Guerbet Scientific Partnership Portal

ideaPoint Training Guide v1.0
Table of Contents (click on hyperlink to jump to page)

• Portal Home Page
• Creating a Portal Account
• Account Validation
• Login
• Profile
• Program Pages
• Attestation Statement
• Submission Form
• Form Requirements
• Files
• Follow-Ups
• Data Lists
• My Submissions
• FAQs
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
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 cannot 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.
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.
Login

Login credentials are the EMAIL ADDRESS and PASSWORD provided at the Account Creation screen.

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

**3 invalid login attempts will disable the Portal account. The account must be re-enabled in the backend by a Guerbet Admin.**

The login page is accessed in a variety of pages but can always be found here.
Profile

Portal accounts can update their profile information at any time. The only field that must not be changed is email address which would require Guerbet admin assistance.
Each program/group, Clinical Investigator-Initiated Studies (IIS), Educational Grants (EG) and non-clinical research projects (Research & Innovation) have a dedicated page that can be accessed via the home page.
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 *
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.
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.
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.

A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status:
Submitted Date: NOT SUBMITTED
Submission ID: 1579
Group: 185

Form
Fill out the form below then Click Save or Submit to save your progress.
Please be sure to hit the SAVE button before continuing to another tab, page, or if you are stepping away from the computer. Forgetting to do so could lead to a loss of information entered and would need to be re-entered.

Save  Submit

Applicant/Location Information
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).
Once files are saved, they cannot be deleted from the Portal. Only a Guerbet Admin can remove them from the submission.

**Files tab**

A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status:
Submitted Date: NOT SUBMITTED
Submission ID: 1579
Group: IS

Files

The following documents must be uploaded to complete the submission process.
- Investigator CV
- Study synopsis/draft protocol
- Detailed Budget

Please select the appropriate File Type (e.g., use Budget to upload the detailed budget template) when uploading an attachment. If the correct file types are not uploaded, you will not be able to submit your request.

<table>
<thead>
<tr>
<th>Name</th>
<th>File Type</th>
<th>File SubType</th>
<th>Size</th>
</tr>
</thead>
<tbody>
<tr>
<td>Draft Protocol.doc</td>
<td>Draft Protocol/Synopsis</td>
<td>11.57 KB</td>
<td></td>
</tr>
<tr>
<td>CV.doc</td>
<td>CV</td>
<td>11.7 KB</td>
<td></td>
</tr>
<tr>
<td>Budget Template.xlx</td>
<td>Budget</td>
<td>12.27 KB</td>
<td></td>
</tr>
</tbody>
</table>
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.
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

A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients

External Status: Submitted
Submitted Date: 04/01/2019
Submission ID: 1579
Group: IIS

SUBMITTED

Follow-Up Forms

<table>
<thead>
<tr>
<th>Name</th>
<th>Created</th>
<th>Due</th>
<th>Editable Until</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start up documentation</td>
<td>04/01/2019 16:15:55</td>
<td>11/01/2019</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click View/Edit to complete the form
Follow-up Form

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

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

Edit a row by using the pencil “✏️” icon.
Portal Comments

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

Edit a row by using the pencil “✏️” icon.
My Submissions will hold all requests submitted and associated to the logged in contact.

Submitted tab shows all submitted requests that cannot 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.

<table>
<thead>
<tr>
<th>Title</th>
<th>Current Status</th>
<th>Date Submitted</th>
<th>GroupID</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Study to Evaluate the Efficacy and Safety of Increased Dosage of Lipiodol in Liver Cancer Patients</td>
<td>Submitted</td>
<td>04-Jan-2019</td>
<td>IIS</td>
</tr>
</tbody>
</table>
FAQs

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