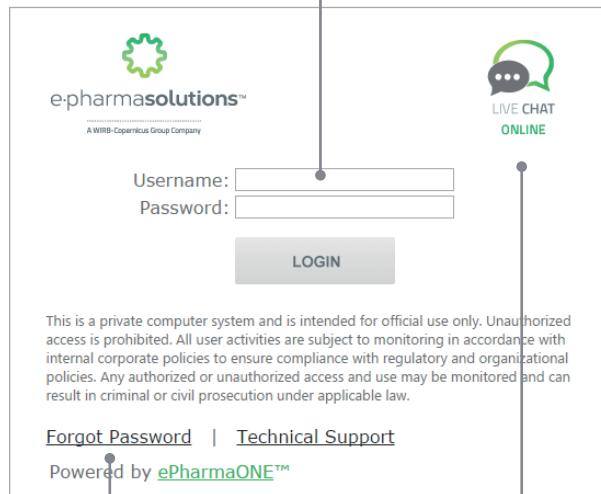


Access CTP and Basic Functionality

Login Screen

Users enter the provided Username and Password into the login screen.



The login screen features the e-pharmasolutions logo and a 'LIVE CHAT ONLINE' button. Below the logo are input fields for 'Username:' and 'Password:', followed by a 'LOGIN' button. A disclaimer text is present below the login fields, and links for 'Forgot Password' and 'Technical Support' are at the bottom. A 'Powered by ePharmaONE™' logo is also visible.

Forgot Password

A link is available for recovery of a password with security questions.

Live Chat

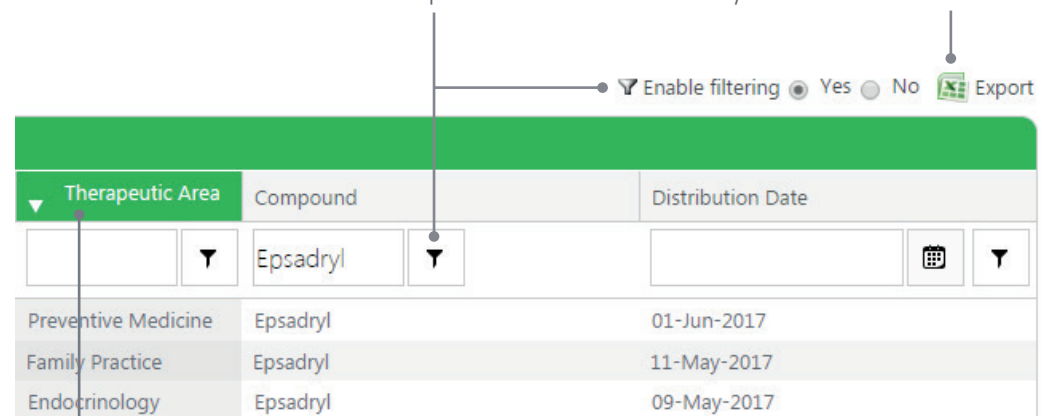
This button allows you to chat with or leave a message for support technicians.

Filtering

Filtering can be enabled to utilize text fields and filter operators.

Export

Users can utilize the Export feature to download a list of safety documents to Excel.



The table shows a list of data with columns for Therapeutic Area, Compound, and Distribution Date. Above the table, there are controls for 'Enable filtering' (Yes/No radio buttons) and an 'Export' button. The table data is as follows:

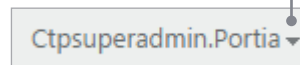
Therapeutic Area	Compound	Distribution Date
Preventive Medicine	Epsadryl	01-Jun-2017
Family Practice	Epsadryl	11-May-2017
Endocrinology	Epsadryl	09-May-2017

Sorting

Clicking on a column header will highlight it to show that sorting has been applied. The 1st time a column header is clicked, it will sort in ascending order. Clicking the column header a 2nd time will sort descending, and clicking a 3rd time will reset the column and remove the sorting.

Sign Out

To log out of the system, click the drop-down arrow to the right of the username in the top right corner and select Sign Out from the dropdown list.



Ctpsuperadmin.Portia ▾

Task Management

My Study Tasks

	KPI	Title	Assignor
Complete Task	<input type="radio"/>	eTMF Review Task for EPSINT002 TRIALMAN	brumm.kelly

Complete a Task

A list of open or incomplete study tasks can be found on your Portal home page under *My Cross Study Tasks*, your Study home page under *My Study Tasks*, and your Task Manager's *Open Study Tasks*. Click **Complete Task** next to the task.

Assign a Study Task

From the left navigation panel, click **Task Manager > Create Tasks**. Complete all required fields marked with an asterisk (*). Click **Save** to assign the task. The system will add the new task to the Assignee's task list.



- Portal Home
- Study Home
- Search
- Audit Trail Report
- Document Repository
- Frequently Asked Questions
- Study Calendar
- Study Contacts
- Study Tools
- ▶ Training
- ▼ Task Manager
 - All Site Tasks
 - All Site Tasks - CRA
 - All Study Tasks
 - Create Tasks
 - Open Site Tasks - CRA
 - Open Study Tasks
- ▶ User Administration
- ▶ Study Administration

Create Tasks

EPSINT002

Task Type * Site Study Team

Site *

Assignee *

Title *

Source Application *

Priority *

Status *

Description *

[Click for help about adding basic HTML formatting.](#)

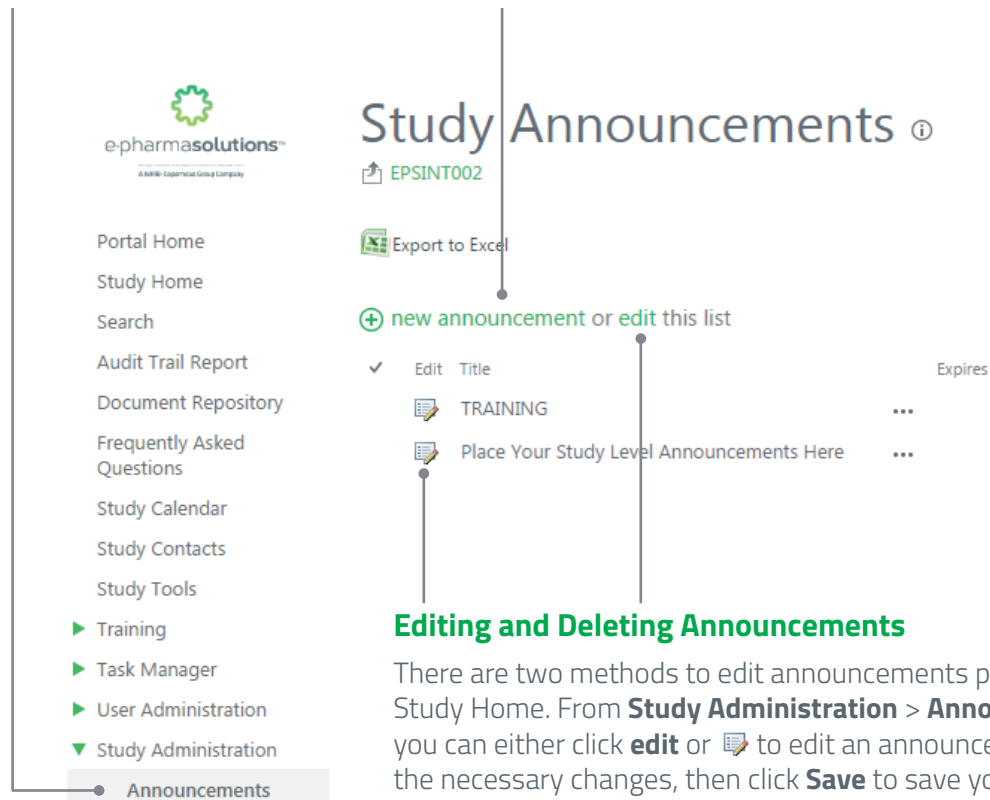
Due Date *

Comments

Announcements

Add an Announcement

To post a new announcement to a study's home page, click **Study Administration > Announcements** from the left navigation menu. Click **+ new announcement** to create a new announcement. Complete the necessary fields, then click **Save** to post the announcement on the study's home page. All users associated with the study will be able to see the announcement.



The screenshot shows the 'Study Announcements' interface for study EPSINT002. On the left is a navigation menu with 'Announcements' selected. The main content area shows a table of announcements with columns for 'Edit', 'Title', and 'Expires'. A '+ new announcement or edit this list' button is visible above the table. Annotations with lines point to the 'Announcements' menu item, the '+ new announcement or edit this list' button, and the 'Edit' column header.

✓ Edit	Title	Expires
	TRAINING	...
	Place Your Study Level Announcements Here	...

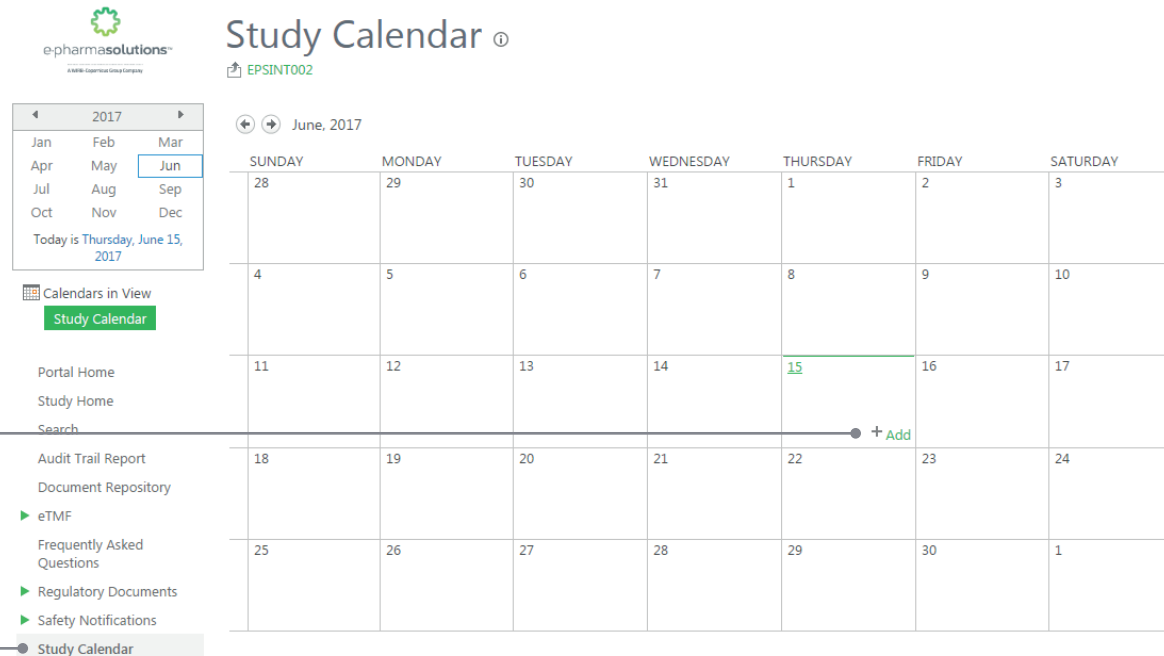
Editing and Deleting Announcements

There are two methods to edit announcements posted on the Study Home. From **Study Administration > Announcements**, you can either click **edit** or to edit an announcement. Make the necessary changes, then click **Save** to save your changes.

Calendar

Add a New Calendar Event

The study calendar can be used to post meetings, schedules, or other events. To add a new event to a study calendar, click **Study Calendar** from the left navigation menu. Place your mouse over a date to show the **+Add** link. Click **+Add** to add a new event for the selected date. Enter the information for the calendar event, then click **Save** to save the event.



Study Calendar ⊙
EPSINT002

June, 2017

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Calendars in View
Study Calendar

- Portal Home
- Study Home
- Search
- Audit Trail Report
- Document Repository
- eTMF
- Frequently Asked Questions
- Regulatory Documents
- Safety Notifications
- Study Calendar**








+ Add

Edit an Existing Calendar Event

Click **Study Calendar** from the left navigation menu. Click on the title of the event you wish to edit. Choose **Edit Item** in the upper left corner. Make the necessary changes, then click **Save** to save the event.

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BROWSE VIEW CUSTOM COMMANDS

 Edit Item	 Version History	 Alert Me
 Shared With	 Workflows	
 Delete Item	 View Workflow History	
Manage	Actions	

Portal Home Title Investigator Meeting


Study Home

Study Links


Add a Study Link

The study links section from a study's home page can be used to post URLs (web addresses) to other websites. To add a new link, click **Study Administration > Study Links** from the left navigation menu. Click **+new link** to add a new link. Complete the necessary fields, then click **Save**. The link then displays on the Study Home page.

Edit a Single Study Link


To edit a single study link, click the edit icon , make the necessary changes, then click **Save** to update.

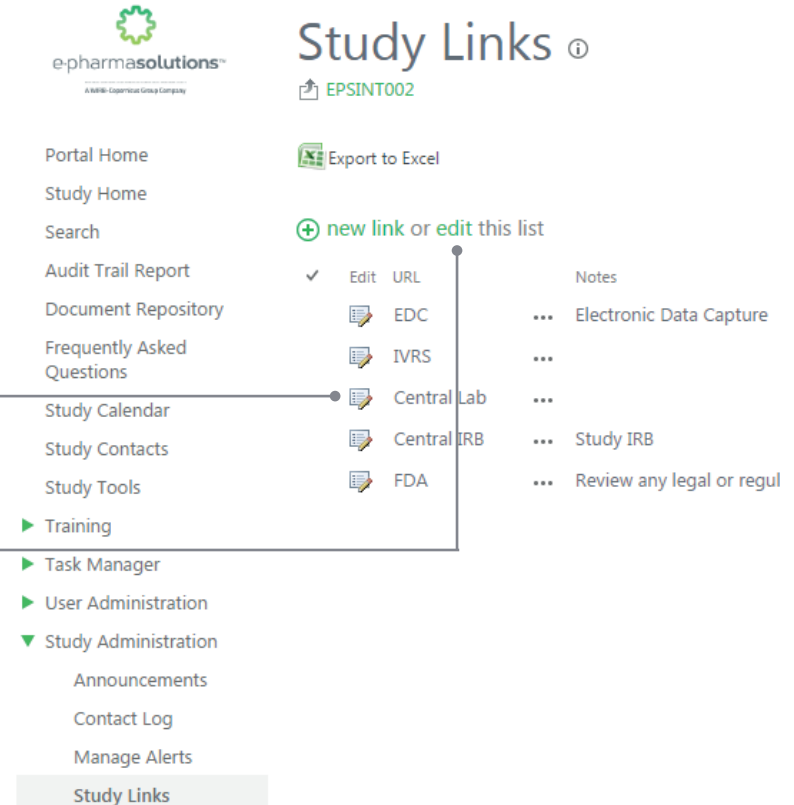
Edit all Study Links

To edit all study links at once, click the **Edit** link. Click inside the URL box, then click the edit icon . A popup box opens. Add or edit the URL Address or Display Text, then click **OK**. Click **Stop** to save the changes.

↓

Stop editing this list

✓	Edit	URL	Notes
		EDC	Electronic Data Capture
		IVRS	
		Central Lab	
		Central IRB	Study IRB
		FDA	Review any legal or regulatory questions here.








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Study Links ⓘ

EPSINT002

Export to Excel

+ new link or edit this list

✓	Edit	URL	Notes
		EDC	Electronic Data Capture
		IVRS	
		Central Lab	
		Central IRB	Study IRB
		FDA	Review any legal or regul

Portal Home
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Study Calendar
Study Contacts
Study Tools
▶ Training
▶ Task Manager
▶ User Administration
▼ Study Administration
Announcements
Contact Log
Manage Alerts
Study Links