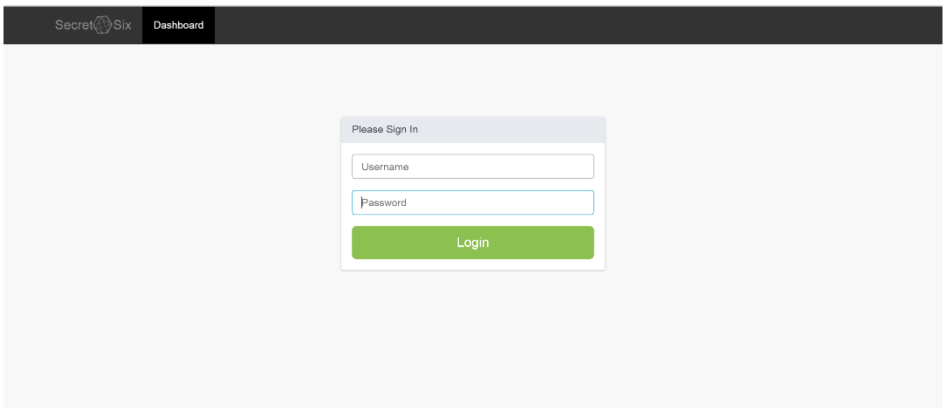
Secret Six CTMS User Manual

I. Login/Logout

i. Once accessing the URL for the Secret Six CTMS, you will be brought to the Login page. Input your login information and click the green login button. To logout, click the 'logout' button to be taken back to the login screen.



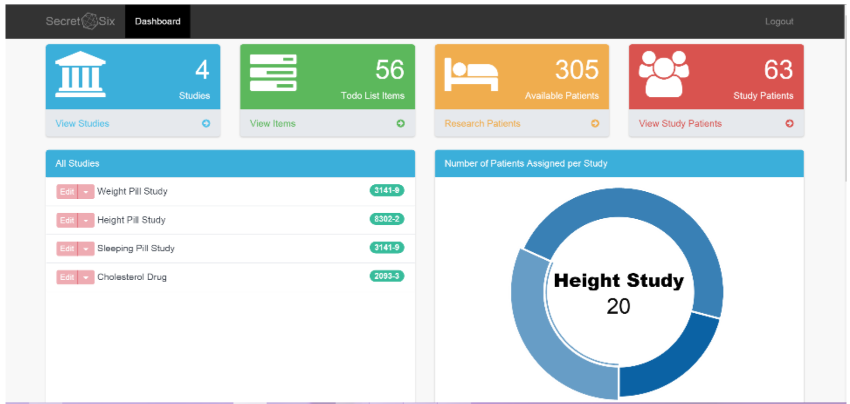
II. CRC View

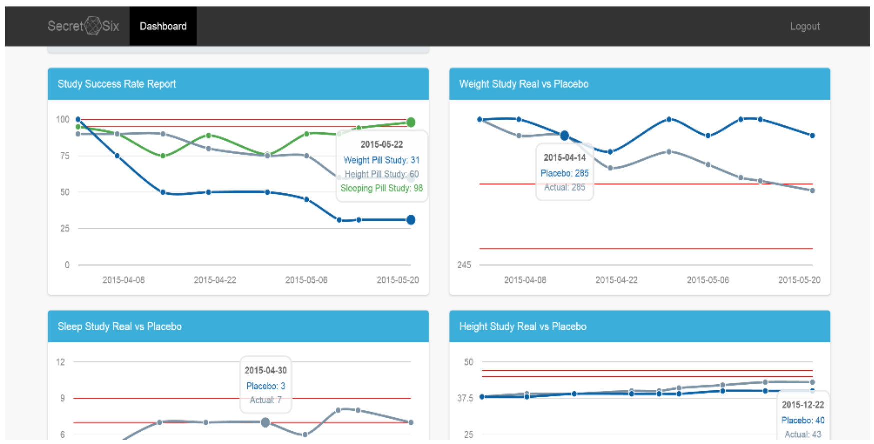
i. CRC - Login

a. To login as nurse, use username: *crc* and password: *crc*. *Note: Username and password are case sensitive.*

ii. CRC – View Studies

a. Click 'View Studies' to reveal the following studies/charts: All Studies, Number of Patients Assigned per Study, Study Success Rate Report (*the amount of studies that were successful for each report*), Weight Study Real vs Placebo (*number of patients that received medication and number of patients that received placebo*), Sleep Study Real vs Placebo, and Height Study Real vs Placebo. *Note: CRC's do not have the ability to add a new study or edit* an *existing study.*





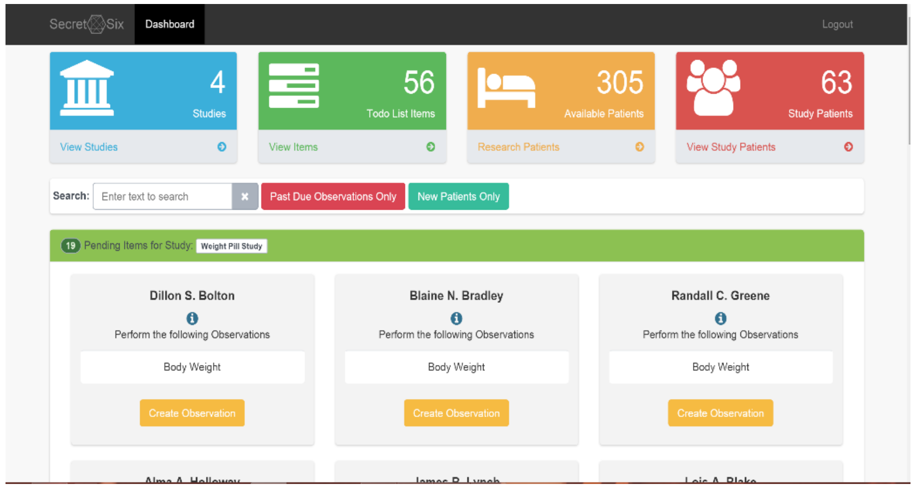
iii. **CRC – Todo List Items**

a. Click 'View Items' to access the Todo List Items pane. Listed will be all patients under each of the active studies. Click the green bar for each study to expand the list and view all patients. You may also begin typing in a patient's name in the 'Search' field to display only the studies in which that patient is present. *Note: The order of the patients on the Todo list is based on the frequency of the study (how many days) and whether the patient is due for a follow-up observation. A patient will be removed from the Todo list once an observation is created for them.*

b. The 'Past Due Observations Only' button will display only patients whose studies are past due. *Note: Observation is past due if the follow up observation date has passed.*

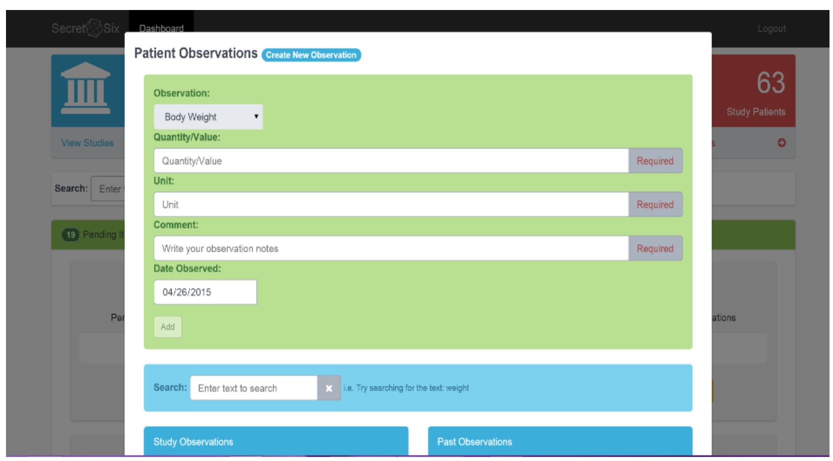
c. The 'New Patients Only' button will display only the patients who do not yet have observations.

d. The CRC will be able to see the patient's name, ID, and which study can have an observation created.



e. Create Observation

1. To create a Patient Observation, expand a Study item and click the orange 'Create Observation' button.
2. Click the blue 'Create a new observation' button at the top of the pop-up screen then enter in all required information (observation will be automatically populated based on the study in which the observation is for) and click 'Add'.



3. After you are done with adding observations, click the 'Close' button, and the observation will be added under the 'Study Observations' column.

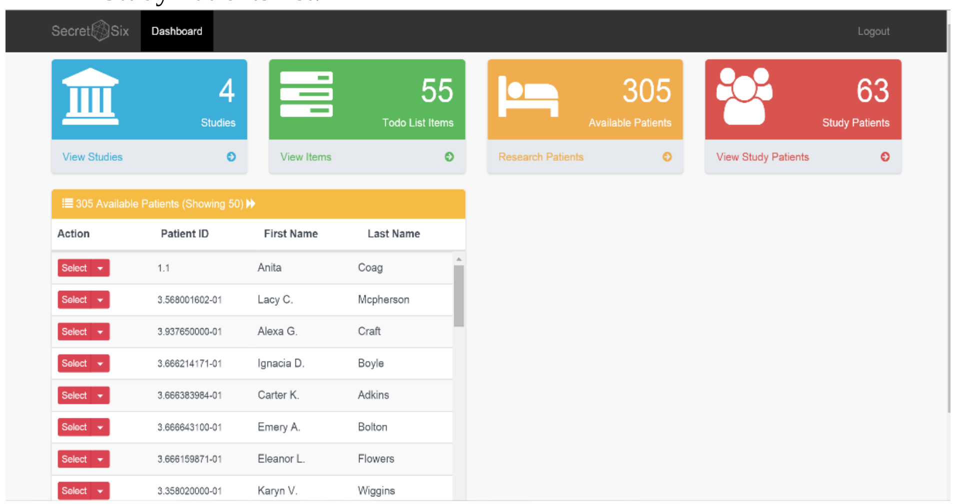
iv. CRC – Available Patients

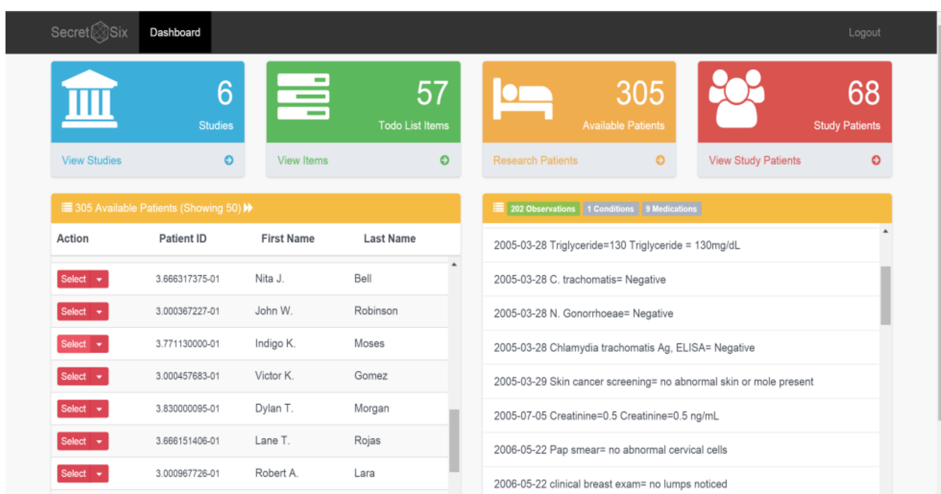
a. Click the ‘Research Patients’ button to access the list of available patients.

b. Click ‘Select’ next to a patient’s name to bring up their details panel. This panel will list three separate clickable tabs that will list the patient’s observation(s), condition(s), and medication(s).

c. CRC – Add Patients to Study

1. To add a patient to a study, click the arrow next to the ‘Select’ button and click ‘Add to Study’. The patient will then be added to the Study Patients list.

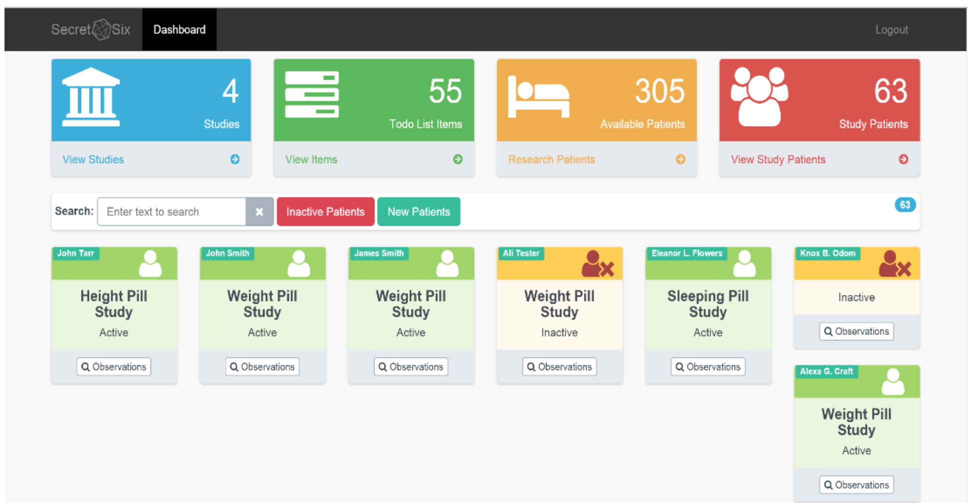




v. **CRC – View Study Patients**

a. Click the ‘View Study Patients’ button to access the Study Patients list. Patients can be searched from this list also and observations can be added by clicking the ‘Observations’ button. *Note: Patients’ names are visible to the CRC.*

b. Clicking the icon in the top-right corner of each patient’s box will toggle the patient’s status between Active and Inactive. *Note: Inactive patients are not accounted for in reports. Only CRCs can change a patient’s status. Because a CRC can see the patients’ names, they cannot assign a study to keep the studies random.*



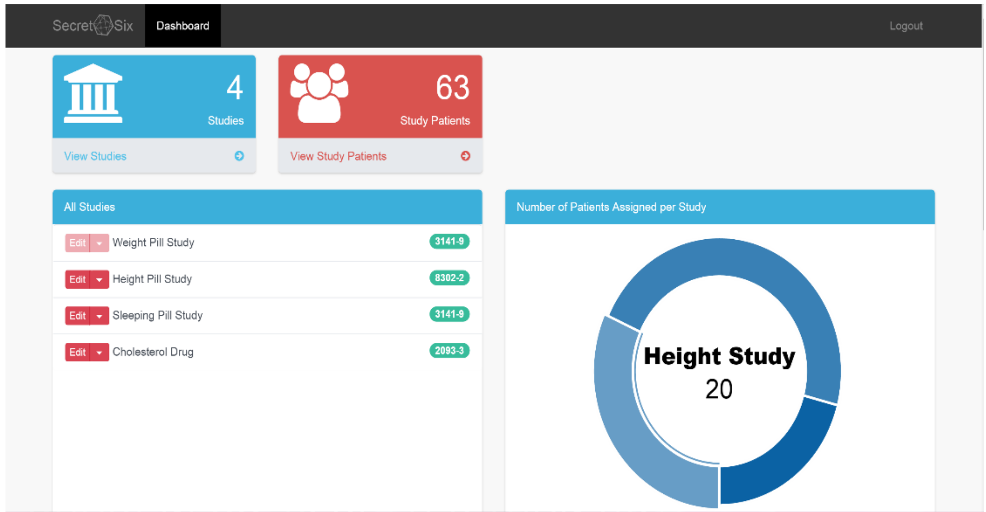
III. Sponsor View

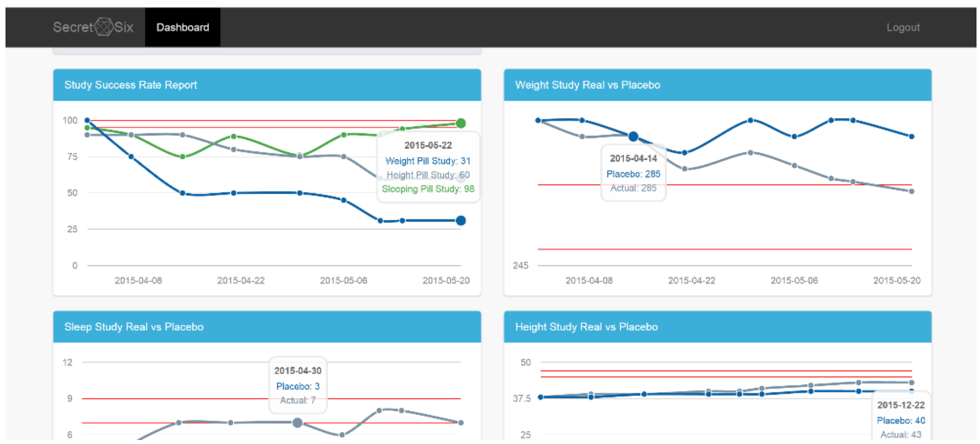
i. **Sponsor – Login**

a. To login as sponsor use username: *sponsor* and password: *sponsor*. *Note: Username and password are case sensitive.*

ii. **Sponsor – View Studies**

a. Once logged in as Sponsor, please note that only the ‘View Studies’ and ‘View Study Patients’ are accessible.



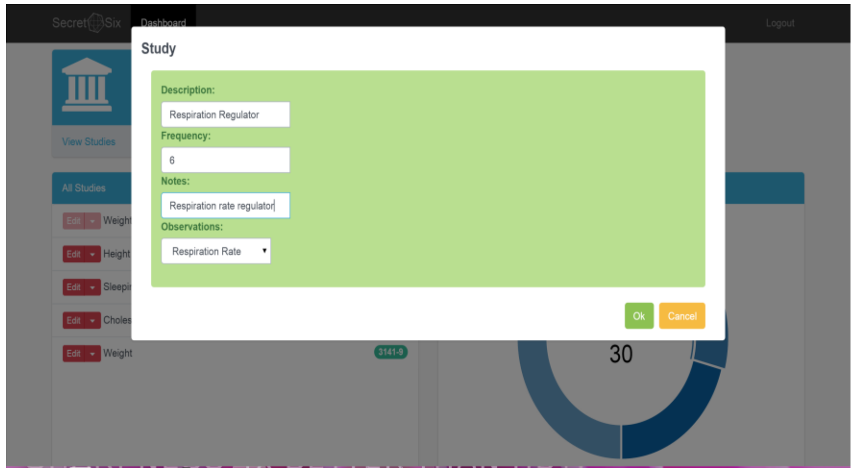


b. Sponsor – Complete Study

1. The same charts and fields from the CRC view are available. However, sponsors are able to mark studies as complete. Once a study is marked complete, it will be grayed out and unselectable as shown in the diagram above.

c. Sponsor – New Study

1. From the 'All Studies' panel, click the 'New Study' button at the bottom of the panel to display the study creation box. Enter in all required information and click the 'Ok' button. Click the 'Cancel' button to discard any data not yet saved. Study will appear under the 'All Studies' panel once created.

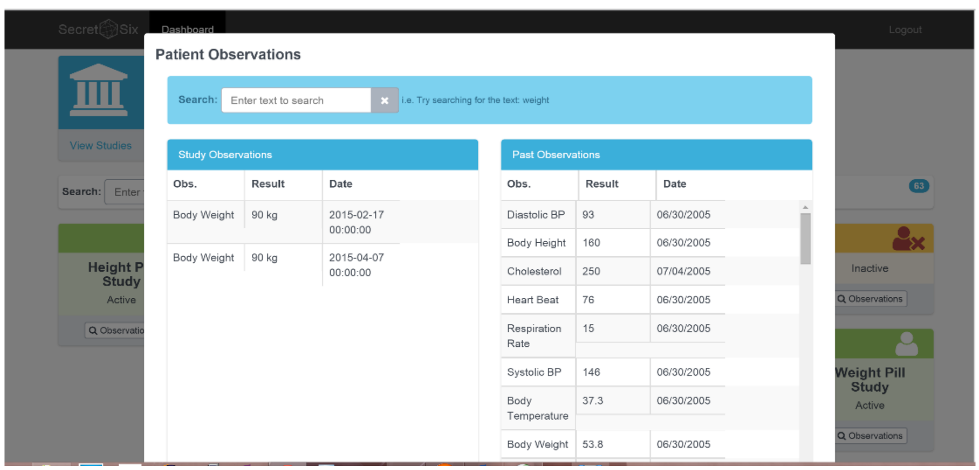


d. Sponsor – Edit Study

1. To edit an existing study, click the red 'Edit' button next to the study that you want to edit and update the information as needed.

iii. Sponsor – View Study Patients

a. Click the 'View Study Patients' button to view the list of Study patients. Click the 'observations' button under a patient to view the observation. *Note: that the 'Create a new observation' button is not visible.*



b. Assign Patient to Study

1. From the Study Patients list, a patient that has been added to a study by a CRC will appear. An unassigned patient will be distinguished by a blue box and a different icon in the top-right corner or the patient box (human icon with + symbol). The sponsor can add the patient to a study by selecting a study from the 'Select Study' dropdown menu. The sponsor must also check or uncheck the 'Placebo' checkbox to specify if the patient will receive a placebo or real medication. *Note: Sponsors cannot see the names of patients so that study assignments remain random.*