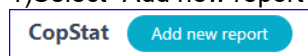


# CopStat Reference Guide

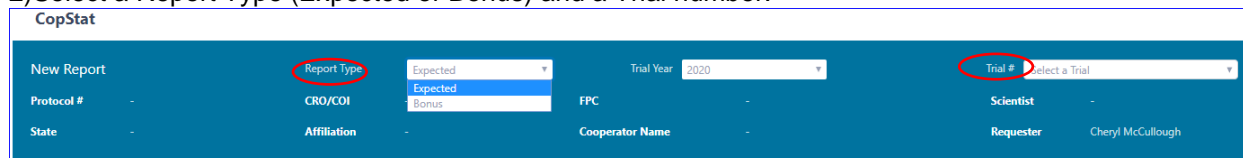
Open link in Chrome:

<http://10.127.2.254:8050/copstat-app/>

1) Select "Add new report"

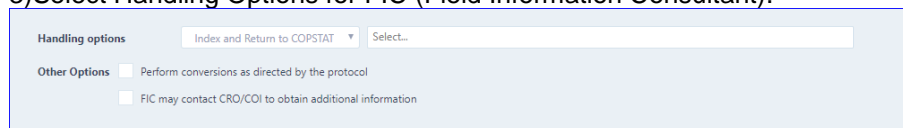


2) Select a Report Type (Expected or Bonus) and a Trial number:

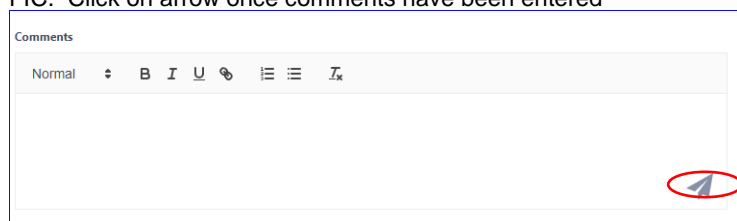
The image shows a CopStat form with several fields. The "Report Type" dropdown is set to "Expected" and is circled in red. The "Trial # Select a Trial" dropdown is also circled in red. Other fields include "Protocol #", "CRO/COI", "FPC", "State", "Affiliation", "Cooperator Name", "Scientist", and "Requester".

**Note:** When uploading a Bonus trial, select the next available trial number based on the report discipline

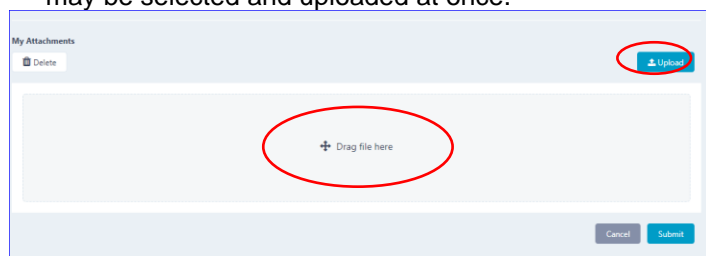
3) Select Handling Options for FIC (Field Information Consultant).

The image shows a form with "Handling options" and "Other Options". The "Handling options" dropdown is set to "Index and Return to COPSTAT". The "Other Options" section has two checkboxes: "Perform conversions as directed by the protocol" and "FIC may contact CRO/COI to obtain additional information".

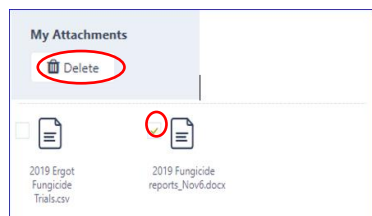
**Note:** If FIC may contact CRO/COI, contact information may be entered in the "Comments" box along with any additional information to FIC. Click on arrow once comments have been entered

The image shows a "Comments" box with a text area and a toolbar. A red arrow points to a submit button (a right-pointing arrow) at the bottom right of the text area.

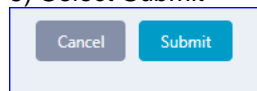
4) Add attachments by either dragging and dropping file(s) or by selecting upload and browsing to file(s). Multiple files may be selected and uploaded at once.

The image shows a "My Attachments" form with a "Delete" button, an "Upload" button (circled in red), and a "Drag file here" area. There are also "Cancel" and "Submit" buttons at the bottom.

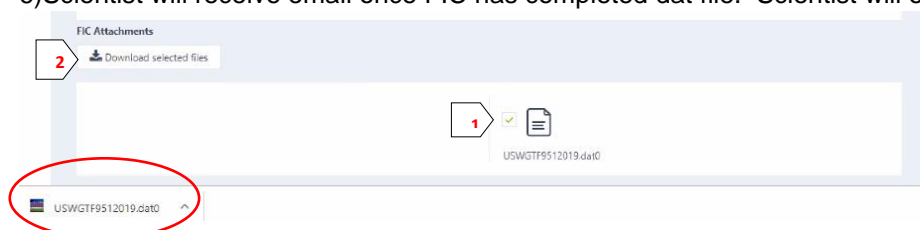
If a file was mistakenly added, simply click on file(s) and select "Delete"

The image shows a "My Attachments" form with a list of files. The "Delete" button is circled in red. The files listed are "2019 Ergot Fungicide Trials.csv" and "2019 Fungicide reports\_Nov6.docx".

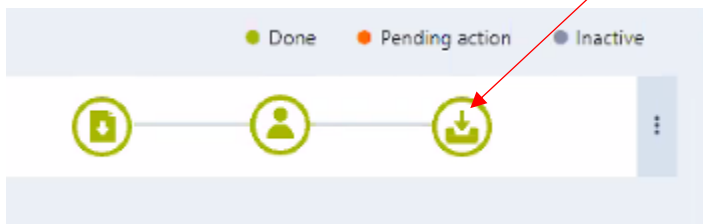
5) Select Submit

The image shows two buttons: "Cancel" and "Submit".

6) Scientist will receive email once FIC has completed dat file. Scientist will open CopStat and download .DAT file.

The image shows a "FIC Attachments" form with a "Download selected files" button (circled in red). Below the button is a list of files, including "USWGT9512019.dat0".

Scientist may also click icon on main grid to download dat file

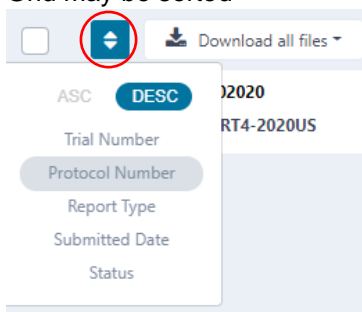


From the main page, a user may filter by: Year, Scientist, FPC, FIC, Protocol and Status. There is search functionality for all grid contents.

Notification center shows the most recent notifications



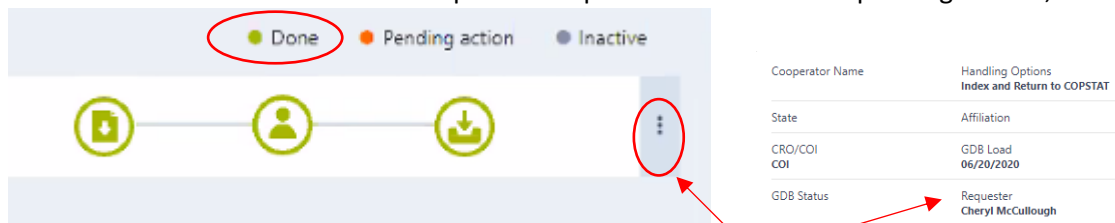
Grid may be sorted



Scientists can track their Expected and Bonus trials. Also, any trials that have been submitted in which the Scientist is an FPC will be visible in main grid.

<input type="checkbox"/>		Download all files	Multiple Ass
Trial #	USWR0N4002020	Expected	
Protocol #	NMG801A3-2020US	07/06/2020	
Trial #	US2GTF1002020	Bonus	
Protocol #	FREPORT4-2020US	07/06/2020	

Icons show status of trials. Once all steps are complete and there are no pending actions, all icons will display green.



Click on ellipsis to see additional CopStat fields

To delete trial from main grid (trial may not be deleted after it is assigned a FIC), highlight trial and select Delete. Trial number will be available for re-selection.

