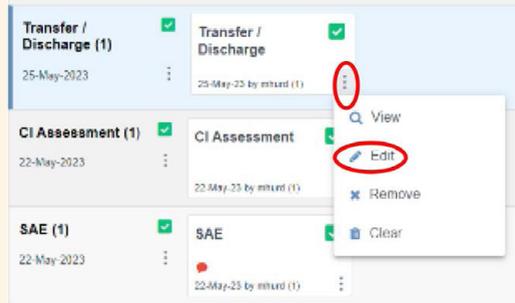


Openclinica Summary



Tips and tricks:

- How to edit forms once marked complete:



- Deleting forms
 - We would prefer you ask us to delete forms, by emailing neogastric@npeu.ox.ac.uk
- Dealing with queries
 - Please always **update the queries** generated with further information. These will be subsequently reviewed and closed.
- “Close” instead of “Complete”
 - Unless you are done with data entry - “Close” instead of “Complete”, otherwise queries will be generated for all missing data.
- Review your monthly report and email us if something doesn't seem right



Accessing CRF Queries in OpenClinica

- To view specific CRF queries for your site on OpenClinica, go to your queries and enter the form name in the box below “CRF” in the matrix on your screen. Press Enter to view the queries for your site only for that specific form.

View All History

Queries + New

 Automatic query for: This does not match the allocation at randomisation

Annotations + New

Do not use this!

Respond to query
(Insert explanation) 

Assign to: Email?

Update 

 (7-Feb-2024)  Automatic query for: This does not match the allocation at randomisation
#289 assigned to zoe.daskalopoulou@npeu.ox.ac.uk. Status: new

 (7-Feb-2024) Value changed from "Routine measurement of gastric residual volumes (1)" to "No routine measurement of gastric residual volumes (0)"

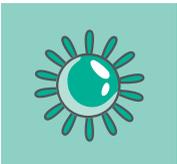
 (7-Feb-2024) Value changed from "No routine measurement of gastric residual volumes (0)" to "Routine measurement of gastric residual volumes (1)"

 Value changed from "Routine measurement of gastric residual volumes (1)" to "No routine measurement of gastric residual volumes (0)"



How to Update Queries in OpenClinica

- Click the red bubble
 - This indicates a query that requires your attention.
- Respond to the query
 - Provide the necessary information or correction.
- Click the orange “Update” button
- This finalises your response.



Infection and Gut signs form

- The “name of the organism” drop down list has been updated. Please always check the list before selecting “other”.



Change of Consent

- Scenario 1:
 - Baby is halting pathway but otherwise data collection/involvement remains unchanged.
 - Only a Discontinuation Form is completed.
- Scenario 2:
 - Baby is halting pathway and parents want to stop doing part or all of the data collection.
 - Both a Discontinuation Form and a Withdrawal Form are completed.
- Scenario 3:
 - Parents halt some or all data collection but baby’s pathway is continuing (e.g. this pathway is your standard care practice).
 - Only a Withdrawal Form is completed.