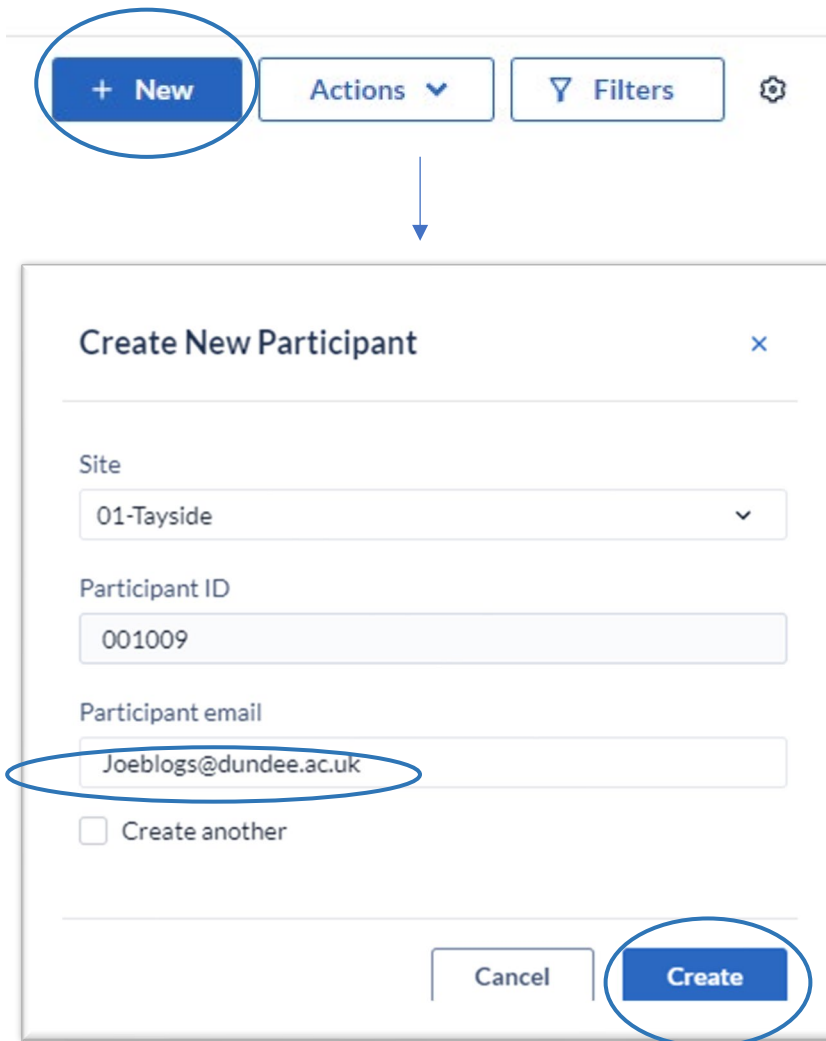# Castor ePRO Guidelines for Nurses

1. Setting up ePRO for a participant

When adding a new participant on Castor EDC (+ New), there is an option to add the participant email, before clicking 'Create'.

Alternatively, the participant's email can be added after creation of their ID.
To do this, navigate to 'Participants' click on the three vertical dots to the right-hand side of the participant ID, then 'Update email address'.

Re-enter your password and click 'Proceed'.

Please re-enter your password ✕

To view/edit the email address, please enter your password for re-authentication. The audit trail will be updated to reflect this action.

Password *

[   ]

Cancel   **Proceed**

Enter the email address of the participant and the reason for change in the appropriate boxes then click on 'Change participant email'.

Update email address for participant: 001006   ×

Email

Reason for change

Notice

You have survey invites for this participant. All missing and original email addresses will be updated with the new one.
Would you also like to update invite email addresses which do not match the original participant email address?

Update email addresses
○ Yes   ● No

Cancel   **Change participant email**

The Data Management Team will then setup an email invitation to allow the participant to complete the **BEST diary** through the Castor Connect app or web browser depending on the participant's preference. Please ensure the participant receives the 'AIR-NET Castor ePRO Guidelines for Participants' guide.

2. Resetting the participant's security pin for the Castor Connect app

The participant may select 'Forgot PIN' in their Castor Connect app when prompted for their security pin. This will then send an email to the Data Management Team. If you receive a pin request from the participant via email or personal contact, please forward these on to the TCTU Data Management Team at air-net-dm@dundee.ac.uk. This email can also be used if you have any other queries.

3. Updating the Data Management Team on Participant Completion

A weekly report detailing the status of BEST diary completion by participants will be emailed out to sites by the TCTU Data Management Team.

Please remember to contact any participants who have not completed a daily BEST diary, to gain their feedback on why they were unable to complete some/all of the diaries. This can then be liaised with the Data Management Team (air-net-dm@dundee.ac.uk) who will take any necessary actions to increase the success of completion in the future.