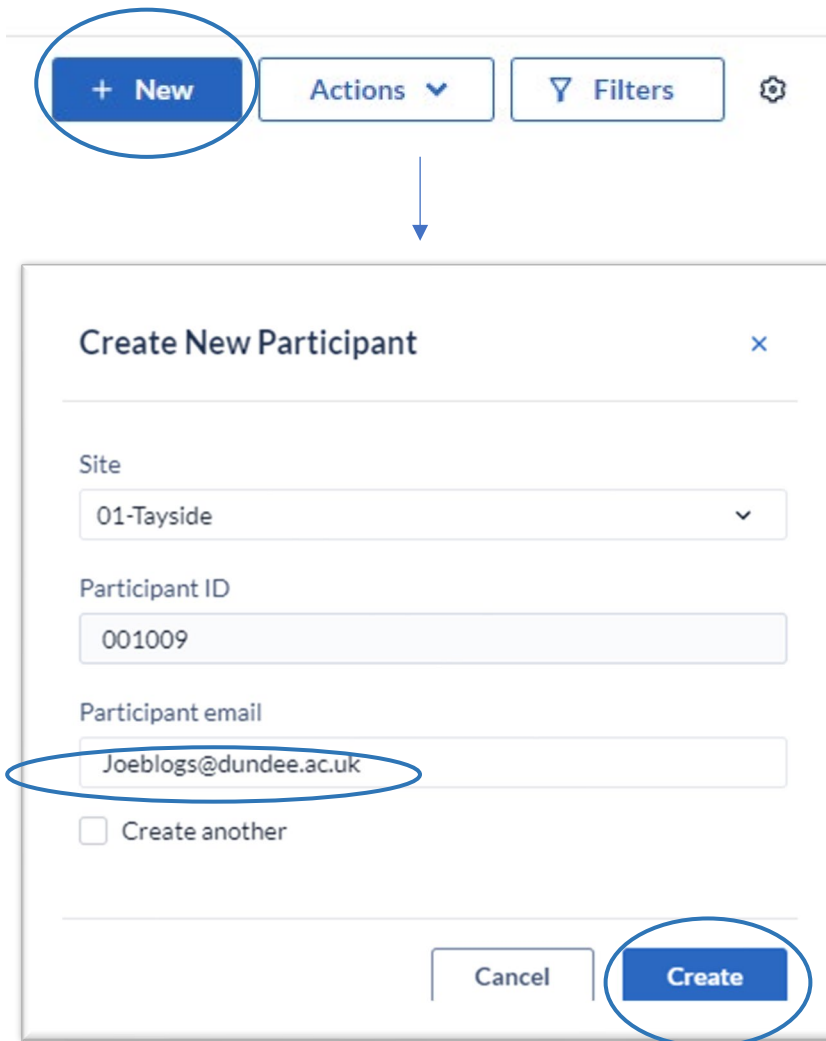


Castor ePRO Guidelines for Nurses

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'.



The screenshot shows the Castor EDC interface. At the top, there is a navigation bar with a '+ New' button circled in blue. To its right are 'Actions' and 'Filters' buttons. A blue arrow points down from the '+ New' button to a 'Create New Participant' dialog box. Inside the dialog box, there are three input fields: 'Site' (01-Tayside), 'Participant ID' (001009), and 'Participant email' (Joeblogs@dundee.ac.uk). The 'Participant email' field is circled in blue. Below the email field is a checkbox labeled 'Create another'. At the bottom of the dialog box, there are two buttons: 'Cancel' and 'Create'. The 'Create' button is circled in blue.

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'.

Participants

+ New Actions Filters

Participant Exact match

List Visit Form

Participant...	Site	Survey co...	Progress	Last opene...	Created on	Updated on	Status	Castor Connect
<input type="checkbox"/> 001004	01-Tayside	33%	<div style="width: 33%;"></div>	Emma Falconer	16 May 2024	06 Jun 2024	Not set	
<input type="checkbox"/> 001005	01-Tayside	50%	<div style="width: 50%;"></div>	Emma Falconer	16 May 2024	16 May 2024	Not set	
<input type="checkbox"/> 001006	01-Tayside	0%	<div style="width: 0%;"></div>		06 Jun 2024	06 Jun 2024	Not set	
<input type="checkbox"/> 001007	01-Tayside	0%	<div style="width: 0%;"></div>		06 Jun 2024	06 Jun 2024	Not set	
<input type="checkbox"/> 001008	01-Tayside	0%	<div style="width: 0%;"></div>	Emma Falconer	06 Jun 2024	06 Jun 2024	Not set	
<input type="checkbox"/> 001009	01-Tayside	0%	<div style="width: 0%;"></div>	Emma Falconer	07 Jun 2024	07 Jun 2024	Not set	
<input type="checkbox"/> 002001	02-Glasgow	-	<div style="width: 0%;"></div>	Hasithi Umageliva	08 May 2024	08 May 2024	Not set	
<input type="checkbox"/> 0101	01-Tayside	50%	<div style="width: 50%;"></div>	Hasithi Umageliva	17 Apr 2024	06 Jun 2024	Not set	

- Apply signature
- Print
- Export
- Update status
- Update site
- Update email address**
- Archive
- Delete

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

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.