

## HOW DO I NAVIGATE IN ERT PORTAL?

After you log in to the Portal, the **My Portal** window displays, as the **Dashboard** or home page.

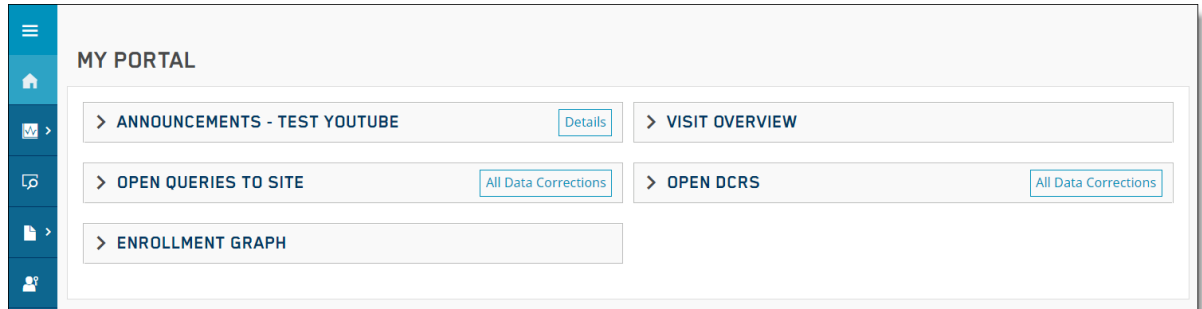
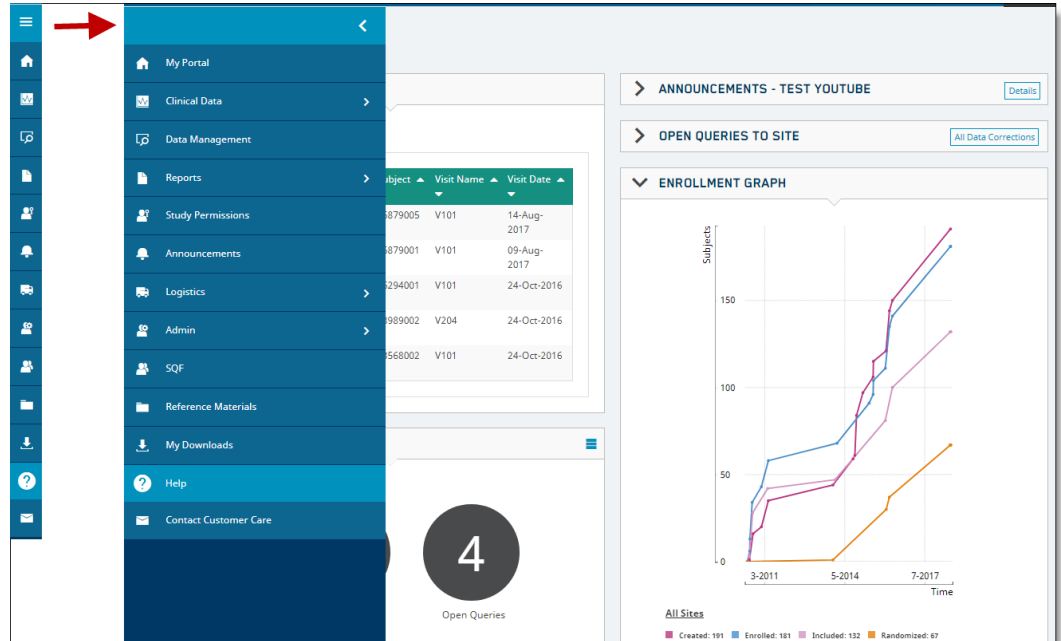
The **Navigation Panel** is on the left and displays icons or tabs for the areas to which you have access.

Click the **Display** icon at the top of the **Navigation Panel** to expand the **Portal Navigation Tab** names.

Note that your **Tabs** may be different from those described here, depending on your role and privileges.

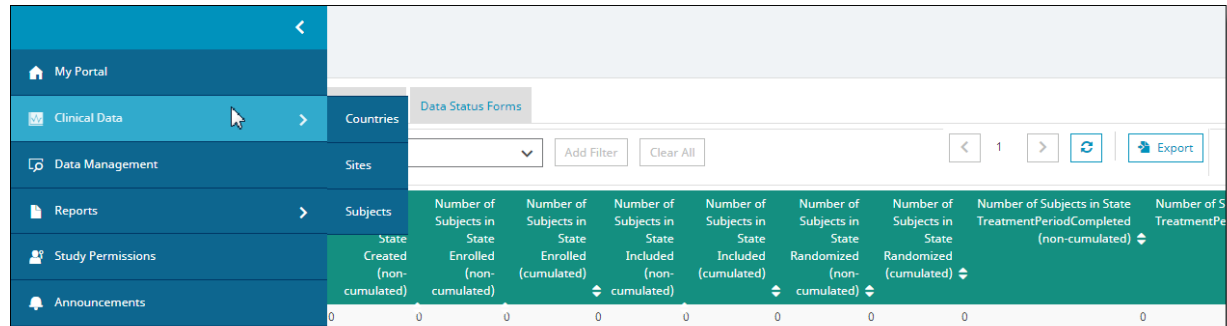
The **My Portal** Navigation Tab

**My Portal** displays the **Dashboard** window for the Portal. See the *What is the Dashboard and how do I navigate it?* topic or *Quick Guide* for more information.

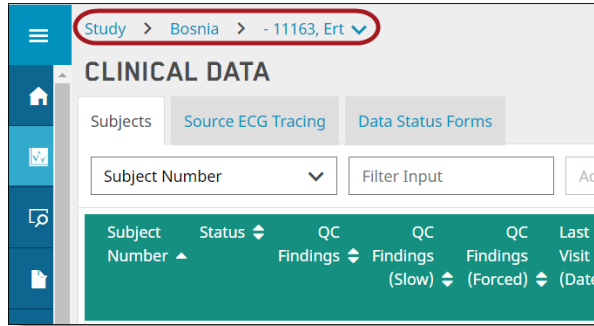


The **Clinical Data** Navigation Tab

**Clinical Data** displays the **Clinical Data** window. See the *Clinical Data* section of *Help* for more information.



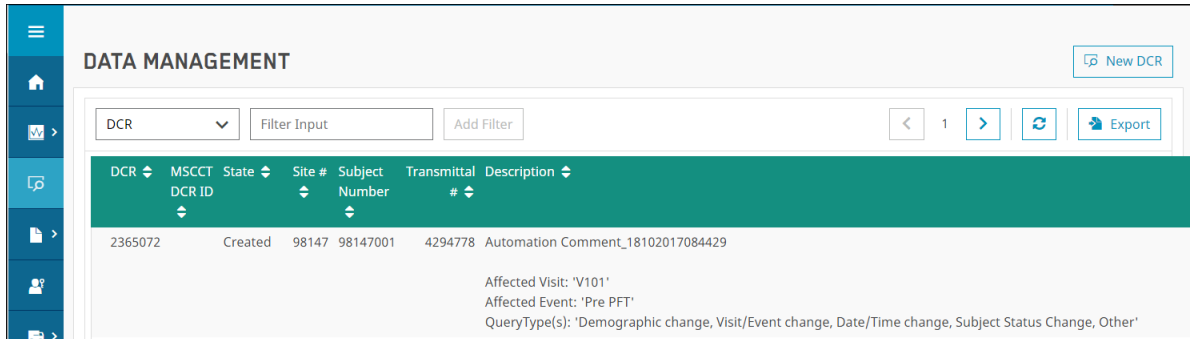
Breadcrumb navigation displays on the top left of every portal page; for example, *Study>Bosnia>-11163, ERT*.



## The Data Management Navigation Tab

 Data Management

displays the **Data Management** window. See the Data Management section of *Help* for more information.



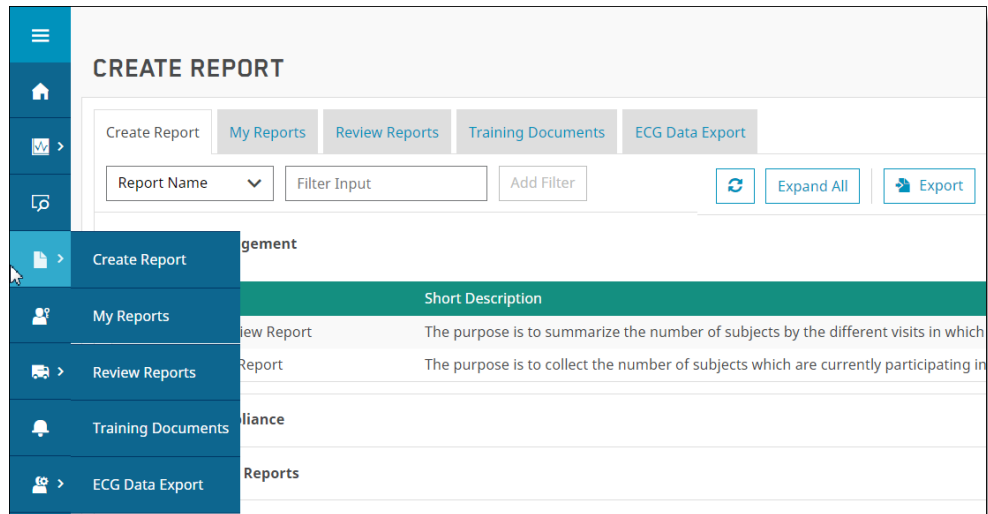
## The Study Reports Navigation Tab

 Study Reports

displays the **Study Reports** window. See the *What types of Monitoring Reports are available in ERT Portal?* topic or *Quick Guide* for more information.

Note: You will see ODS Reports in the Navigation Panel as **Interactive Reports**.

**Reports** 



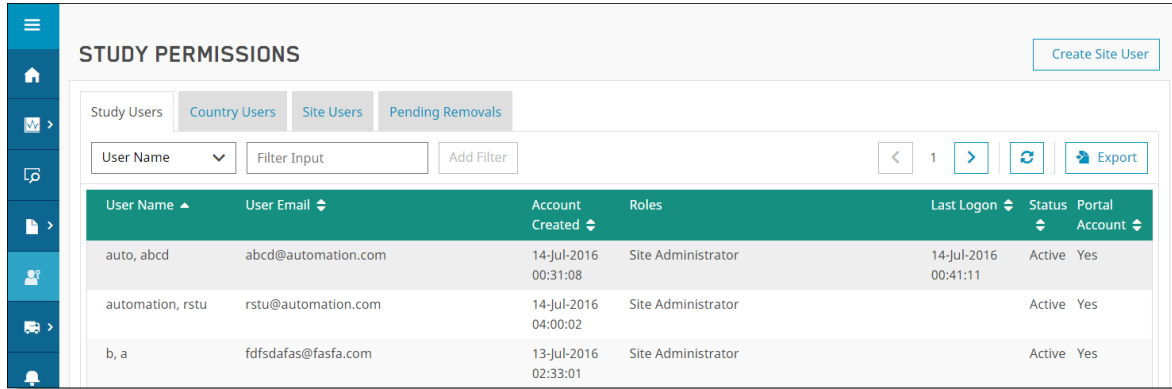
By clicking the **Study Reports Tab** you display sub-tabs that enable you to go directly to each window.

- Create Report
- My Reports
- Review Reports
- Training Documents
- ECG Data Export

## The Study Permissions Navigation Tab



displays the **Study Permissions** window. See the Study Permissions section of *Help* for more information.



The screenshot shows the 'STUDY PERMISSIONS' window with a sidebar on the left containing navigation icons. The main content area has tabs for 'Study Users', 'Country Users', 'Site Users', and 'Pending Removals'. Below the tabs is a search bar with 'User Name' and 'Filter Input' fields, and an 'Add Filter' button. To the right are pagination controls (1) and an 'Export' button. The main table lists users with columns: User Name, User Email, Account Created, Roles, Last Logon, Status, and Portal Account.

User Name	User Email	Account Created	Roles	Last Logon	Status	Portal Account
auto, abcd	abcd@automation.com	14-Jul-2016 00:31:08	Site Administrator	14-Jul-2016 00:41:11	Active	Yes
automation, rstu	rstu@automation.com	14-Jul-2016 04:00:02	Site Administrator		Active	Yes
b, a	fdfsdafas@fasfa.com	13-Jul-2016 02:33:01	Site Administrator		Active	Yes

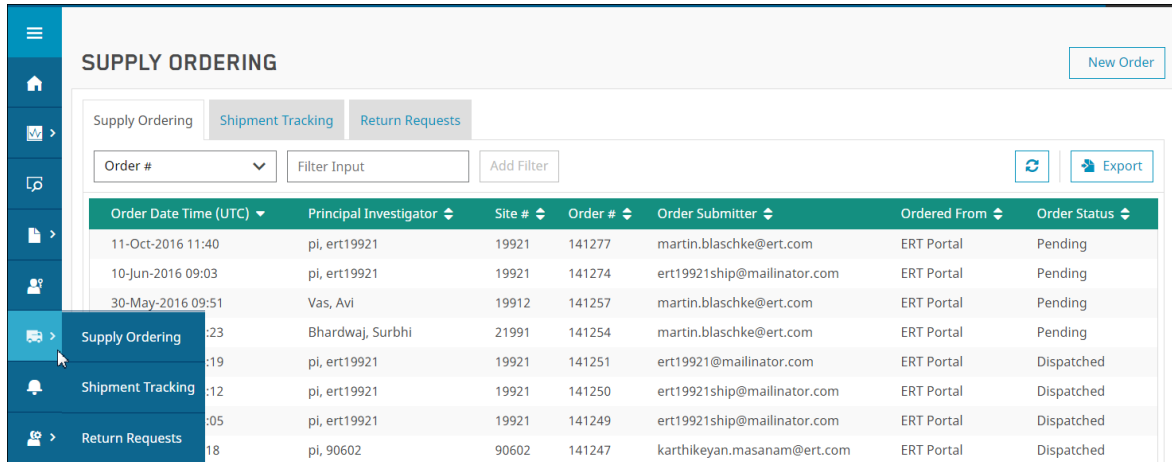
## The Devices & Supplies Navigation Tab



displays the **Devices and Supplies** window. See the Devices & Supplies section of *Help* for more information.

By clicking the **Devices & Supplies Tab**, you display three sub-tabs that enable you to go directly to each window.

- Supply Ordering
- Shipment Tracking
- Return Requests



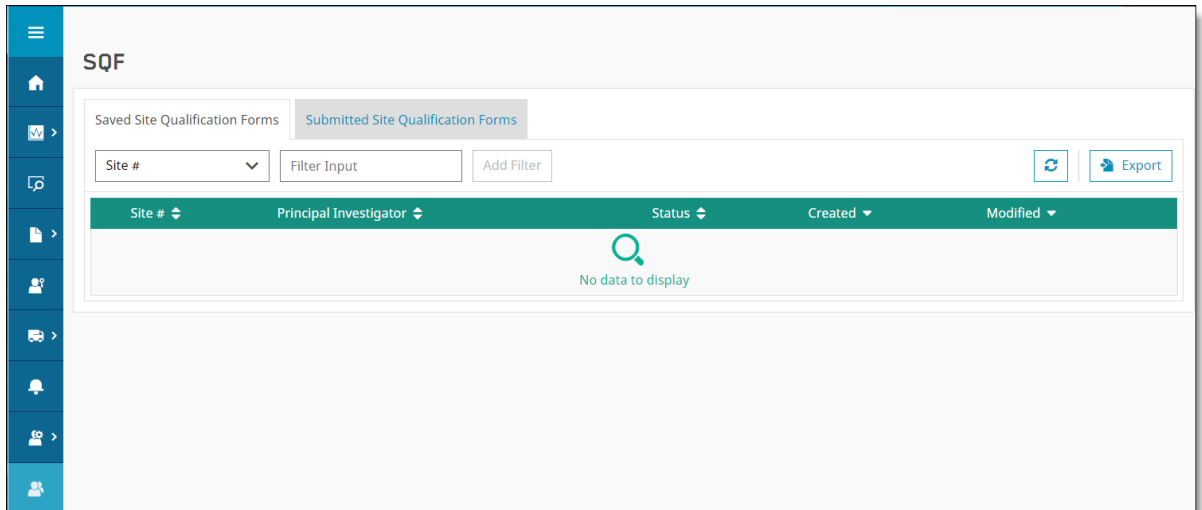
The screenshot shows the 'SUPPLY ORDERING' window with a sidebar on the left. The main content area has tabs for 'Supply Ordering', 'Shipment Tracking', and 'Return Requests'. Below the tabs is a search bar with 'Order #' and 'Filter Input' fields, and an 'Add Filter' button. To the right are pagination controls (1) and an 'Export' button. The main table lists orders with columns: Order Date Time (UTC), Principal Investigator, Site #, Order #, Order Submitter, Ordered From, and Order Status.

Order Date Time (UTC)	Principal Investigator	Site #	Order #	Order Submitter	Ordered From	Order Status
11-Oct-2016 11:40	pi, ert19921	19921	141277	martin.blaschke@ert.com	ERT Portal	Pending
10-Jun-2016 09:03	pi, ert19921	19921	141274	ert19921ship@mailinator.com	ERT Portal	Pending
30-May-2016 09:51	Vas, Avi	19912	141257	martin.blaschke@ert.com	ERT Portal	Pending
08-May-2016 09:23	Bhardwaj, Surbhi	21991	141254	martin.blaschke@ert.com	ERT Portal	Pending
08-May-2016 09:19	pi, ert19921	19921	141251	ert19921@mailinator.com	ERT Portal	Dispatched
08-May-2016 09:12	pi, ert19921	19921	141250	ert19921ship@mailinator.com	ERT Portal	Dispatched
08-May-2016 09:05	pi, ert19921	19921	141249	ert19921ship@mailinator.com	ERT Portal	Dispatched
08-May-2016 09:18	pi, 90602	90602	141247	karthikeyan.masanam@ert.com	ERT Portal	Dispatched

## The Site Qualification Form Navigation Tab



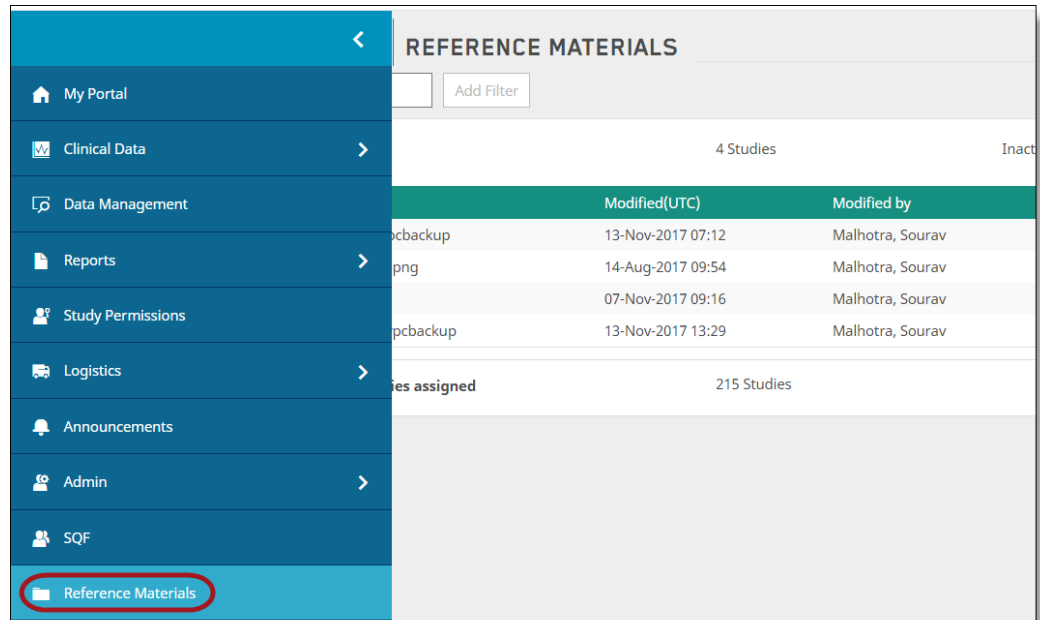
displays the **SQF** window. See the *How Can I View Saved Site Qualification Forms (SQFs)?* topic or Quick Guide for more information.




The screenshot shows the 'SQF' window with a sidebar on the left. The main content area has tabs for 'Saved Site Qualification Forms' and 'Submitted Site Qualification Forms'. Below the tabs is a search bar with 'Site #' and 'Filter Input' fields, and an 'Add Filter' button. To the right are pagination controls (1) and an 'Export' button. The main table lists qualification forms with columns: Site #, Principal Investigator, Status, Created, and Modified. The table is currently empty, showing 'No data to display'.

## The Reference Materials Navigation Tab

The Reference Materials Navigation Tab displays the Reference Materials window. See the *How do I access Reference Materials?* topic or Quick Guide for more information.



The **Online Help** icon  displays Online Help, which includes Quick Guides and videos that explain how best to use ERT Portal. Click a question for details about where to find specific reports or how to create a Data Correction Request, for example. Full search functionality is also available.

## Create a New Tab for Your Selected Study

If you want to see your selected study in another browser window, drag and drop the **lock** icon for the study to a new browser tab. The contents in the new window will be the same as the original.

