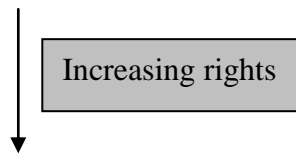Overview of users (with increasing rights)

1. Sponsor (optional)
2. User
3. Data manager – in study centres
4. Supervisor

Increasing rights

Data entry

Data entry: After entering your data you can activate the | verify and save | button. This will check if all data has been entered correctly. **A list of red comments** will be generated listing / commenting on all missing entries. Missing entries will be shown in a separate list or directly next to the missing data. **IMPORTANT!** The "verify and save" button will **not save** your data.

Saving the data: After having made all your corrections you can save your data by activating the | save | button. **IMPORTANT!** This will save your data. You can work on the data entry at some other time, but it will not make the data available to the study supervisor.

Saving the data and making it available to the study supervisor: After having finalized your data entry for a specific visit (baseline, week 6 etc). You must change the data sheet from **"open"** to **"close"**. This can be done by: scrolling to the end of your data sheet. Change the "drag down option" under **STATUS** (just above the save button) from **"open"** to **"close"**. In the **"close"** option and after activating the **save** button, you cannot **change any more data** on the data sheet (only the data manager / supervisor). This will guarantee that the data supervisor is the last person to make any changes in the data sheet.

Other options – only supervisor can change "closed" mode to "open": Supervisor has checked all data and gives it an OK → supervisor will change "drag down option" from **"close"** to **"verified".** All data has been entered correctly and has been verified by supervisor. Data is **stored in MOST databank** for later use.

If not OK → supervisor will create a **"query"**, and will change **"close"** to **"open".** You will be able to read the **"query"**, check the data and make necessary changes. After changes you will have to change the "drag down option" from **"open"** to **"answered"** (the supervisor will know that you have answered his/her query and made the necessary changes).