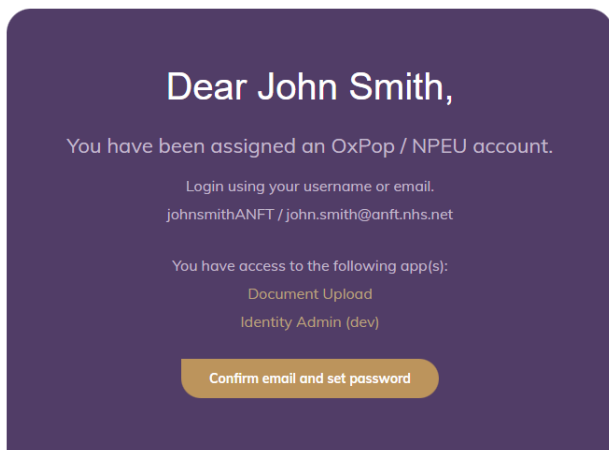


# NPEU CTU Document Upload Tool – User Guide

In order to use the NPEU CTU Document Upload Tool you will need to set up your NPEU login account (which is individual to you as a person).

You will receive an email from **identity@npeu.ox.ac.uk** which looks like this.

Click on the 'Confirm...' link to confirm your email address and set your password for this account.



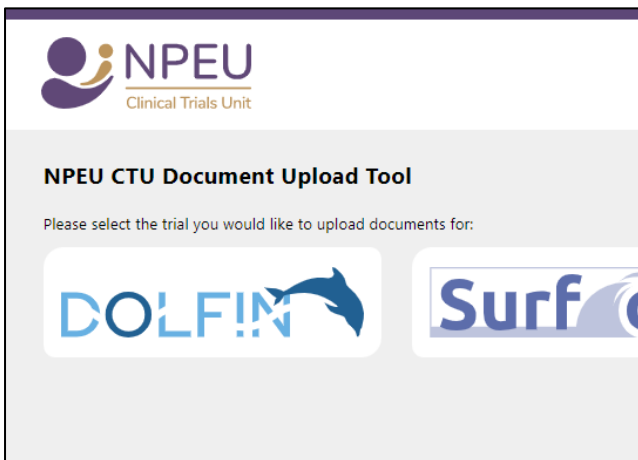
OxPop / NPEU Account

Please set your password

Use 8 or more characters with a mix of uppercase and lowercase letters, numbers & symbols

[Confirm](#) [Cancel](#)

To log in to the tool, go to <https://tada.npeu.ox.ac.uk/DocumentUpload> and choose the logo for the trial you are working on. You will then be prompted to enter your NPEU Account details.



OxPop / NPEU Account

Please log in to Document Upload

[Forgot password?](#)

[Log in](#) [Cancel](#)

Your username is either your email address or the username quoted in the above registration email

This is the password you set above

Once logged in, you can begin to upload your documents.

If you work at multiple sites for the trial you can switch between them here

Logo of the trial you are working on; do not use this tool to upload documents unrelated to this trial

Click here to log out

Document upload tool for the DOLFIN trial at Birmingham Women's Hospital

Documents of the same type for different study numbers must be uploaded in separate batches

You must select a document type

Enter type of document if "Other" chosen

Documents are uploaded per study number

Study number is required if uploading a Consent or SAE form

Only study numbers for participants recruited at your site are shown

|       |       |       |       |       |
|-------|-------|-------|-------|-------|
| 10015 | 10876 | 11177 | 11417 | 11815 |
| 10885 | 11189 | 11429 |       |       |
| 127   | 10897 | 11192 | 11422 |       |

Documents can also be dragged and dropped from a File Explorer window to the upload window

Permitted file types: PDFs, Word, Excel, plain text, .csv, or image files

Add documents to the upload using "Browse"

Add notes to the trial team here

Click Upload to send the document, or Reset to clear all fields

You will see a confirmation after clicking Upload (number and name of file(s), type and study number if applicable)

Thank you for uploading the 1 file listed below, reference: SAE form for study number 10876.

Test SAE Birmingham.pdf

Please expect acknowledgement of this SAE report from the DOLFIN trial team within one working day. If you do not hear from them after that time, please follow this up with them to ensure receipt.

To upload more documents, [click here](#).

If you have no more documents to upload, please [click here now](#) to log out of this tool.

Click here to return to the upload window