin

Researcher Billable Item Type Work Request Billable Item

ID:	10	Date:	02/02/2016 [17]*
Work Request:	Analysis Follow Up *	Work Request Description:	Analysis Follow Up
Researcher:	Phil Simmons	Billable Item Type:	Data Analysis *
Work Summary:	Analysis for 10000 subjects*	Invoiced:	Yes *
Quantity:	10,000.00	GST%:	0.00
Item Cost:	0.01	Attachment:	Choose File no file selected
Total Cost:	100.00		

Save Cancel Delete

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

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.

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

Study: Pedigree WIP

Work Tracking

Billable Item Analysis for 10000 subjects was created successfully

ID:	10	Date:	02/02/2016
Work Request:	Analysis Follow Up	Billable Item Type:	Data Analysis
Researcher:	Phil Simmons	Work Request Description:	Analysis Follow Up
Work Summary:	Analysis for 10000 subjects*	Invoiced:	Yes
Quantity:	10,000.00	GST%:	(#.00)
Item Cost:	0.01	Total Cost:	100.00
		Attachment:	<input type="button" value="Choose File"/> no file selected

[Save](#) [Cancel](#) [Delete](#)

