World Health Organization

WHO nCOV DATABASE PLATFORM

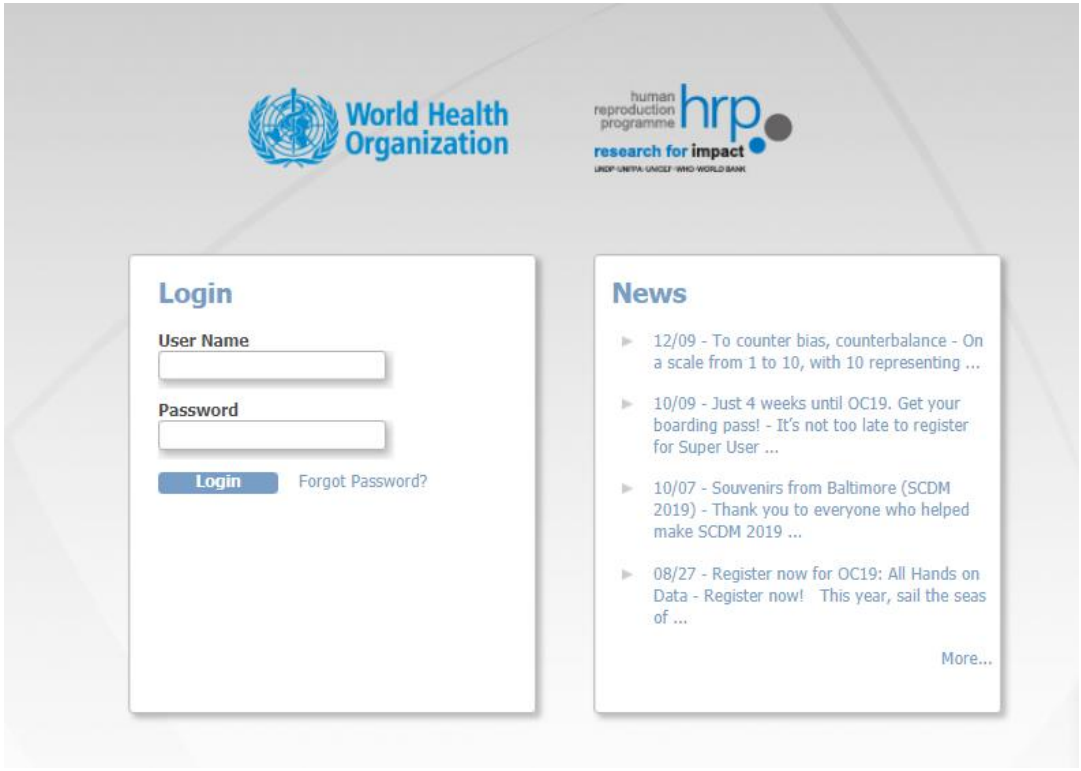
Instructions for OpenClinica Electronic Data Capture (EDC) System

(version 1.1)

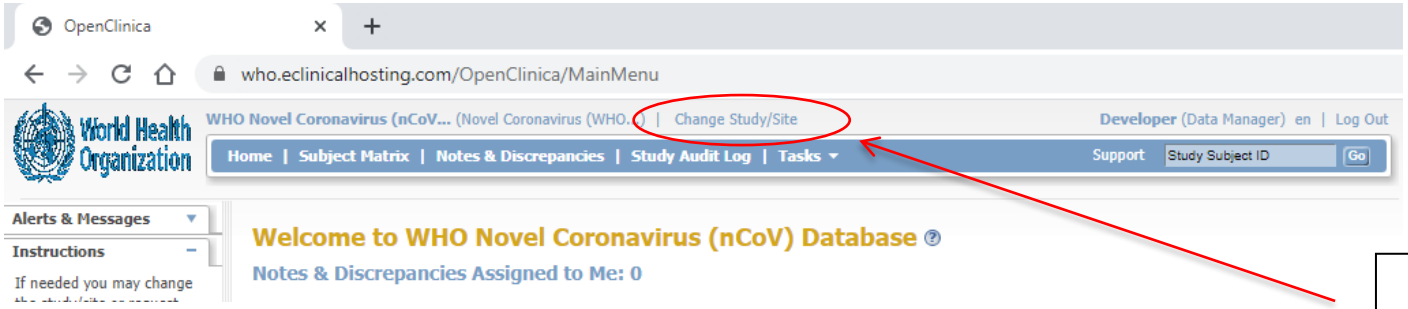
FOR TECHNICAL ASSISTANCE OR
TO REQUEST DATA PLATFORM ACCESS,
PLEASE EMAIL
SIS@who.int

Step 1. Go to https://who.eclinicalhosting.com/OpenClinica/pages/login/login

Step 2. Log in with Username and Password.

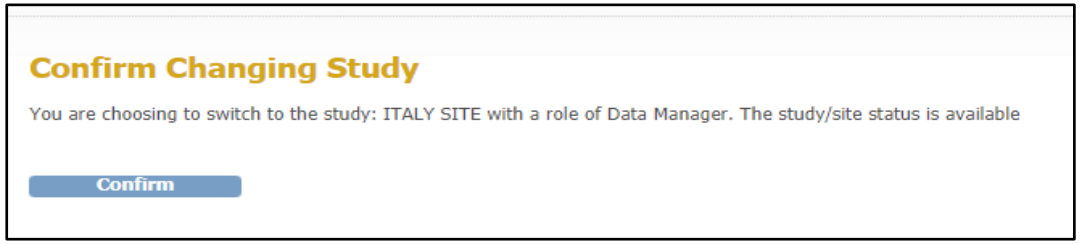


Step 3. Welcome Dashboard, change study/site if you are entering data to more than one site.



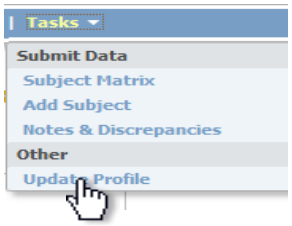
Click here to change study if entering data for more than one site

Follow these steps:

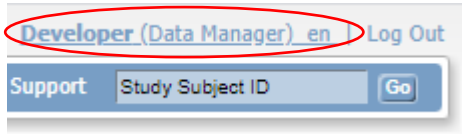


Step 4. Change password and set security question (mandatory at first login).

1. Click on menu item **"Tasks" - "Update profile"**, OR on your name in top right corner:



OR

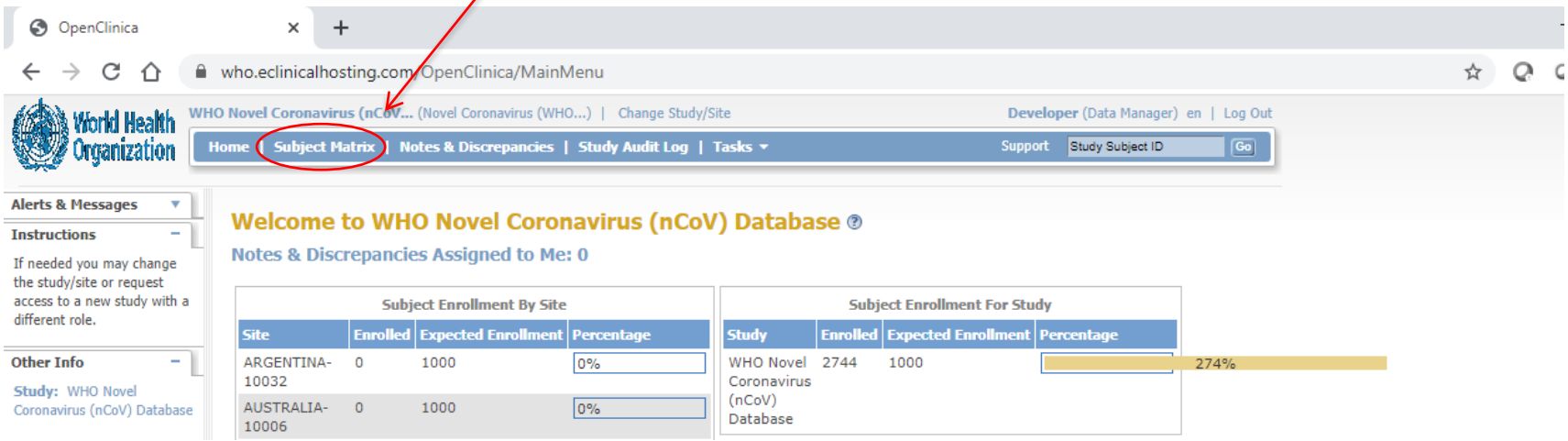


2. "Change User Profile" page will open.

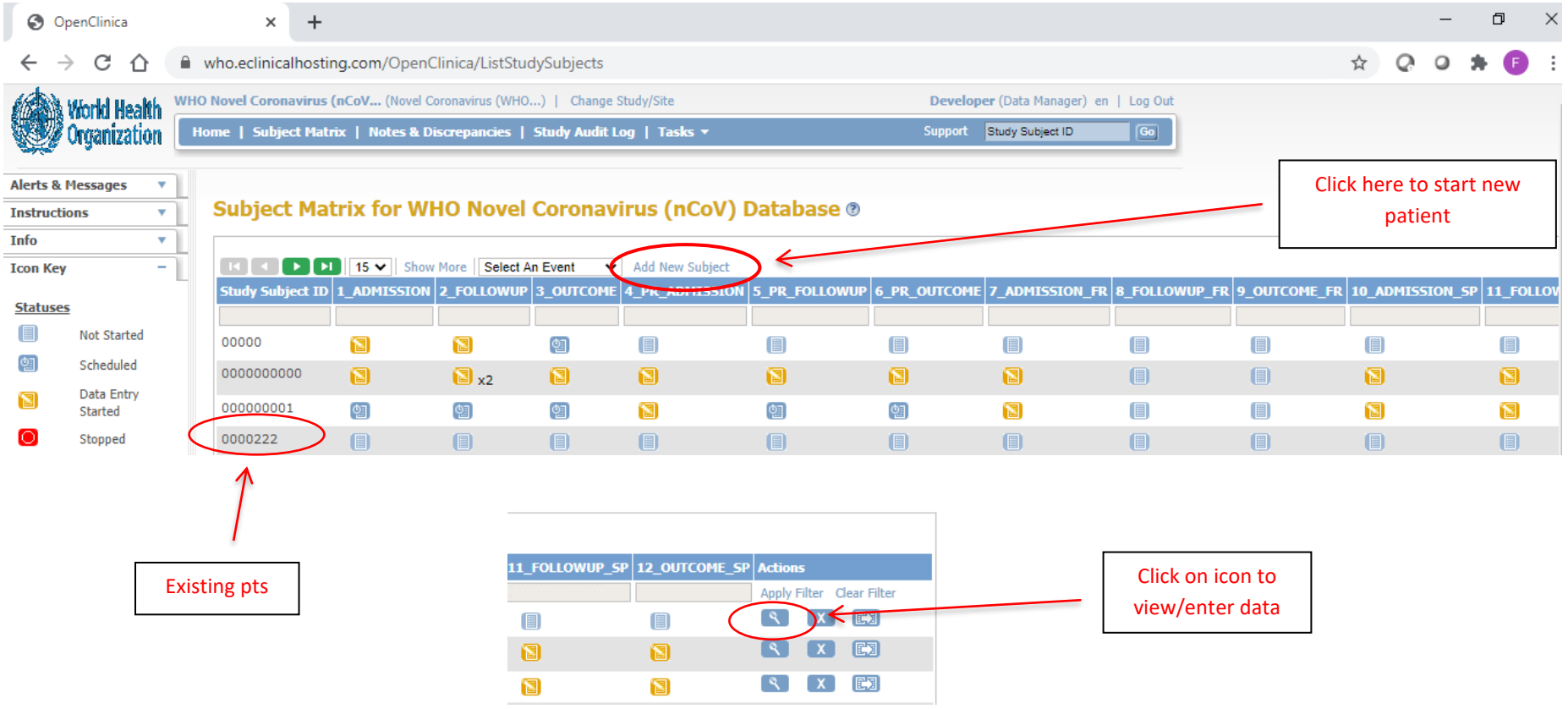
3. Check and/or fill in the following items:
   - "**Email**"**:** should be your valid email address
   - "**Password Challenge Question and Answer**"**:** You can use it to reset your own password.
   - "**Old password**"**:** password you used to log into the system.
   - "**New password**"**:** A password of your choice, something you can easily remember. The new password should be at least 8 characters long, with one capital letter, one number and one special character (!@#$%^&).
   - "**Confirm new password**"**:** Retype the new password.

4. Click the button **"Confirm Profile Changes"**.
   From now on use the new password for logging into the system.
   Keep it in a safe place and **do not share it with anyone else**.

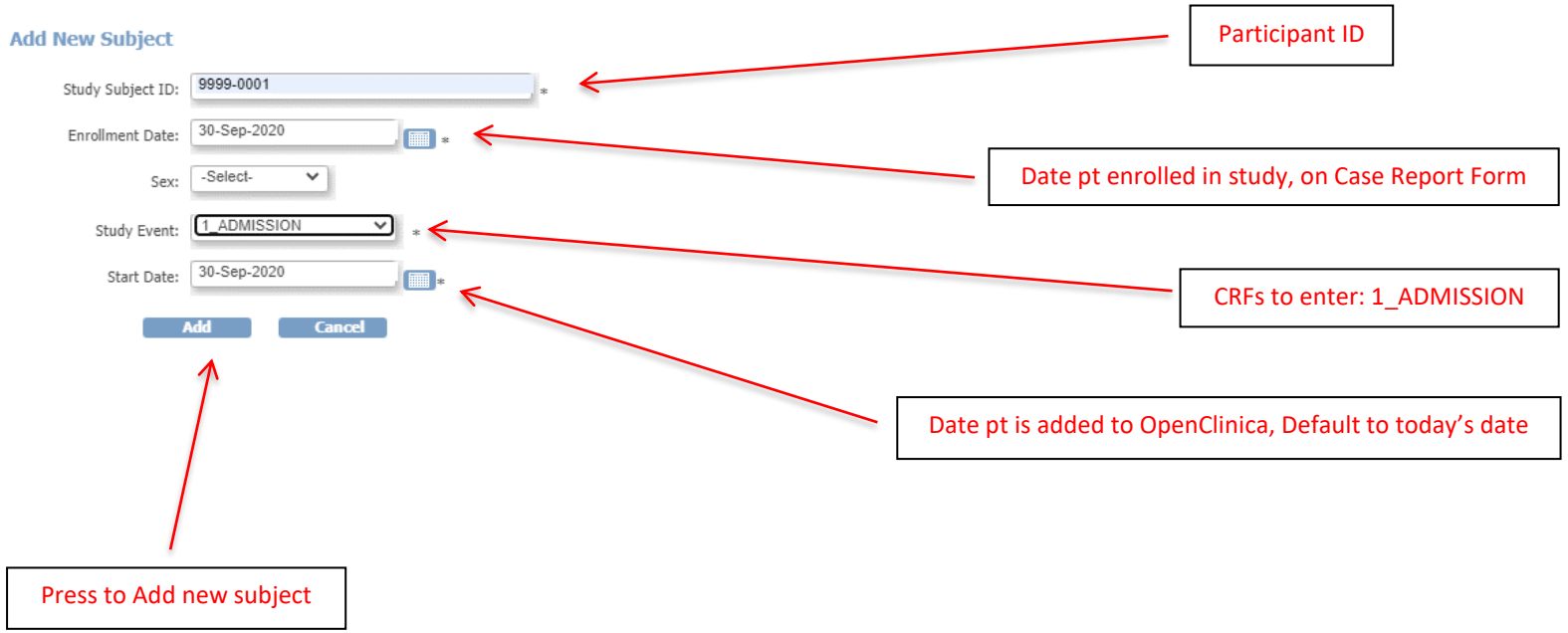
Step 5. From Welcome Dashboard, click on <u>Subject Matrix</u> option to start the data entry process.



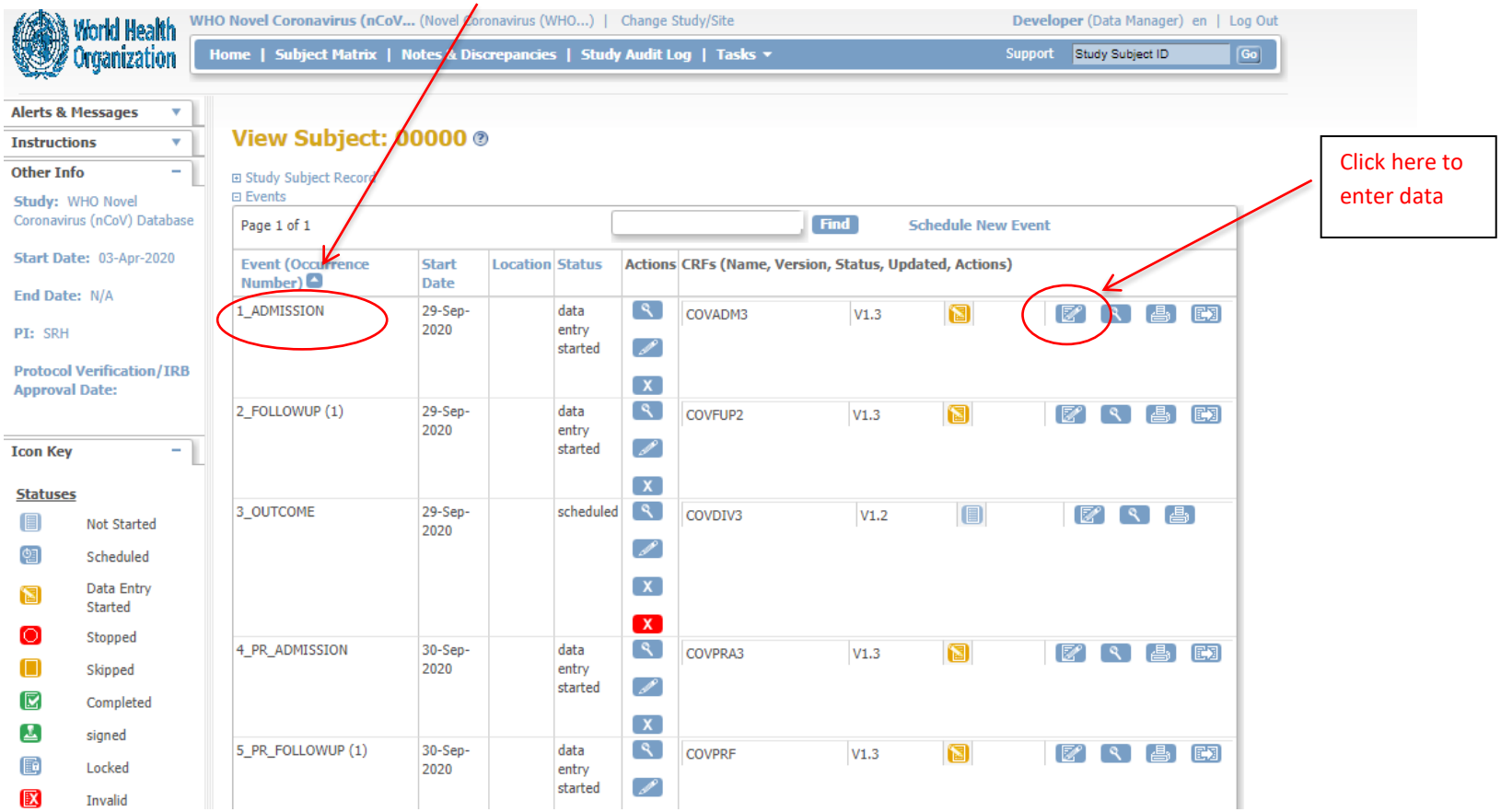
Step 6. On Subject Matrix, Click on Add New Subject to create a new record or click on icon to view/enter data for an existing pt.



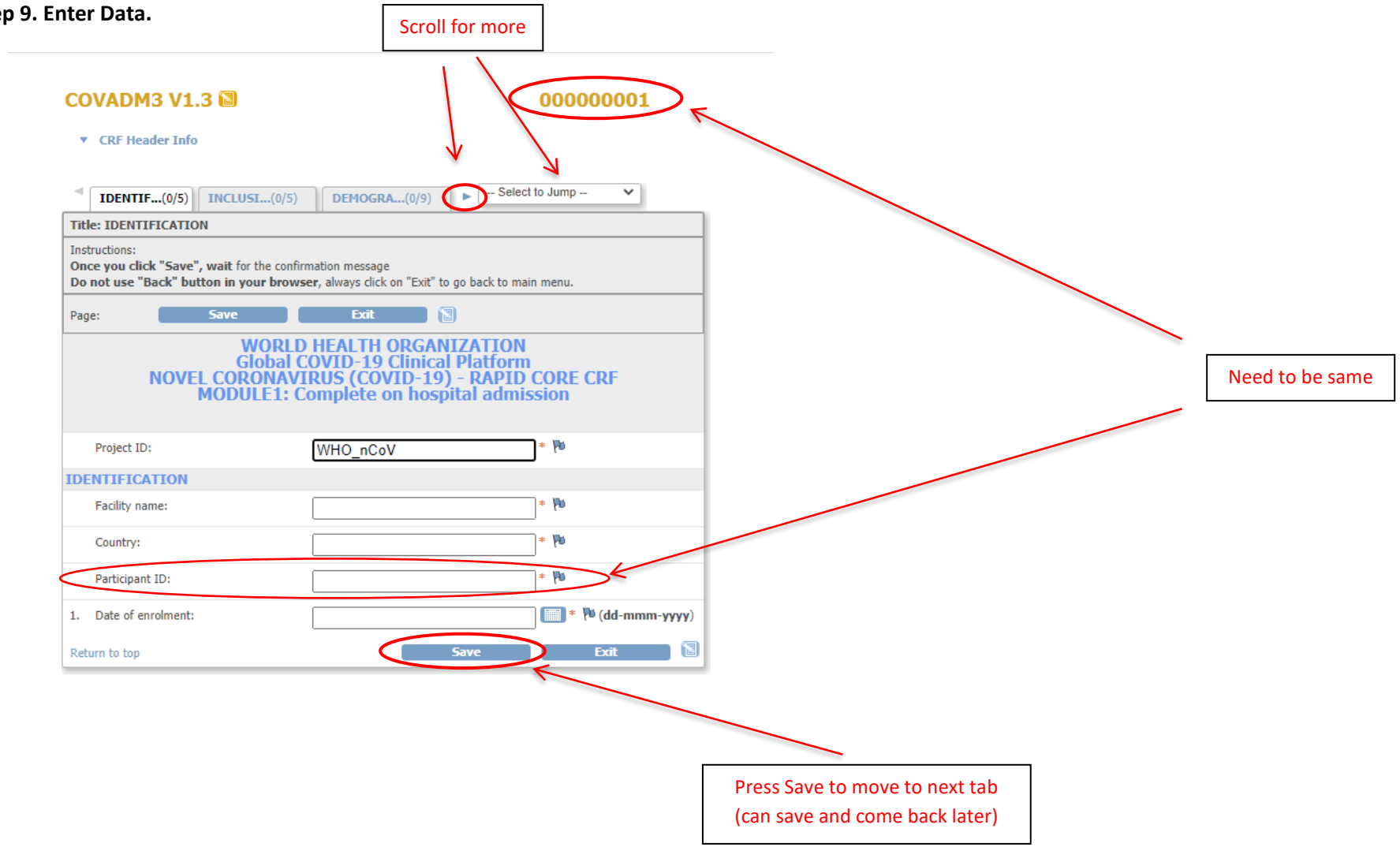
Step 7. To add new subject, complete and press Add.



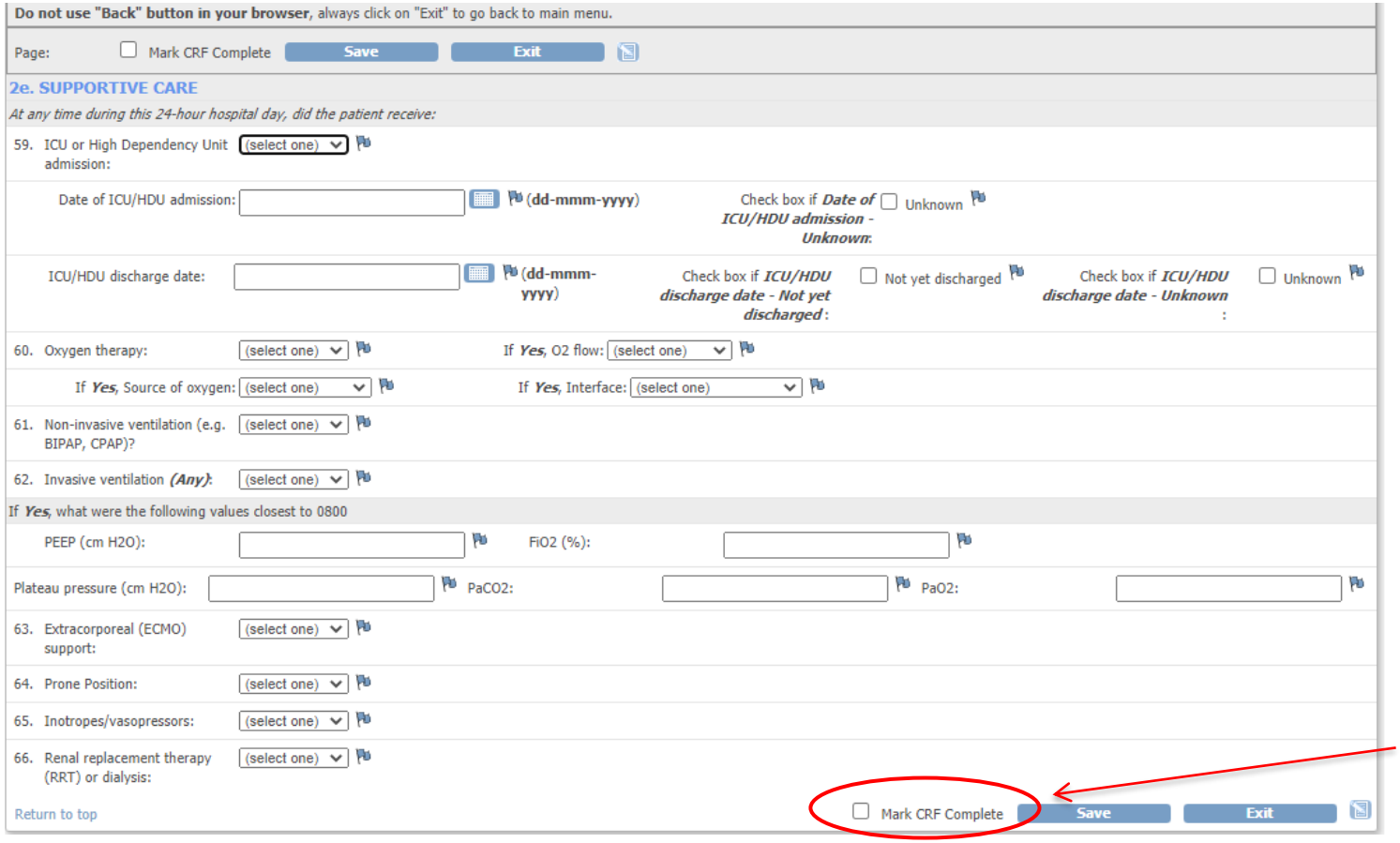
Step 8. On Subject-specific Dashboard Click on Event (Occurrence Number) to sort. Click on icon shown to enter data for Subject.



Step 9. Enter Data.



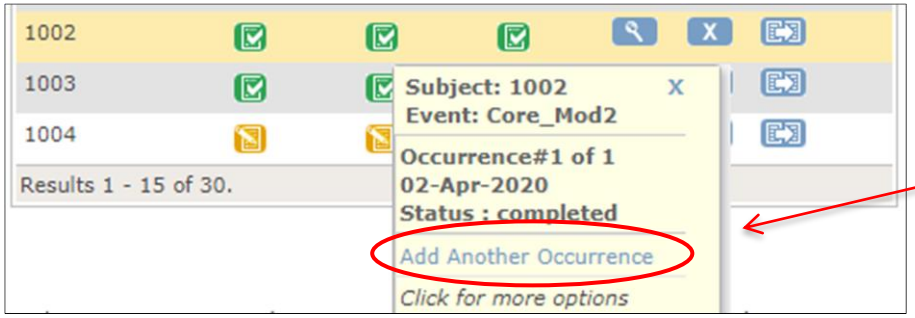
Step 10. When data entry is complete, check box to mark complete and press save to submit data.



Check here and press Save when complete. That will submit the form.

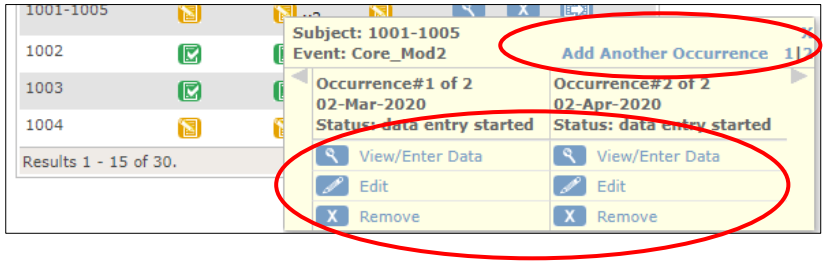
Step 11. Entering Data into a Repeated MODULE 2: FOLLOW UP Form.

Case when you have one or no occurrence.



Click on Add Another Occurrence to add another occurrence

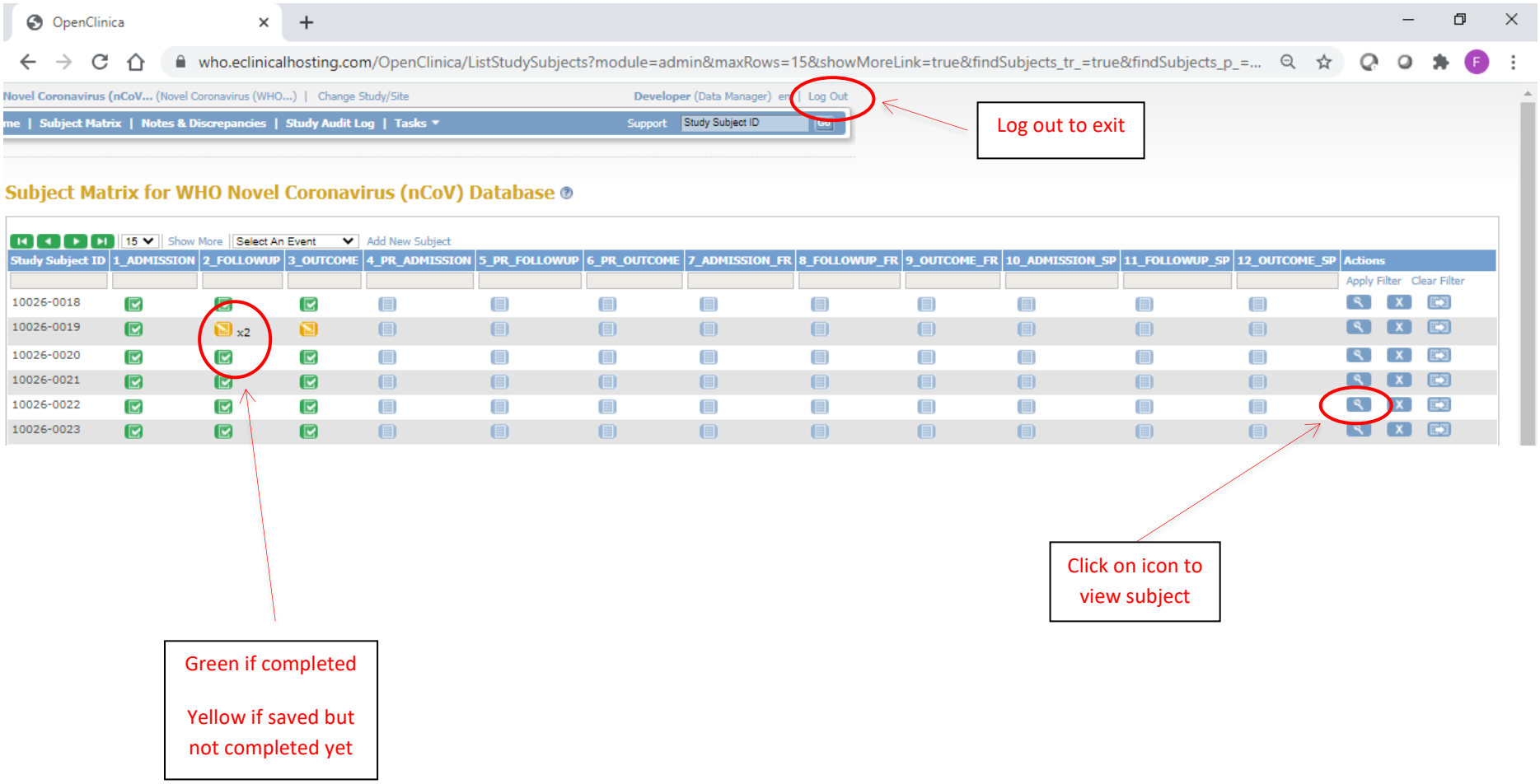
Case when you have more than one occurrence.



Click on Add Another Occurrence to add another occurrence

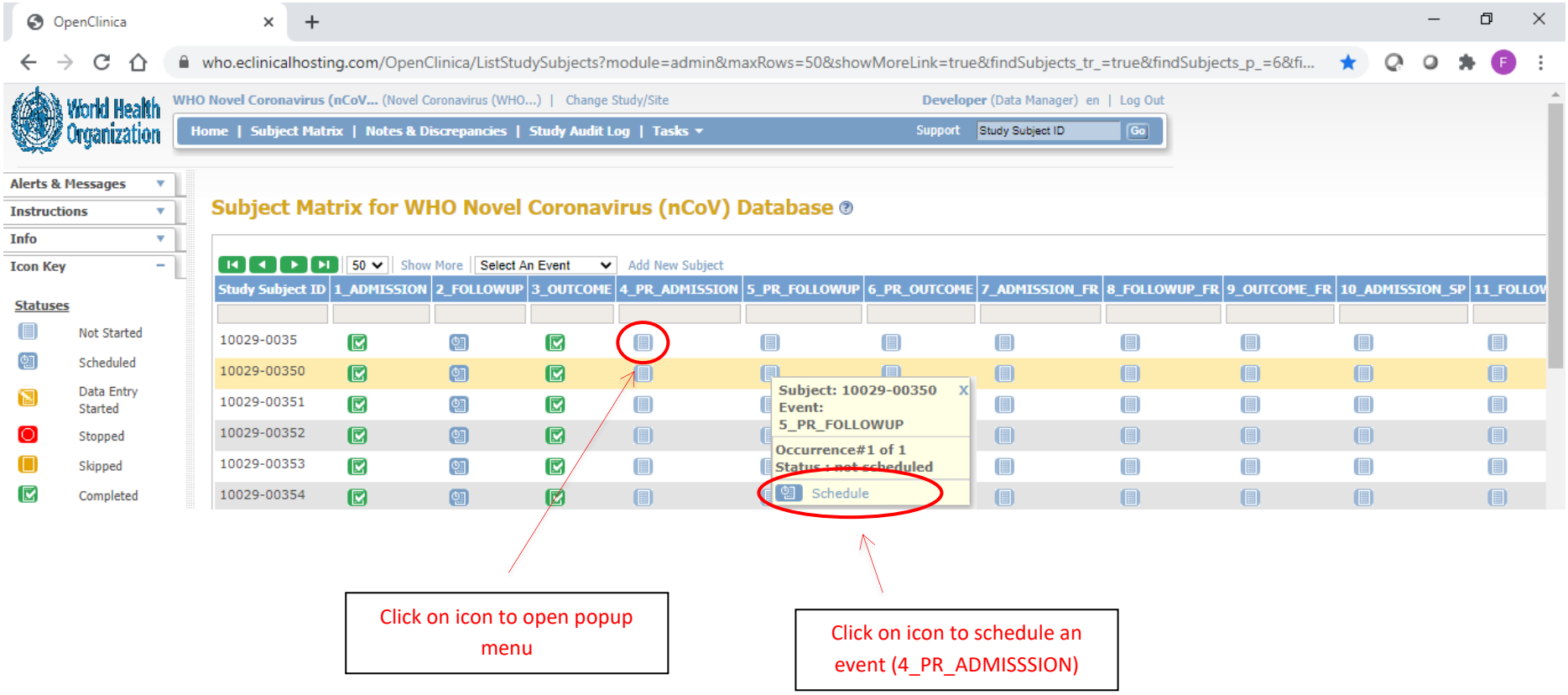
Click on any occurrence to enter or view data for that occurrence.

Step 12. When data entry is done, go back to Subject Matrix and select to view subject or to log out.

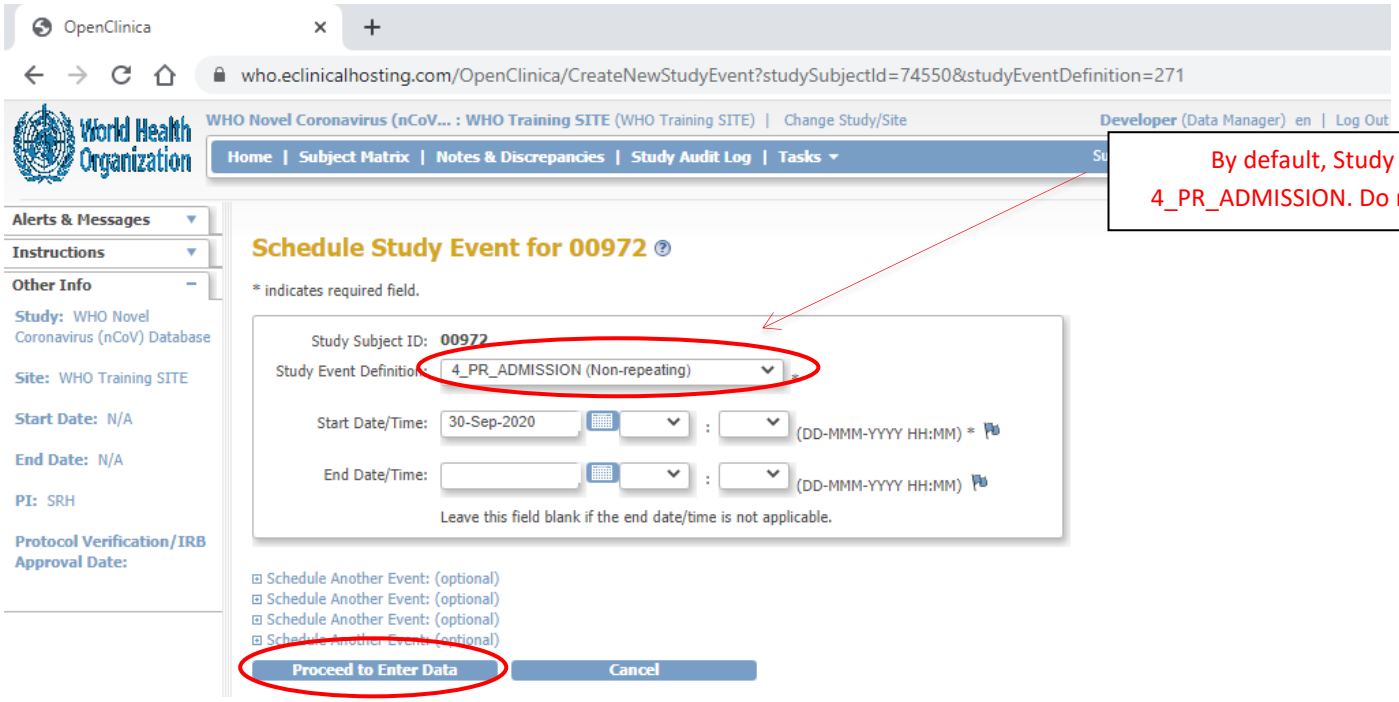


Step 13. If participant is pregnant or delivered within 21 days from onset of symptoms, complete the Pregnancy Module.

Go to Subject Matrix and schedule Pregnancy Admission (4_PR_ADMISSION) form.



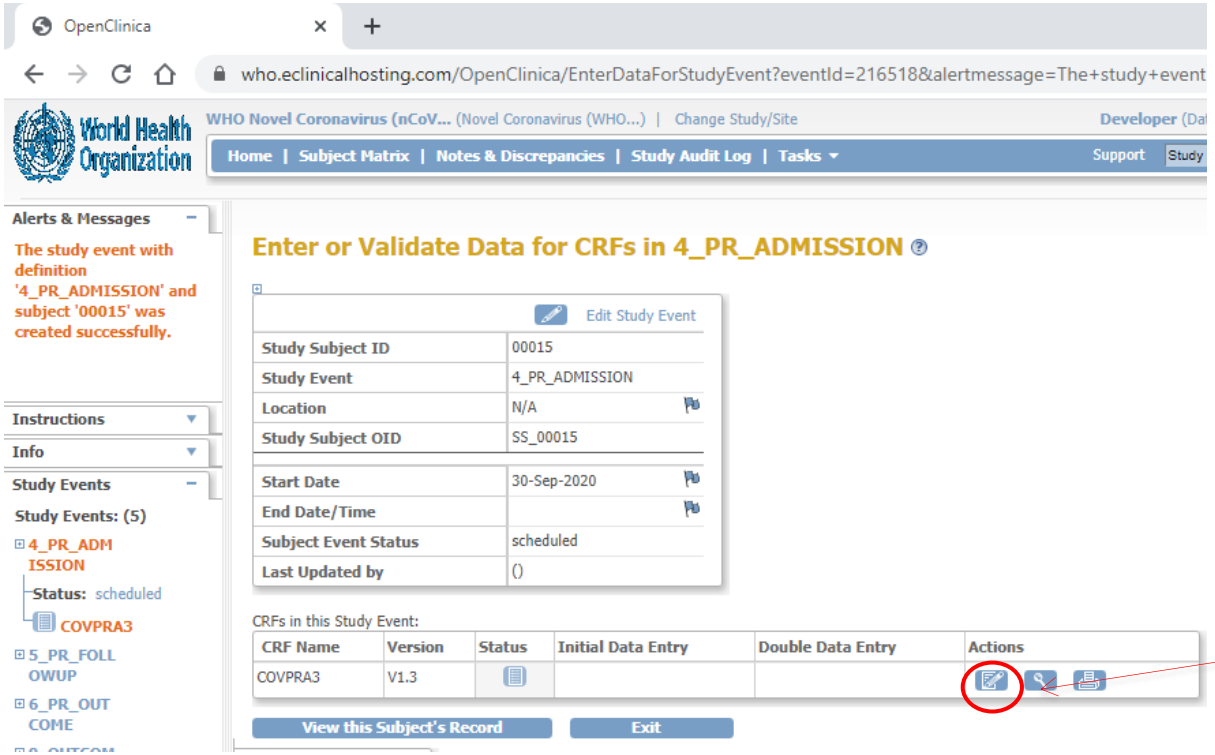
Step 14. Press Proceed to Enter Data button to schedule Pregnancy Module Admission form.



By default, Study Event is 4_PR_ADMISSION. Do not change it.

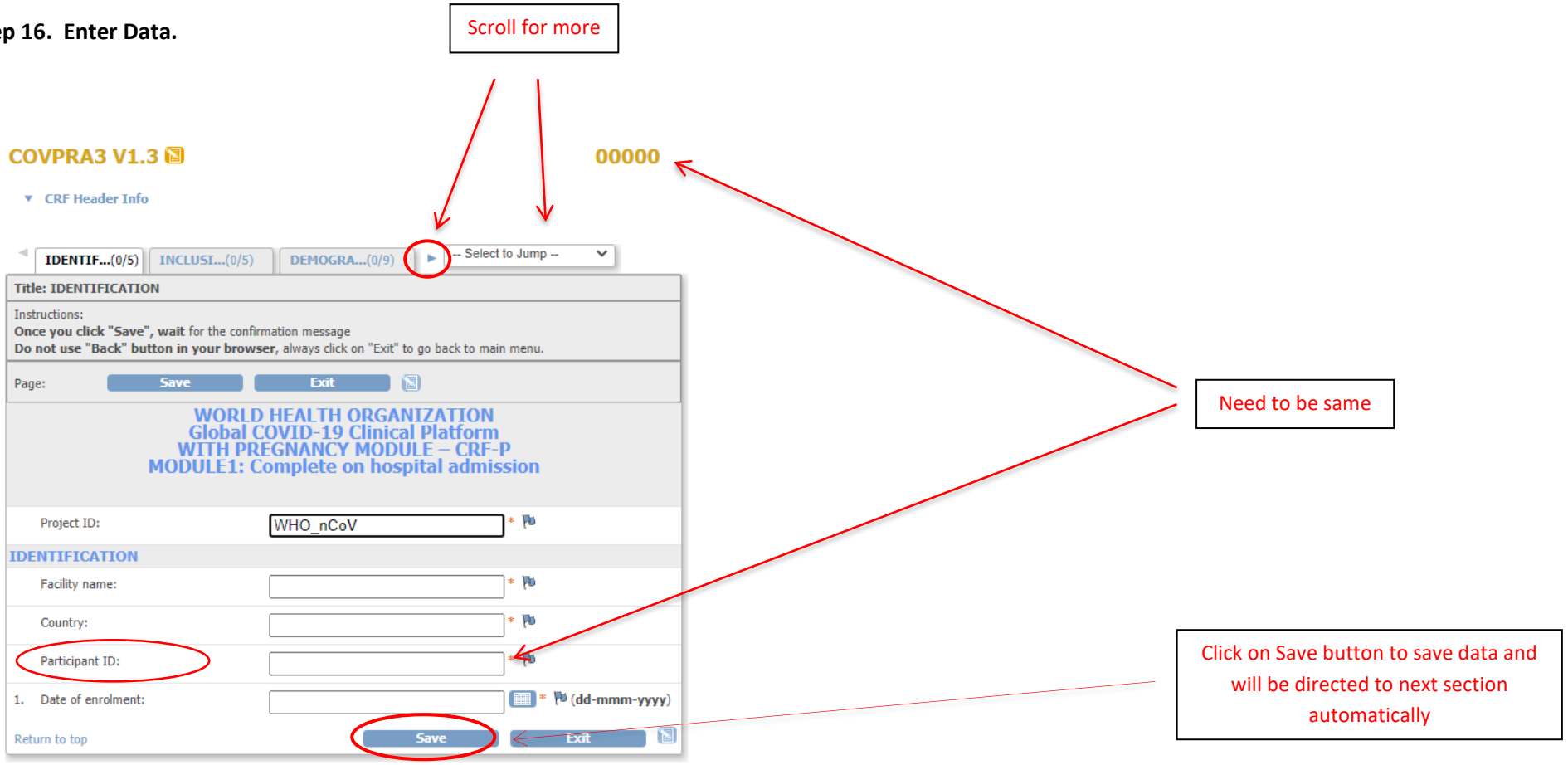
Click on Proceed to Enter Data

Step 15. Click on icon to start data entry.

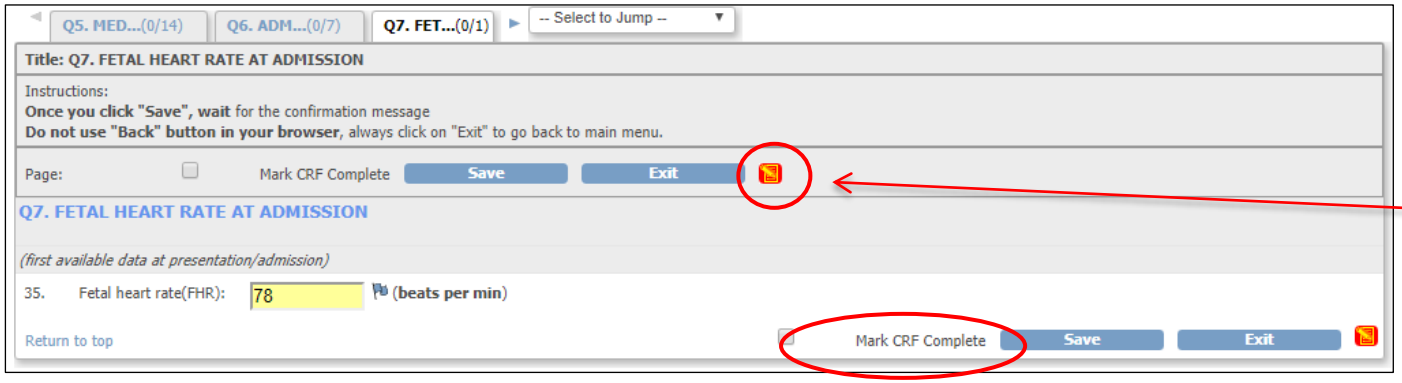


Click on this icon to start data entry

Step 16. Enter Data.



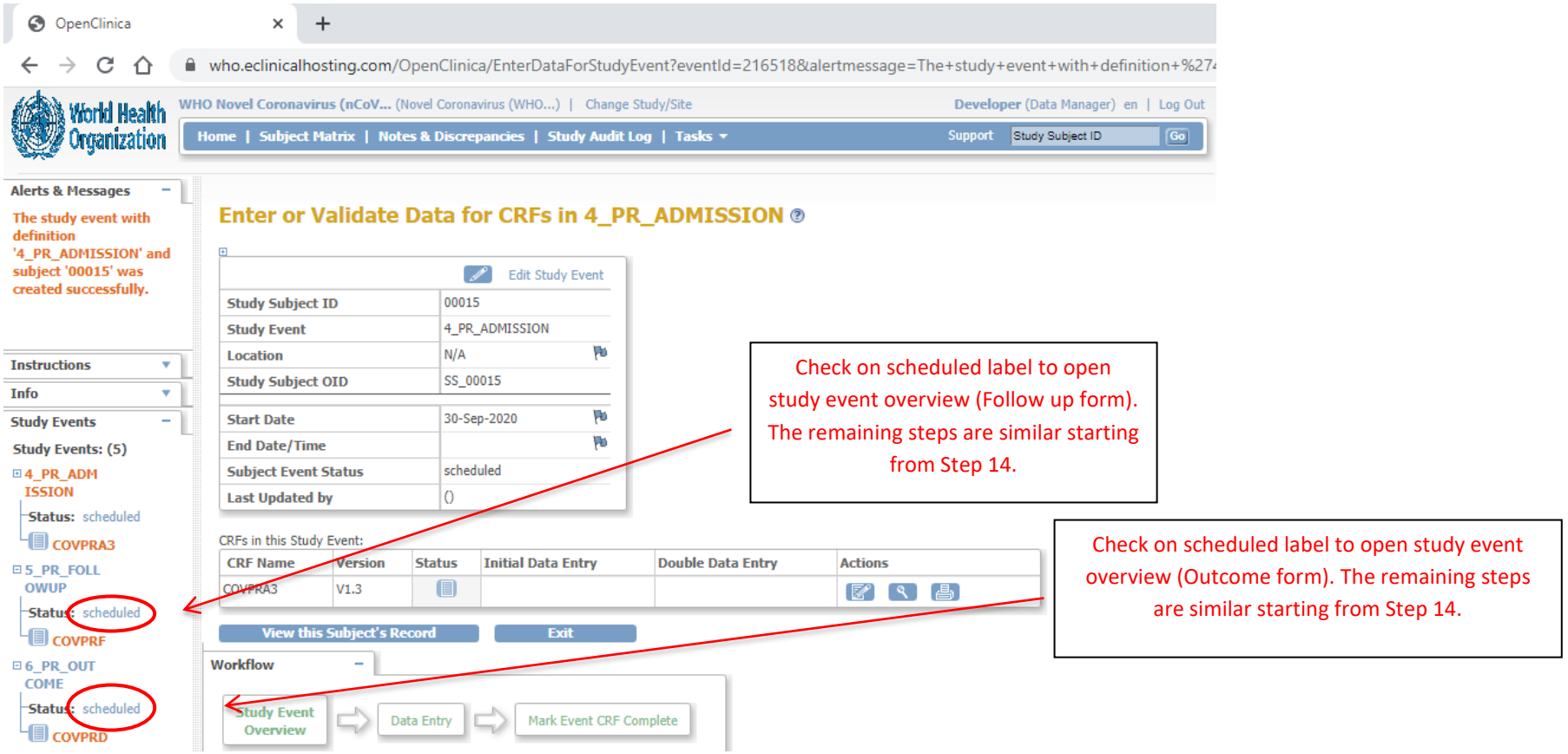
Step 17. Mark the form complete.



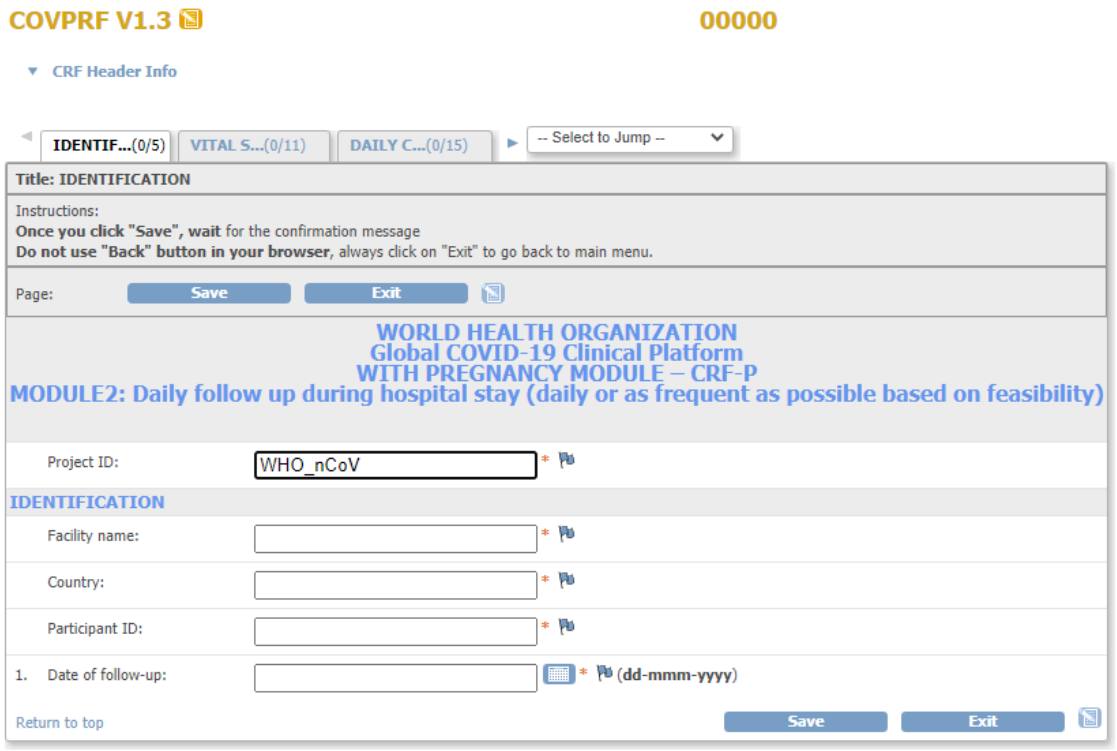
Red icon signals data have been modified but not saved yet.

Check here and press Save when complete.
That will submit the form.

Step 18. Schedule Follow up module.



Step 19. Enter Data into PREGNANCY Follow Up form, press Save, or press Mark Complete and Save, and go back to Subject Matrix.



Step 20. Enter Data into PREGNANCY Outcome form, press Save, or press Mark Complete and Save, and go back to Subject Matrix.

END.