Guerbet Scientific Partnership Portal

ideaPoint Training Guide v1.0

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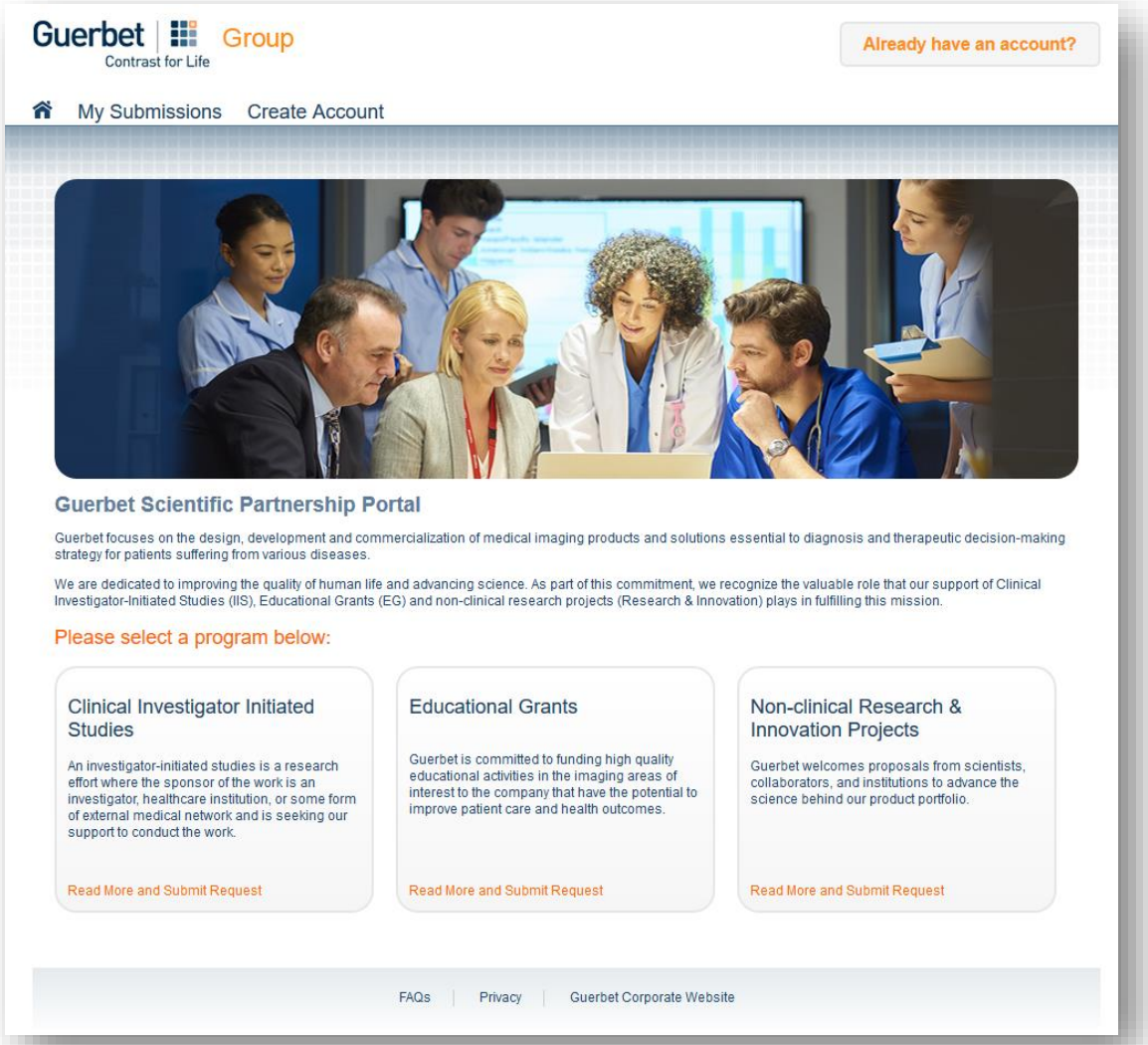
Portal Home Page

The Scientific Partnership portal home page will have an overview of the program and access to various other pages including

- Sign-in
- Create Account
- Program specific pages
- FAQs
- Privacy Policy
- Guerbet corporate website



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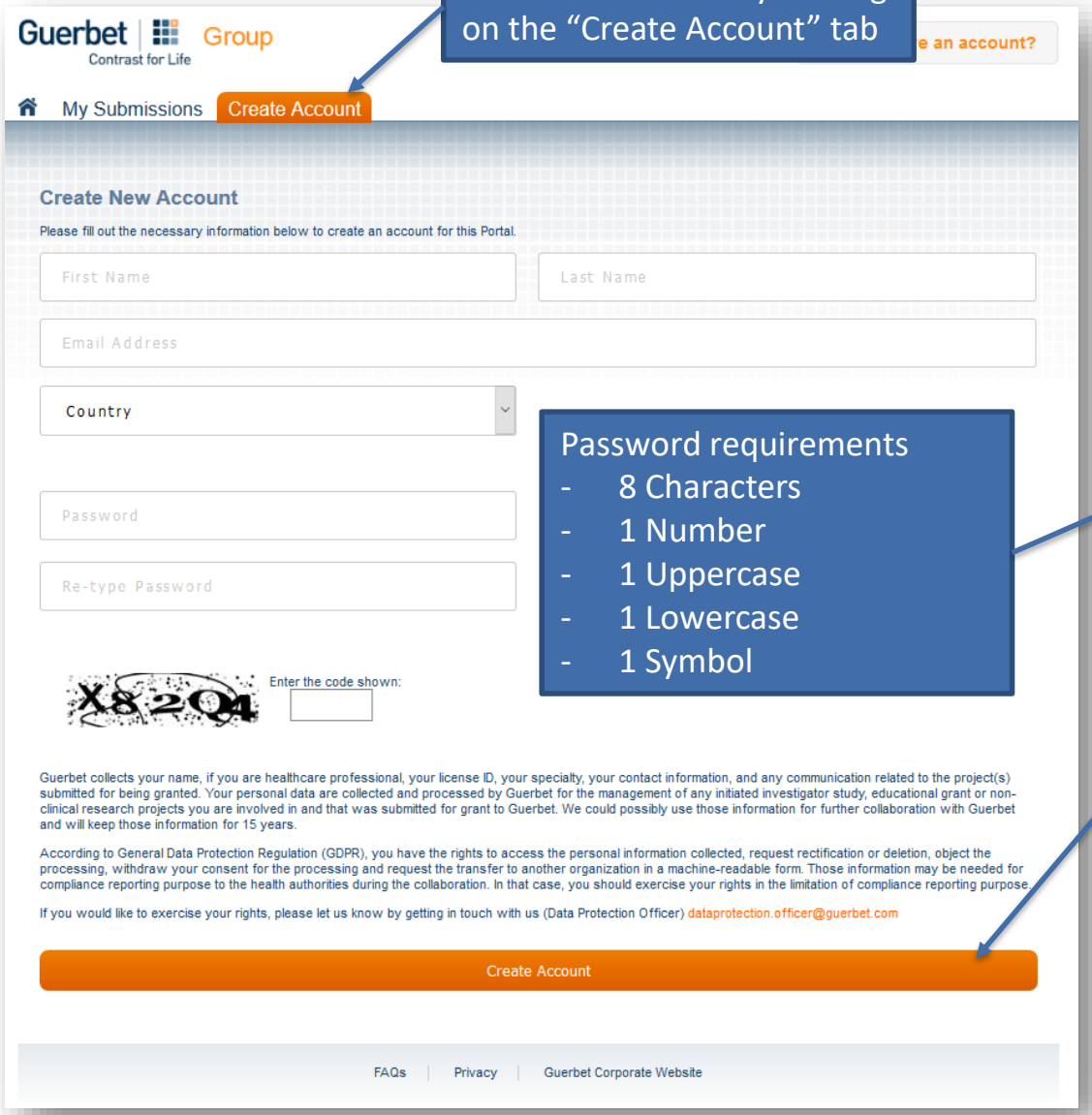
Creating a Portal Account

To create an account, an external party must provide the required fields which include

- First Name
- Last Name
- Email Address
- Country (Region if US is selected)
- Password

Create an account by clicking on the “Create Account” tab



Password requirements

- 8 Characters
- 1 Number
- 1 Uppercase
- 1 Lowercase
- 1 Symbol

When resetting a password, it can not be the same as the last 5 passwords used

Once all required fields are entered, use the “Create Account” button to start the validation process. See next slide for details

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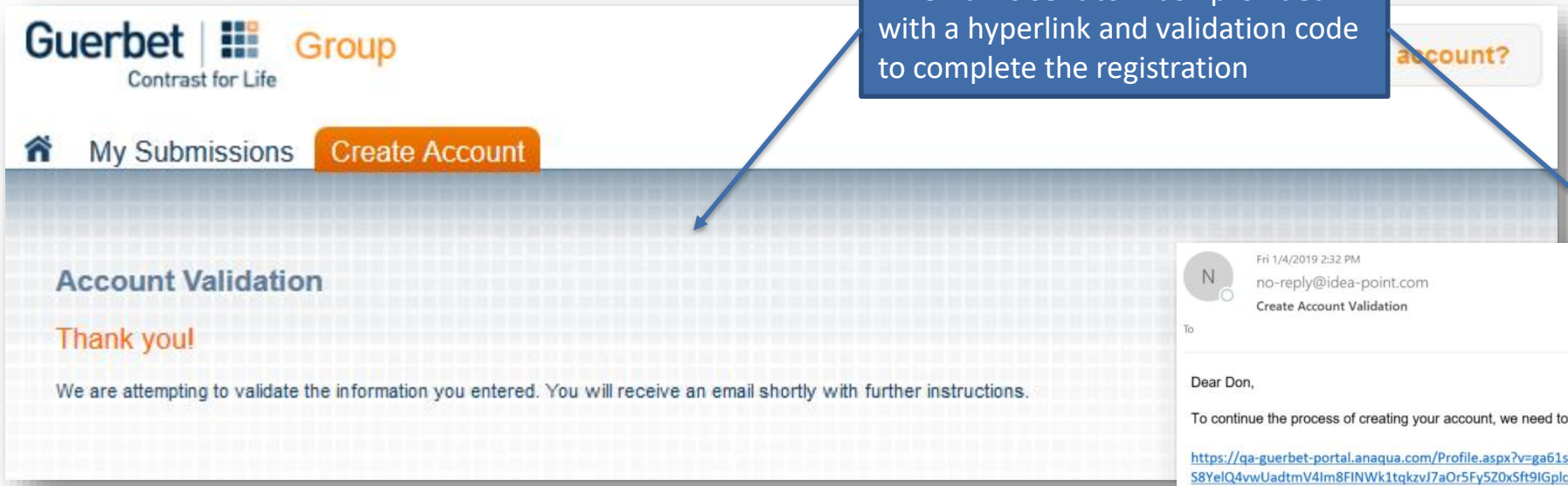
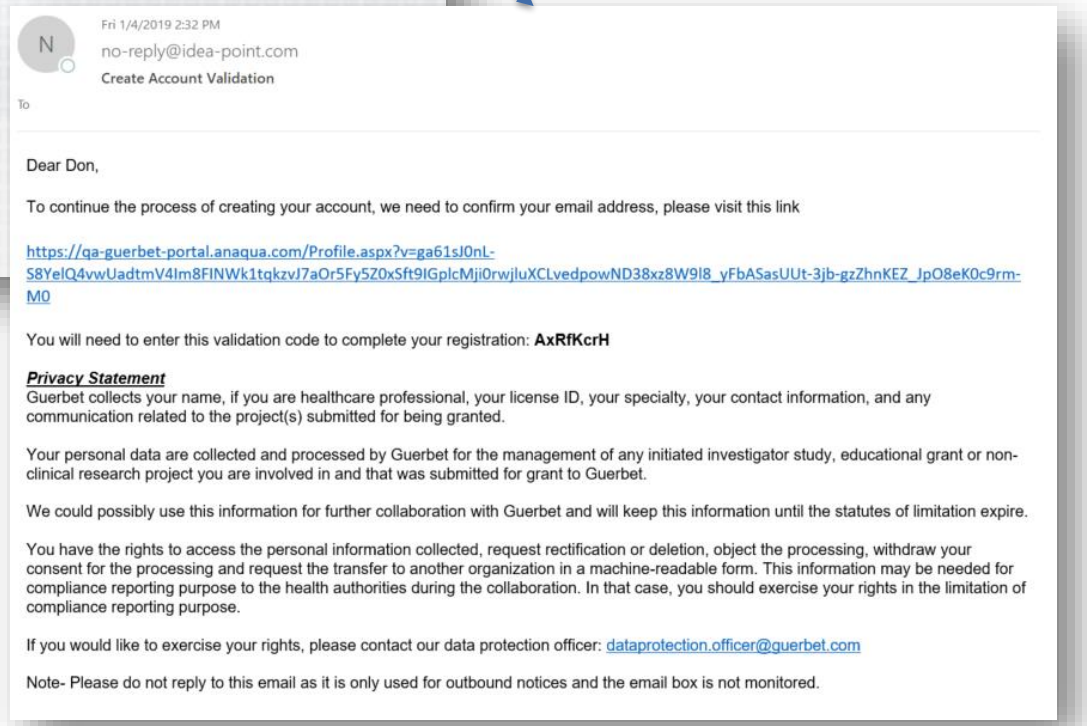
Account Validation

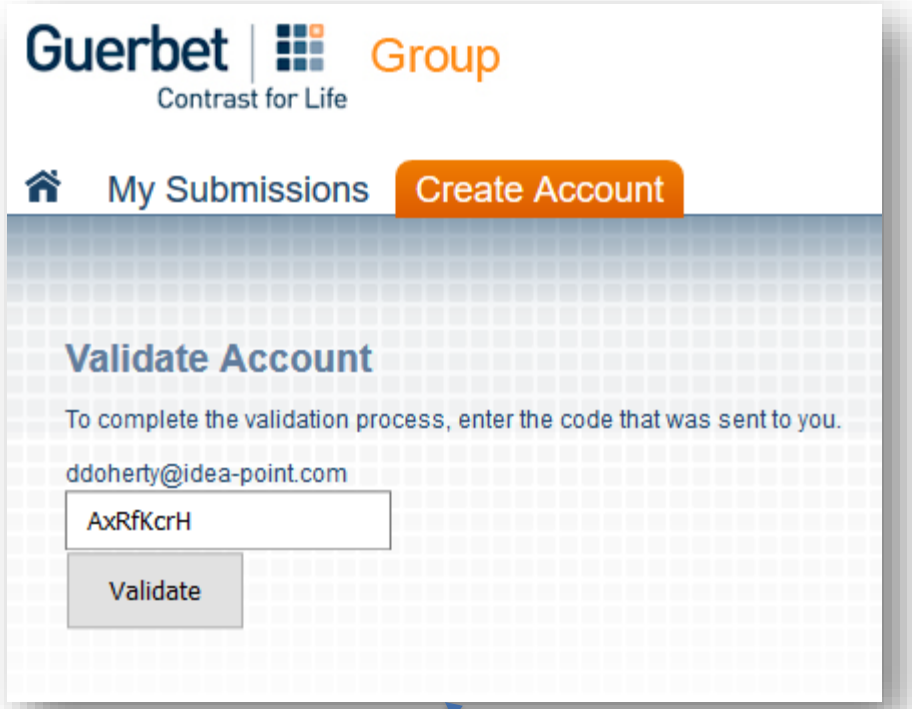
An email is sent to inbox provided with a hyperlink and validation code to complete the registration

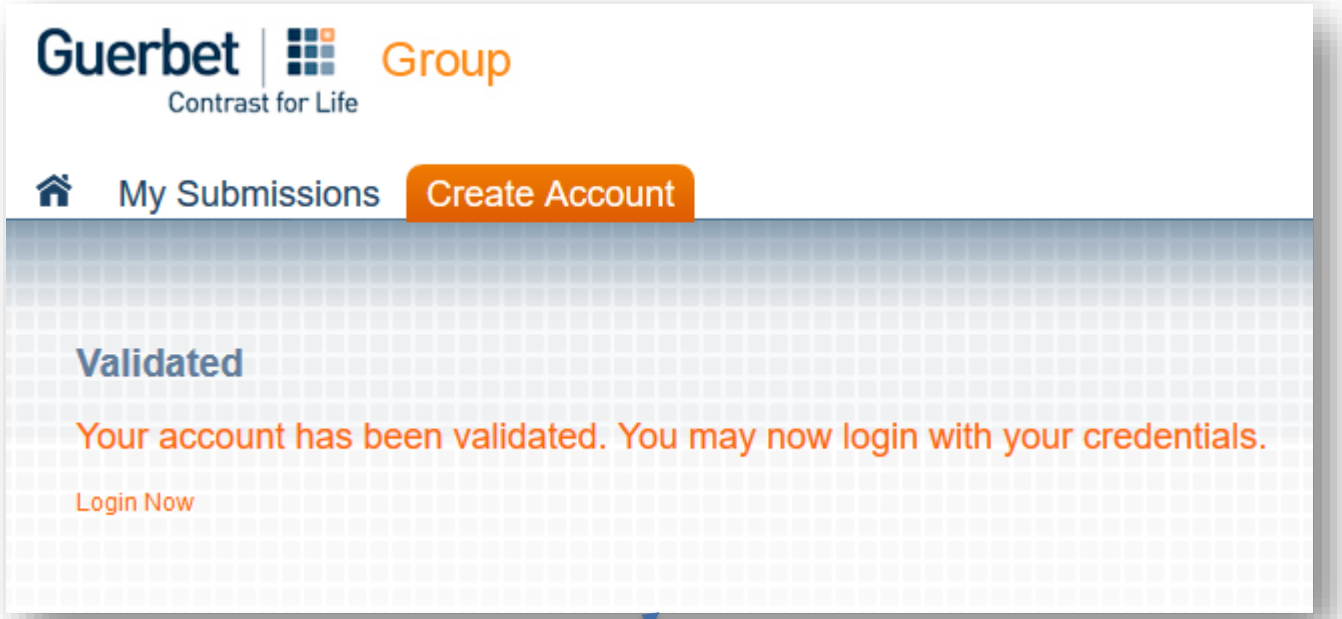




Validation codes last 120 minutes from when the emails is sent

Account Validation





Once validated with code, the party can log-in using credentials

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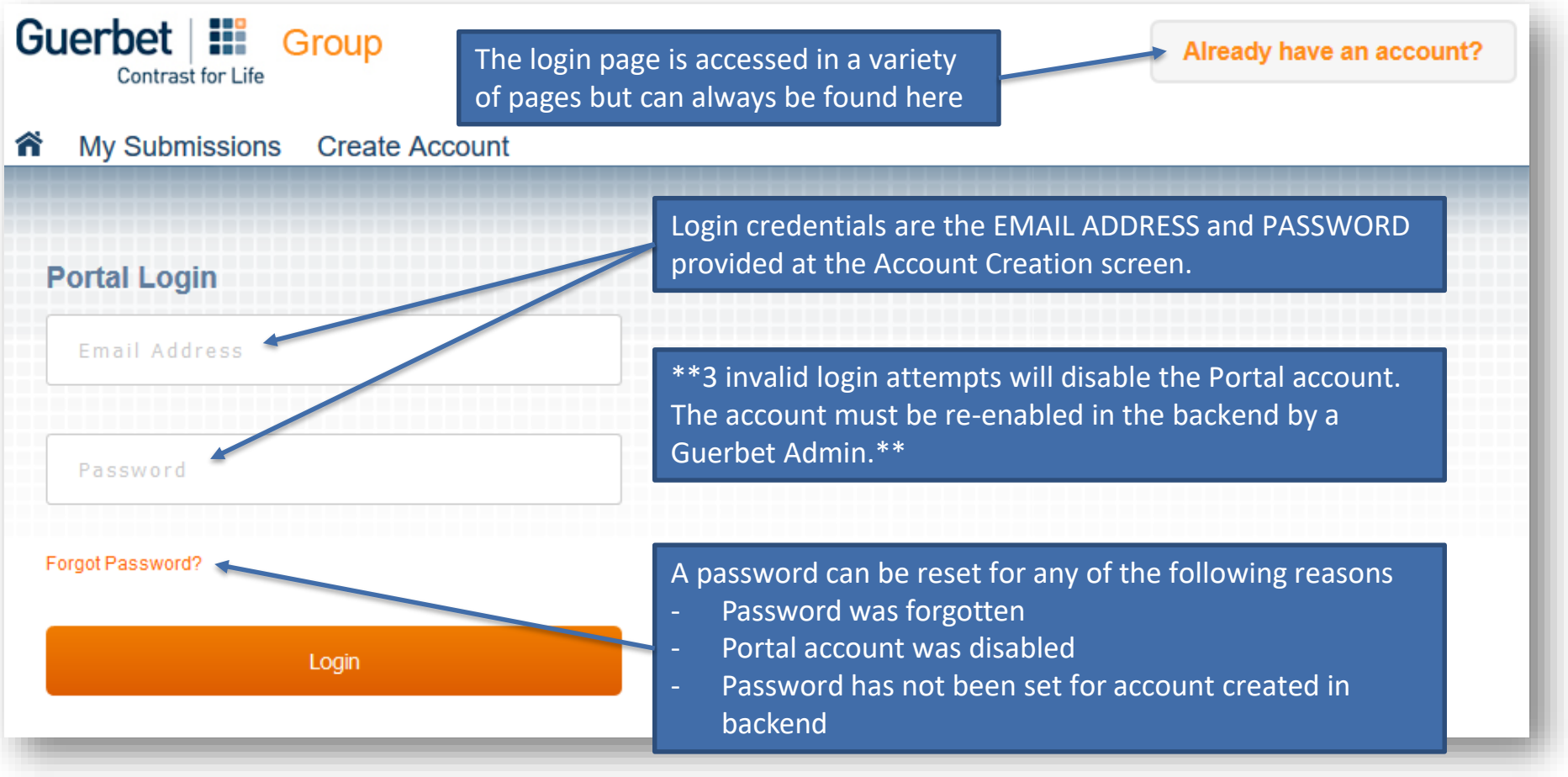
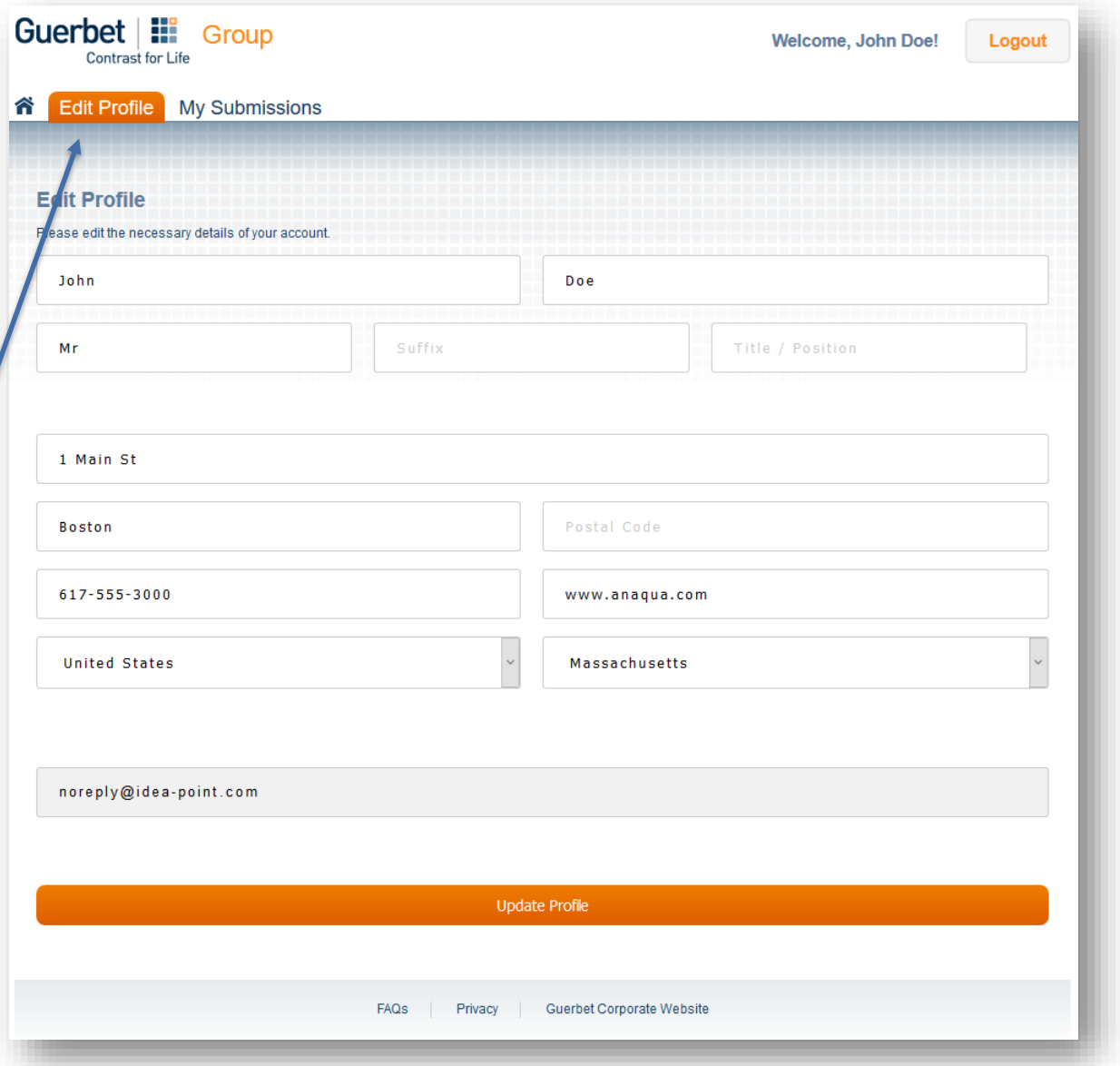
Login


Guerbet Group
Contrast for Life
Already have an account?
My Submissions
Create Account
Portal Login
Email Address
Password
Forgot Password?
Login
The login page is accessed in a variety of pages but can always be found here
Login credentials are the EMAIL ADDRESS and PASSWORD provided at the Account Creation screen.
3 invalid login attempts will disable the Portal account. The account must be re-enabled in the backend by a Guerbet Admin.
A password can be reset for any of the following reasons
- Password was forgotten
- Portal account was disabled
- Password has not been set for account created in backend

Profile

Portal accounts can update their profile information at any time. The only field that must can not be changed is email address which would require Guerbet admin assistance



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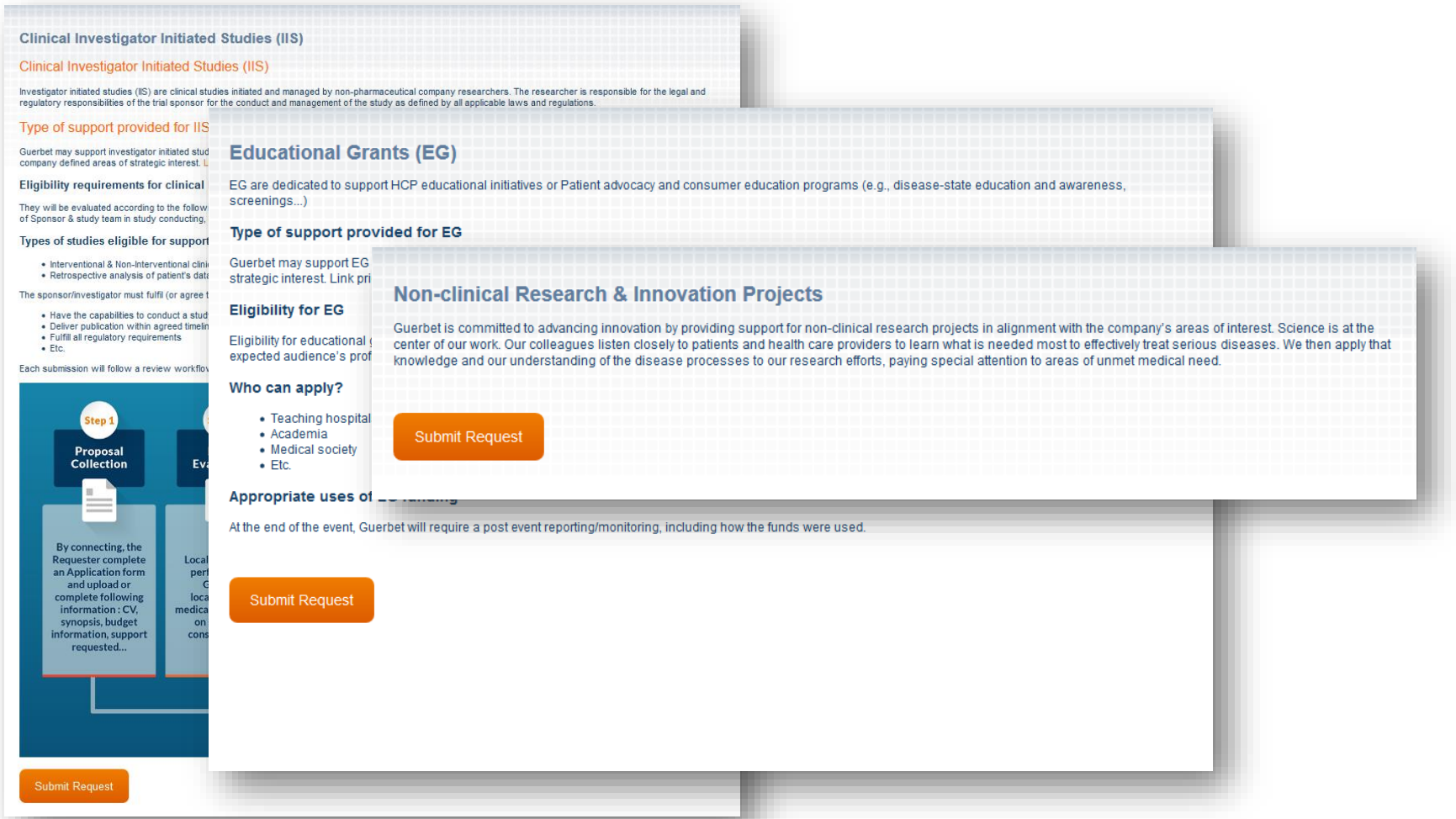
Program pages

Program pages

Each page contains details around the program and provides access to the submit request page.

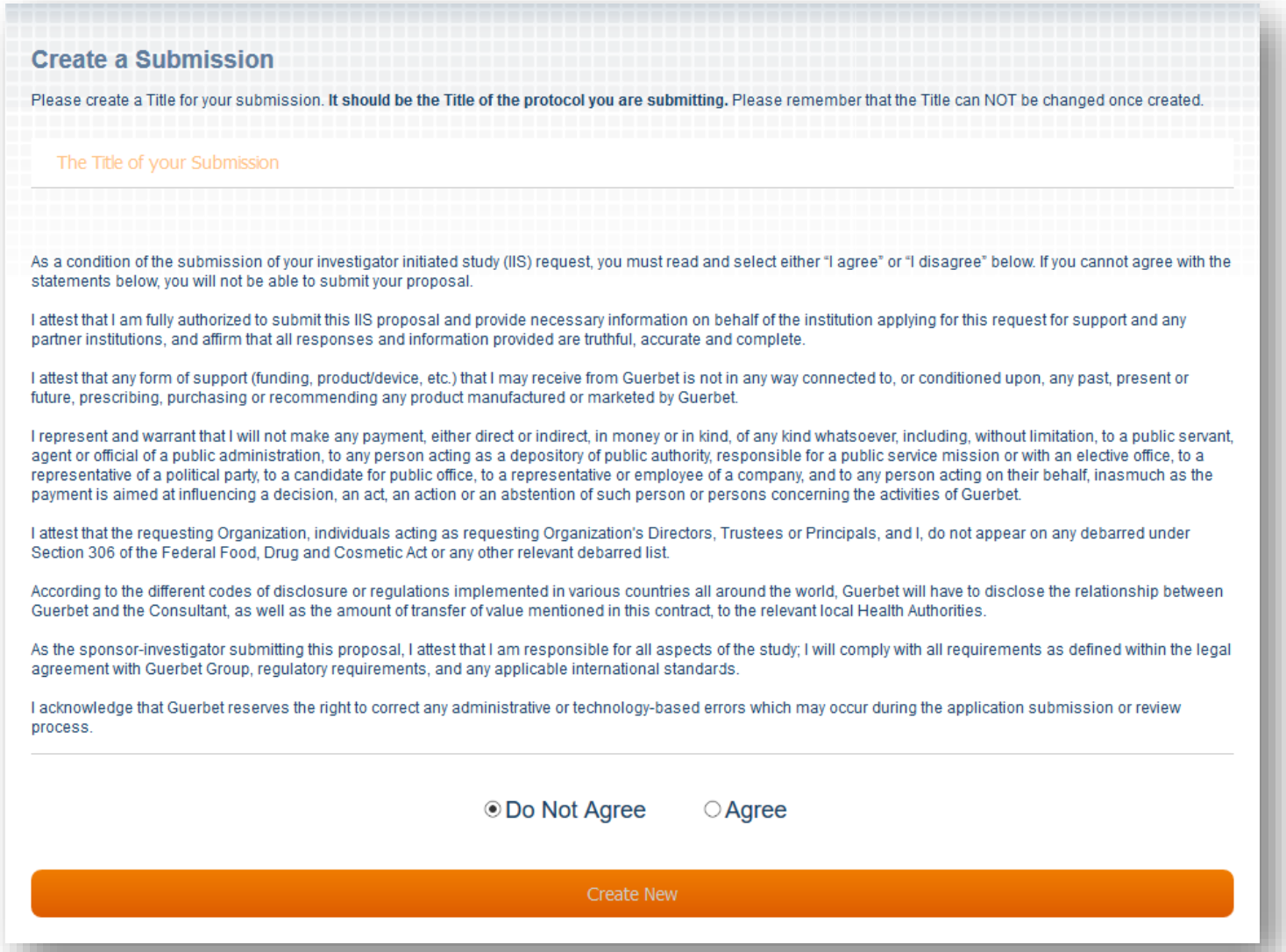


Attestation Statement

Users should enter in the short title of their protocol and then must Agree to the attestation statement in order to start the submission process.

The attestation that is agreed to is stored and connected to the request.

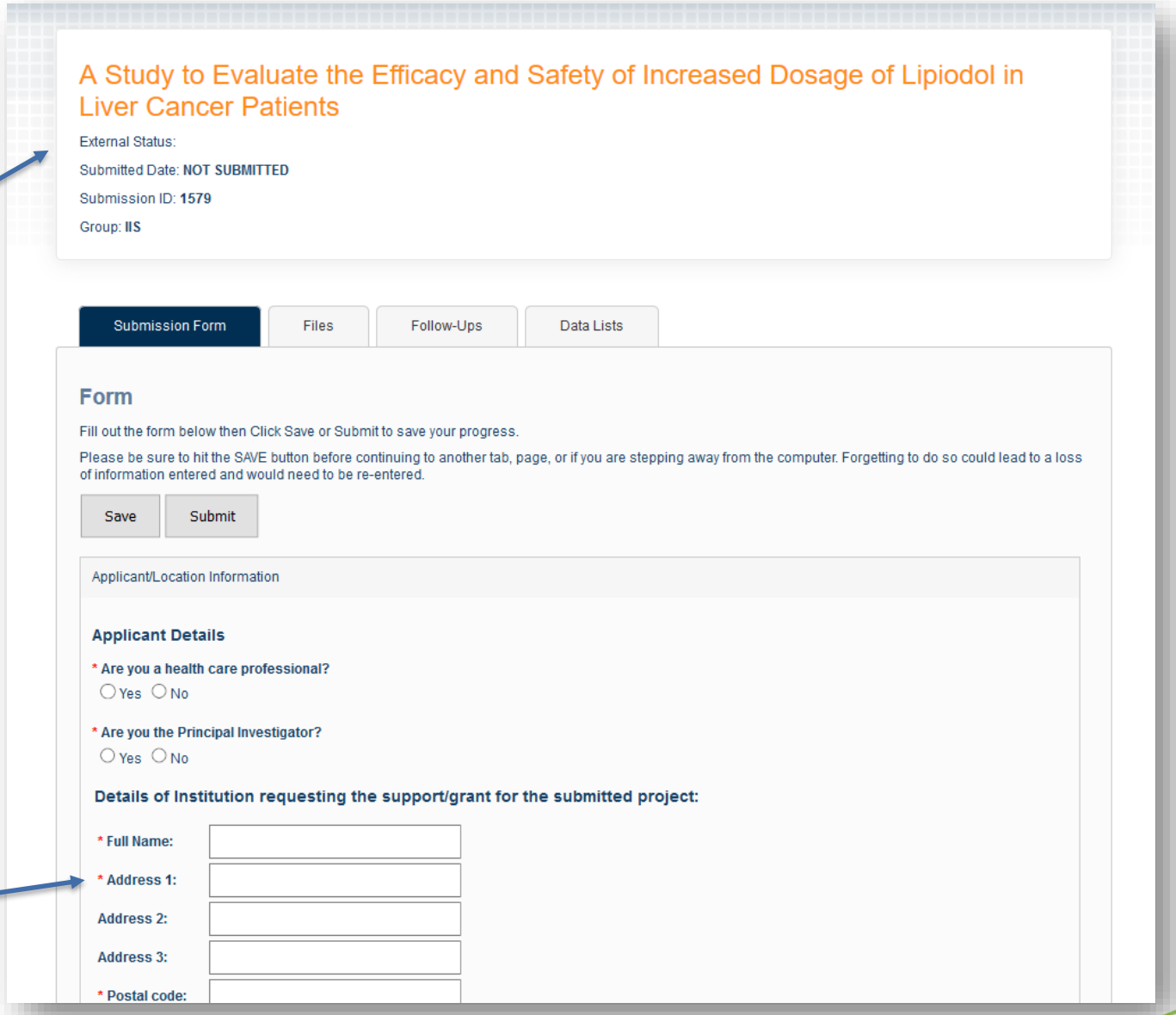
Each program has a unique attestation statement.



Submission Form

Submission Miscellaneous Data
- Title
- External Status (blank until submitted)
- Submitted Date
- Submission ID
- Group (IIS, EG, R&I)

Fill out the required fields which are noted by a red asterisk *



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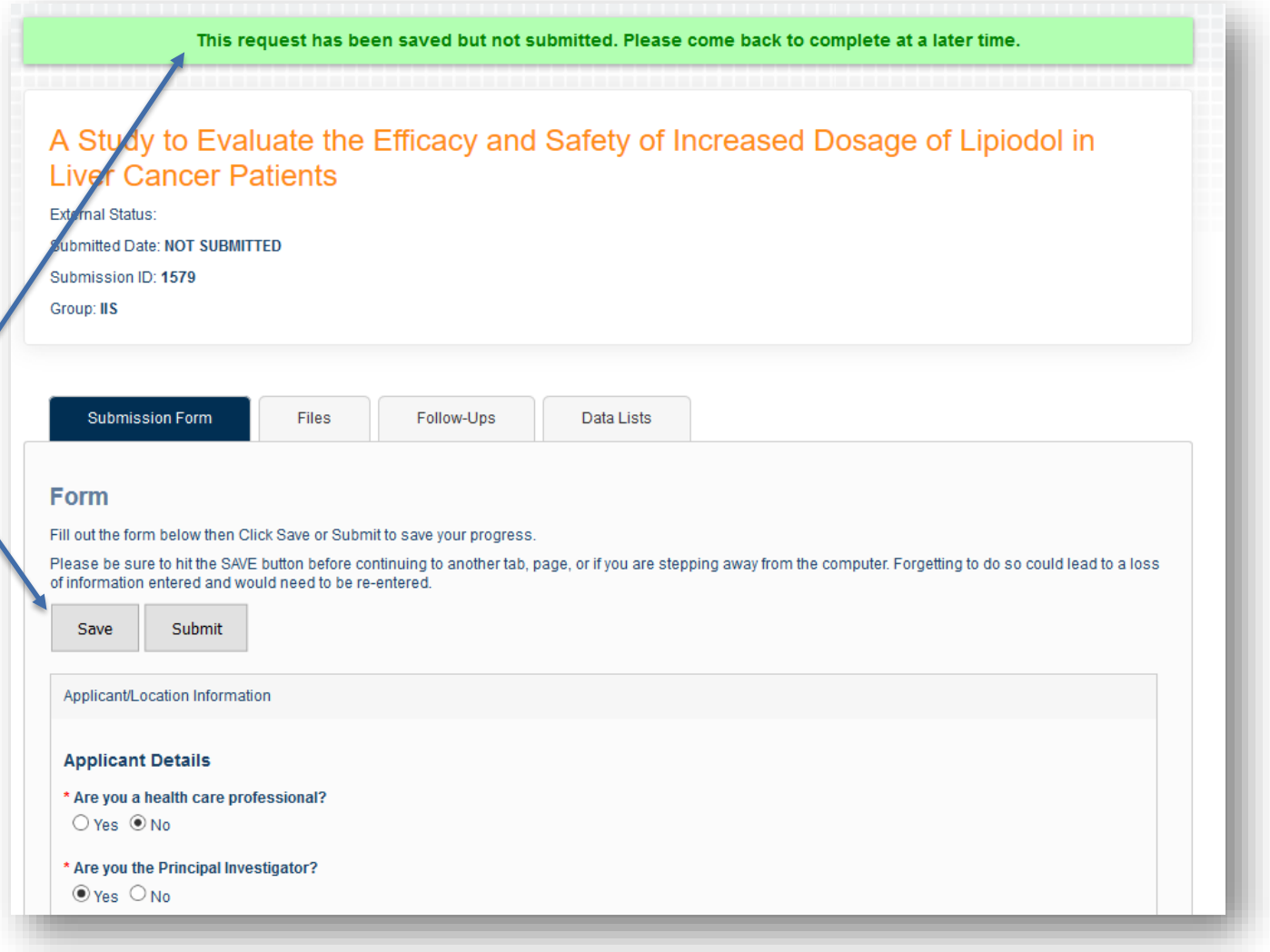
Saving the form

A submission form can be saved at any time by using the Save button. This allows an external party to complete the request at a later time if necessary.



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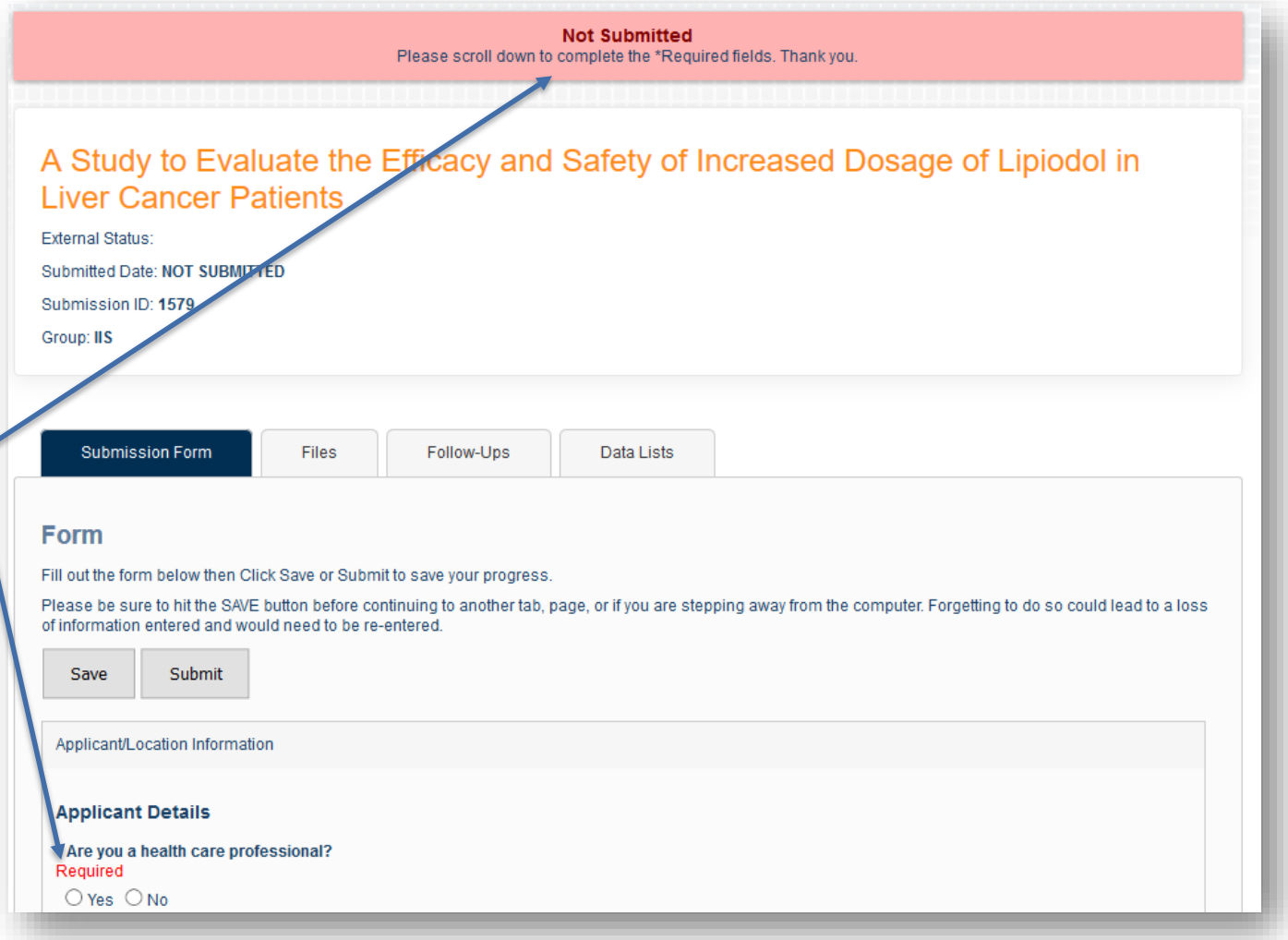
Form requirements

If a FIELD is required and not filled out, upon clicking the Submit button, an error message displays and the FIELD is flagged on the form



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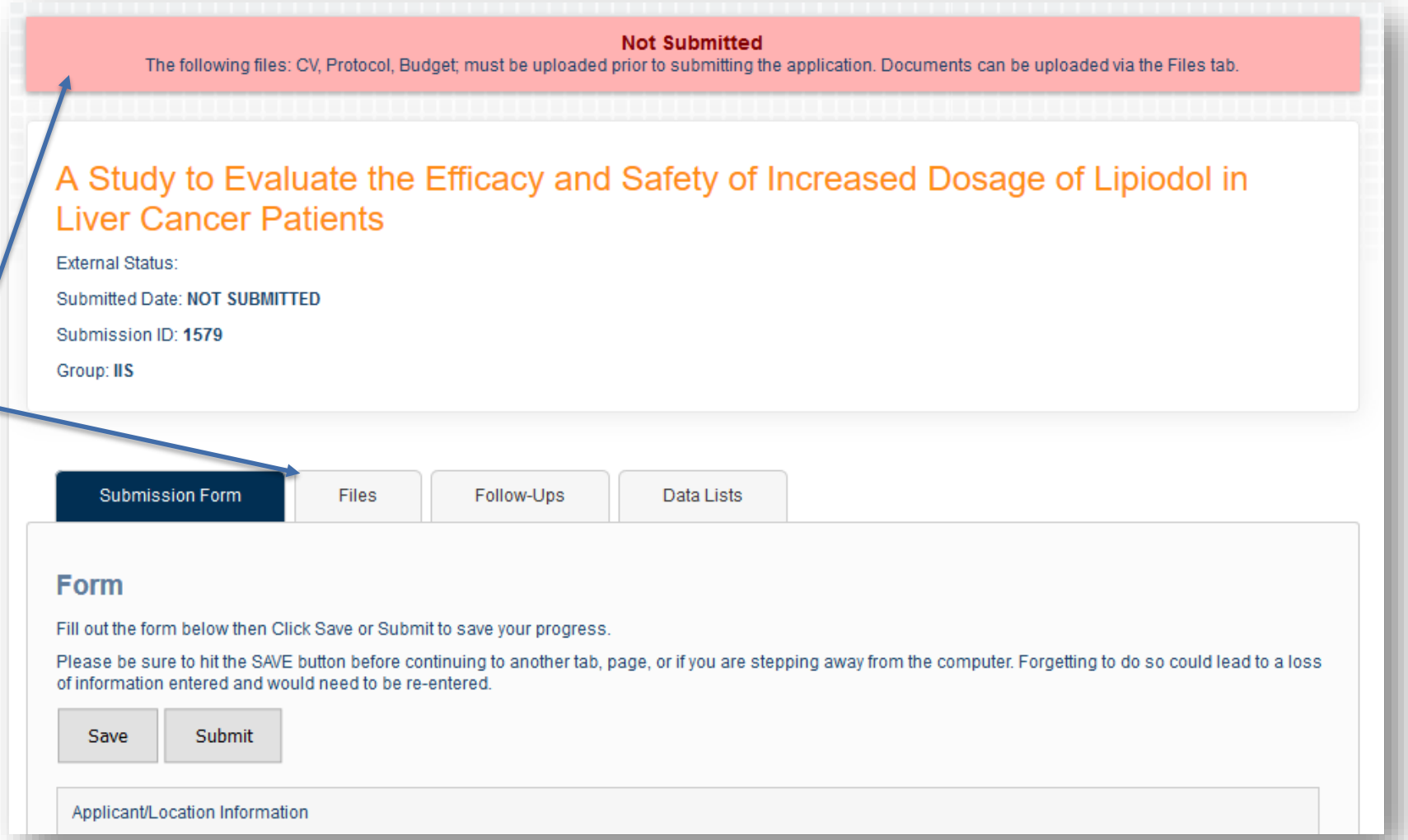
File Requirements

A CV, Protocol, and Budget document are required to be uploaded prior to the request is submitted.

Attachments can be uploaded via the Files tab.



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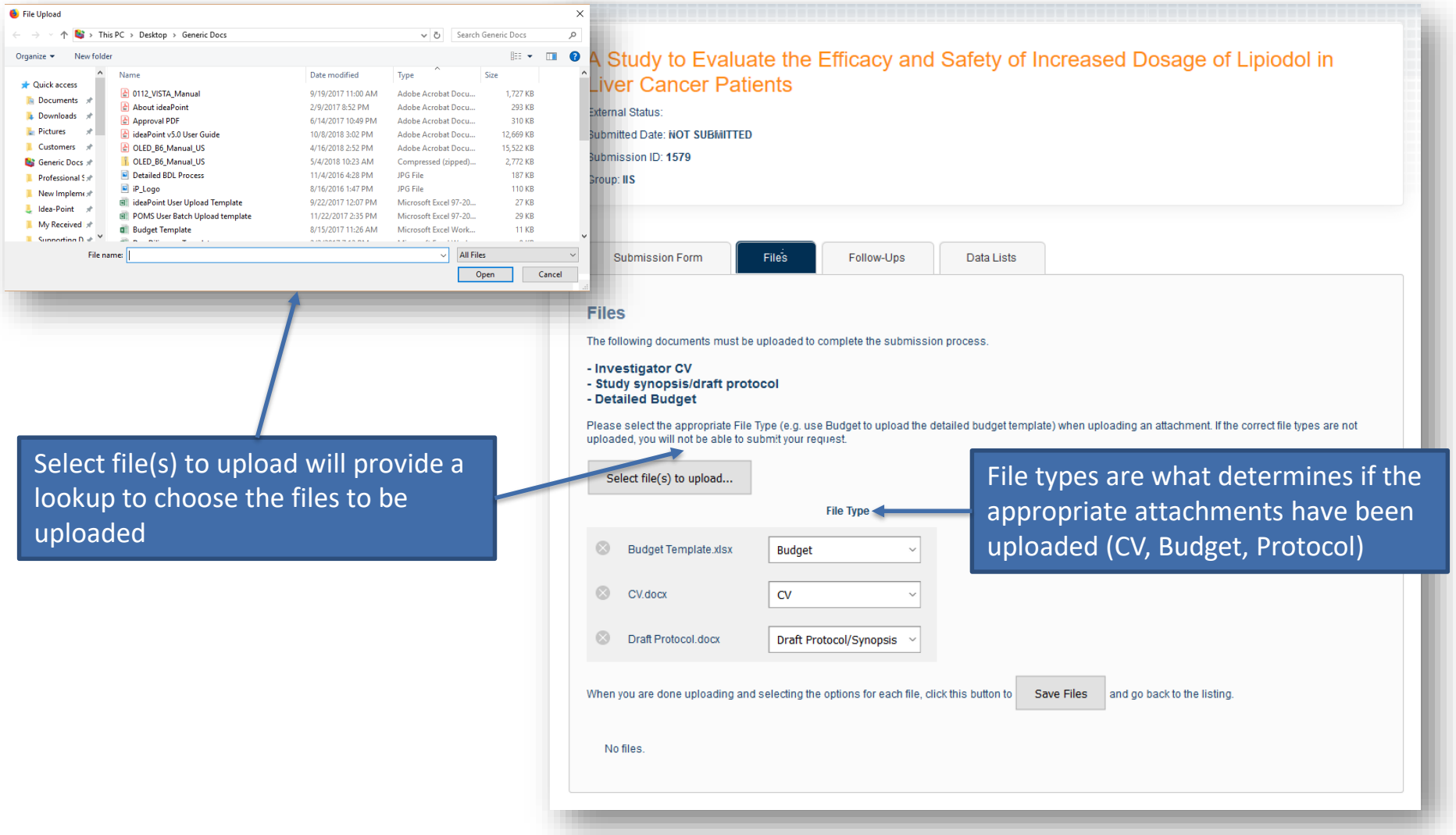
Uploading Files



Select file(s) to upload will provide a lookup to choose the files to be uploaded

File types are what determines if the appropriate attachments have been uploaded (CV, Budget, Protocol)

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Files tab

Once files are saved, they can not be deleted from the Portal. Only a Guerbet Admin can remove them from the submission

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Submitted

Once submitted, the form is no longer editable. If a field requires editing, a Guerbet admin must set an Editable Until date which opens the form for editing for a set period of time.

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Follow-Ups

Follow-up forms will be used to capture additional information if a request has been approved. Follow-up types include the following

- IIS Start Up Documentation
- IIS Study Updates
- Recipient Details

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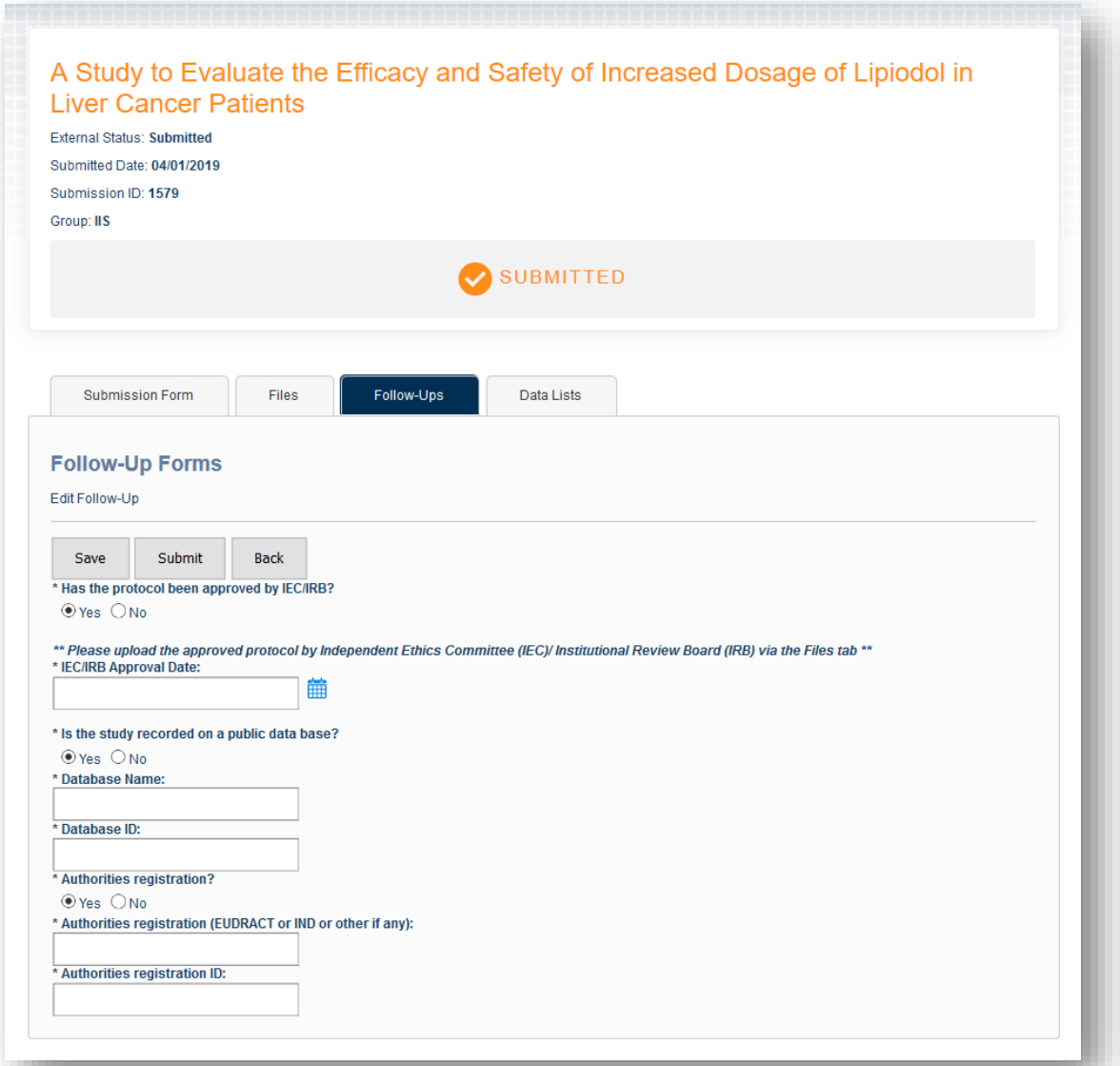
Follow-up Form

Similar to the submission form, follow up forms can be saved and completed at a later time.



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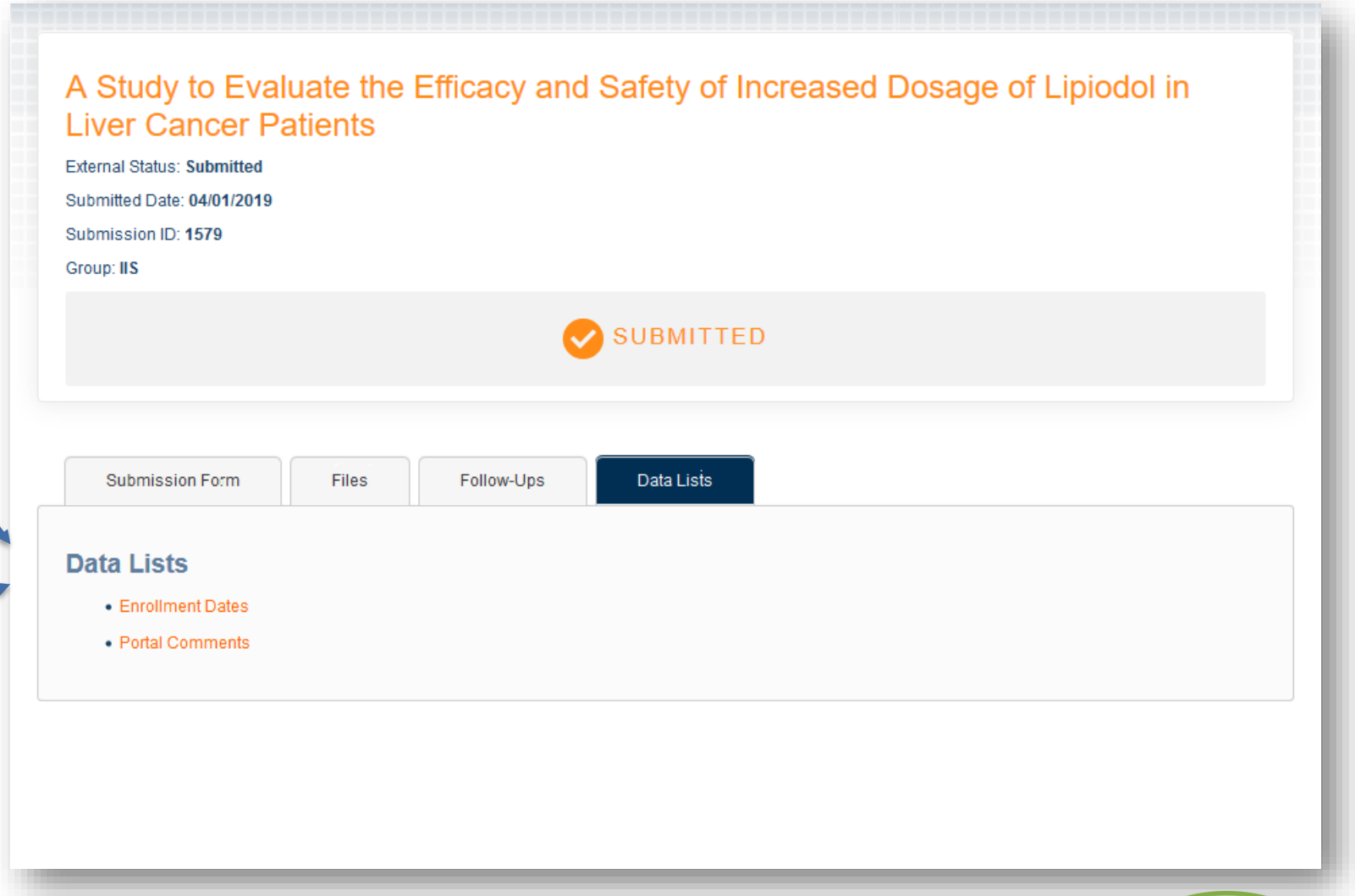
Data Lists

Enrollment Dates is where portal users can document anticipated and actual dates for FPFV, FPLV, LPFV, and LPLV

Portal comments provides another avenue for communication between the portal user and the Guerbet project team.



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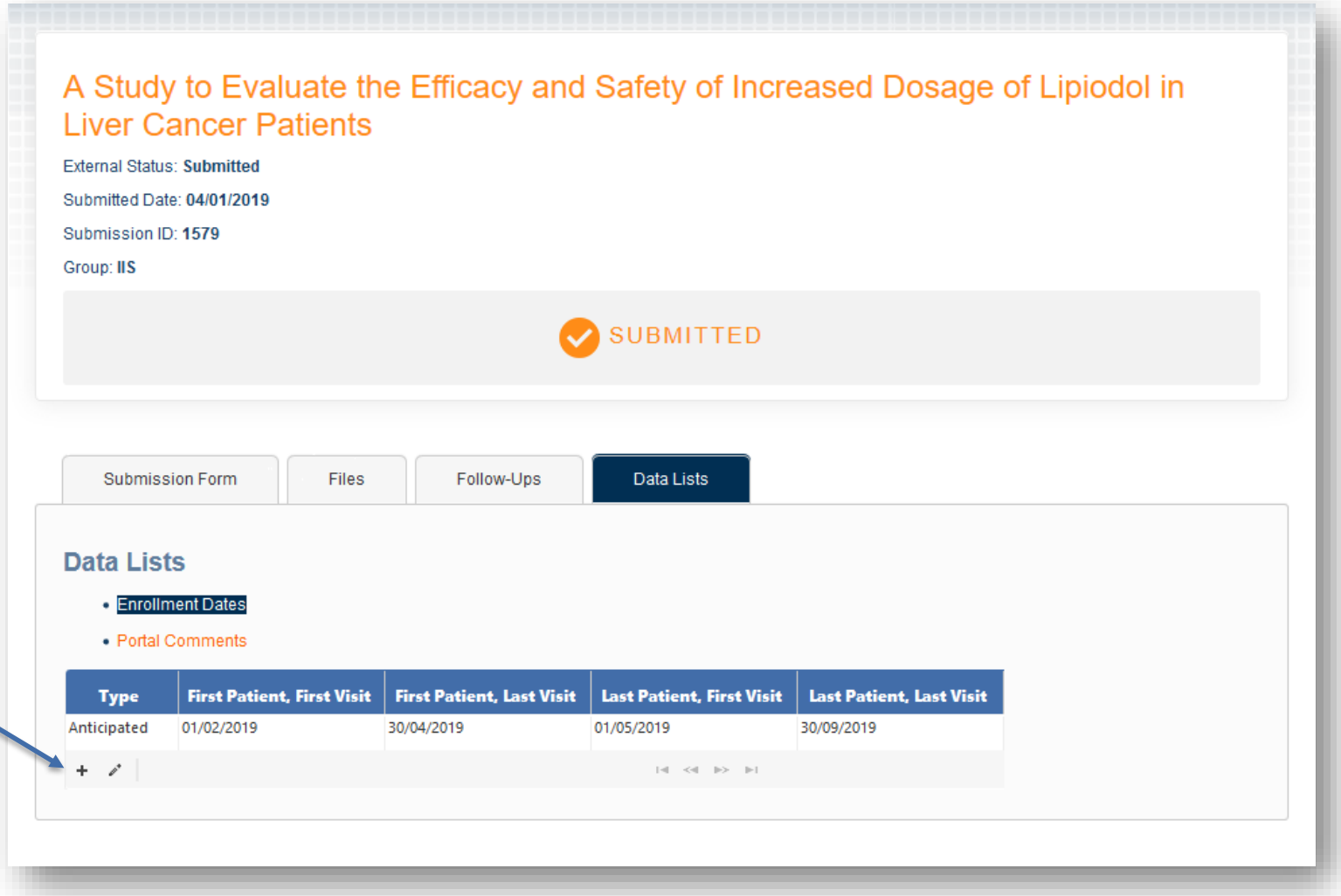
Enrollment Dates

To add a row to the enrollment grid, use the “+” button.

Edit a row by using the pencil “✎” icon



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Portal Comments

To add a row to the enrollment grid, use the “+” button.

Edit a row by using the pencil “✎” icon

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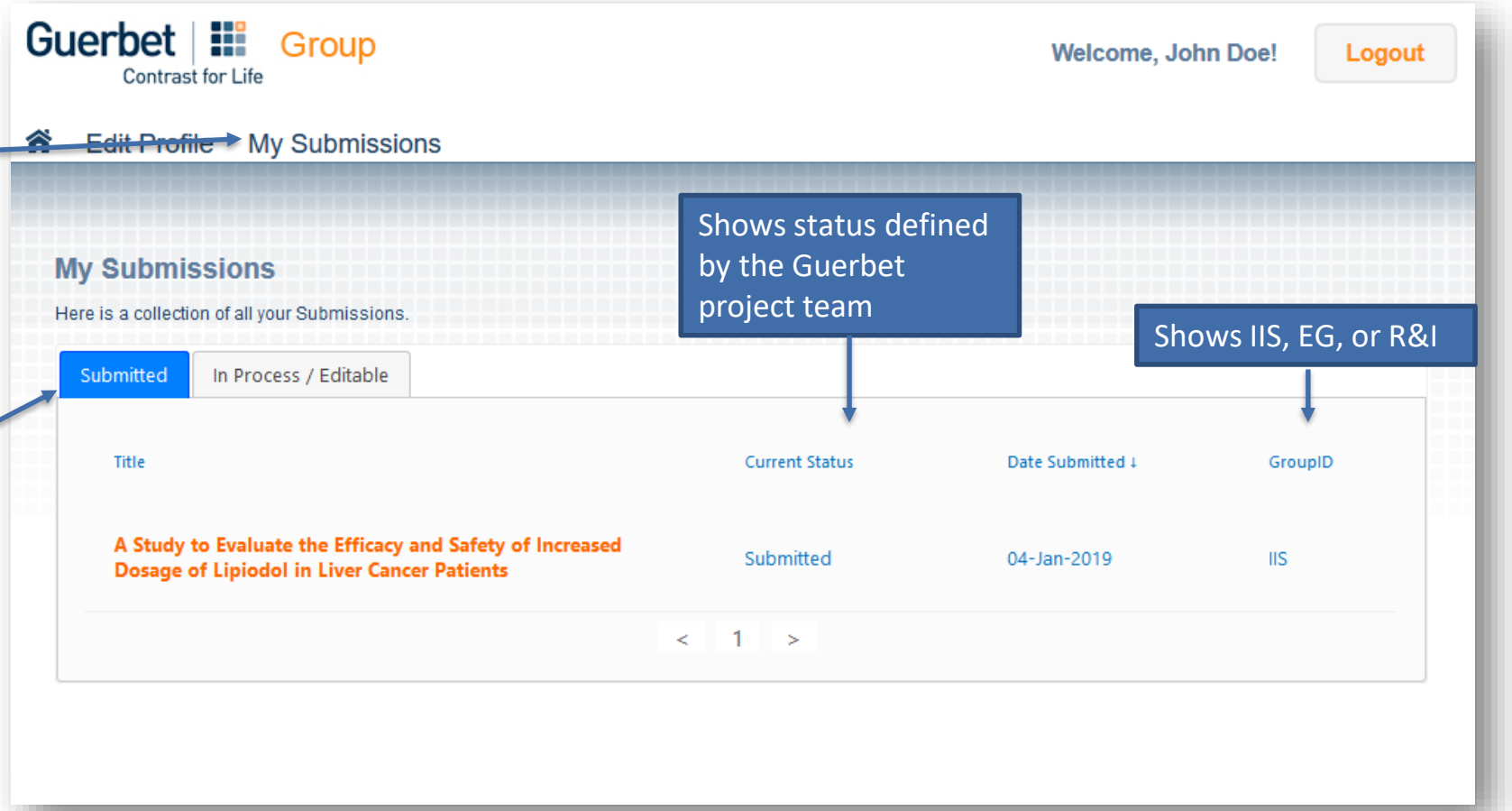
My Submissions

My Submissions will hold all requests submitted and associated to the logged in contact

Submitted tab shows all submitted requests that can not be edited except for Files, Follow-up forms, and Data Lists

In Process /Editable are non-submitted requests or if a FORM has been re-opened for editing by the submitter



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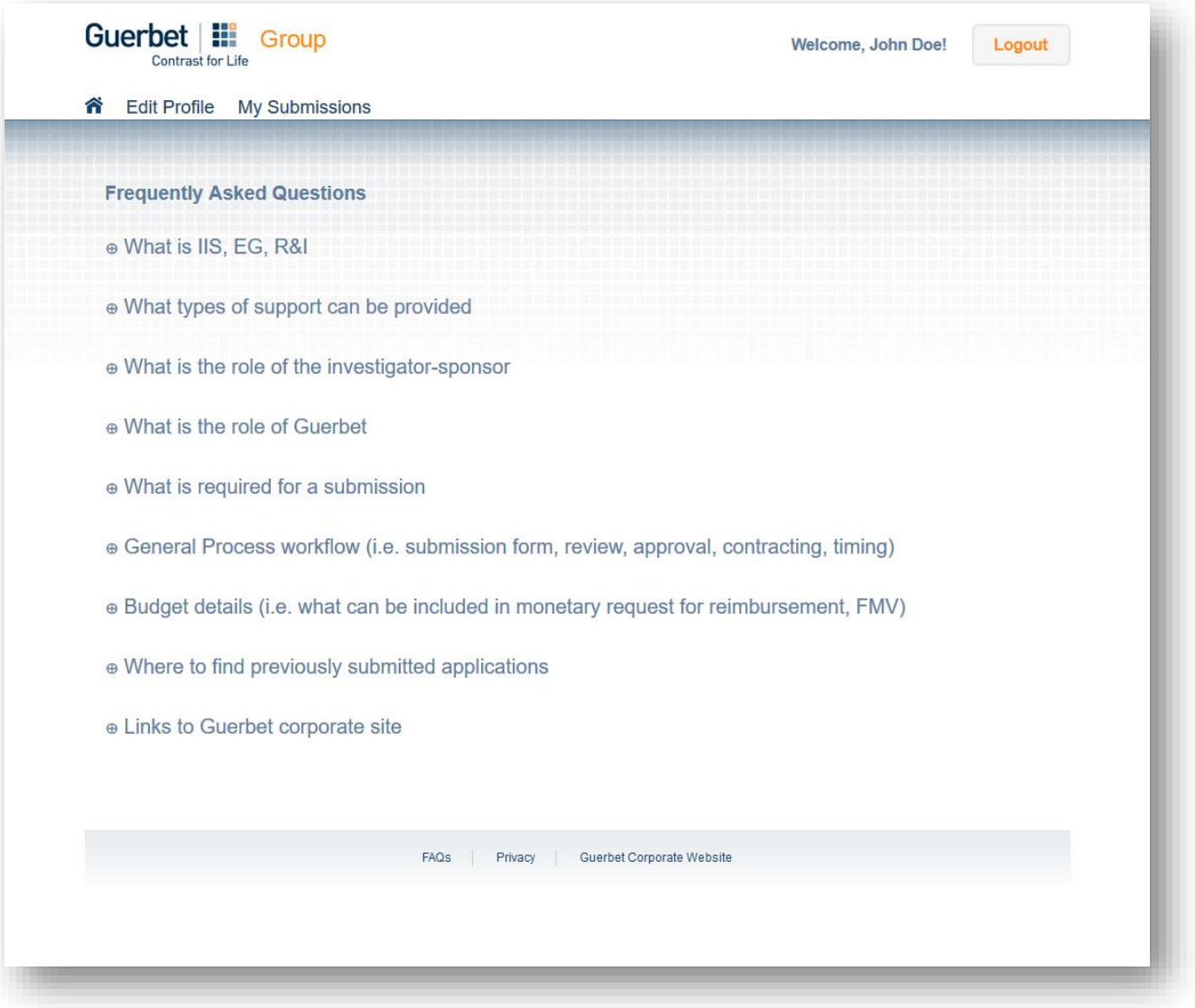
FAQs

The FAQs page will have frequently asked questions and helpful information for any portal accounts.



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