

HOW DO I EDIT A SUBJECT'S PIN OR CONTACT INFORMATION?

Note: This is for VIAPhone studies only.

1. Click the **Clinical Data** Navigation Tab

 in the Navigation Panel to access the Clinical Data section.

2. Within the Clinical Data section, click the **Subjects** tab.

3. Click the  icon in the Actions column to display a popup window with the following options:

- **Edit Subject**
- **Contact Address**
- **Set/Send PIN**

4. Click **Edit Subject** (in step 3) to display the **Edit Subject** window.

5. Update information in this screen and click the **Update** button



Note: Alternatively, Deactivate the subject from here by clicking **Deactivate**.

ACTIONS	SITE / COUNTRY	SUBJECT NUMBER	STATUS	EPRO PATIENT STATUS	DATE ACTIVATED	OPEN DCP
	001 Smith, Susan United States of America	10800	Created	Active	06-Mar-2014	
	001 Smith, Susan United States of America	11001	Created	Active	20-Dec-2013	

Edit Subject

Site ID: 001 - Smith, Susan

Visit Schedule: ePRO UAT

Time Zone*: US/Eastern (GMT-04:00)

Language*: English (US)

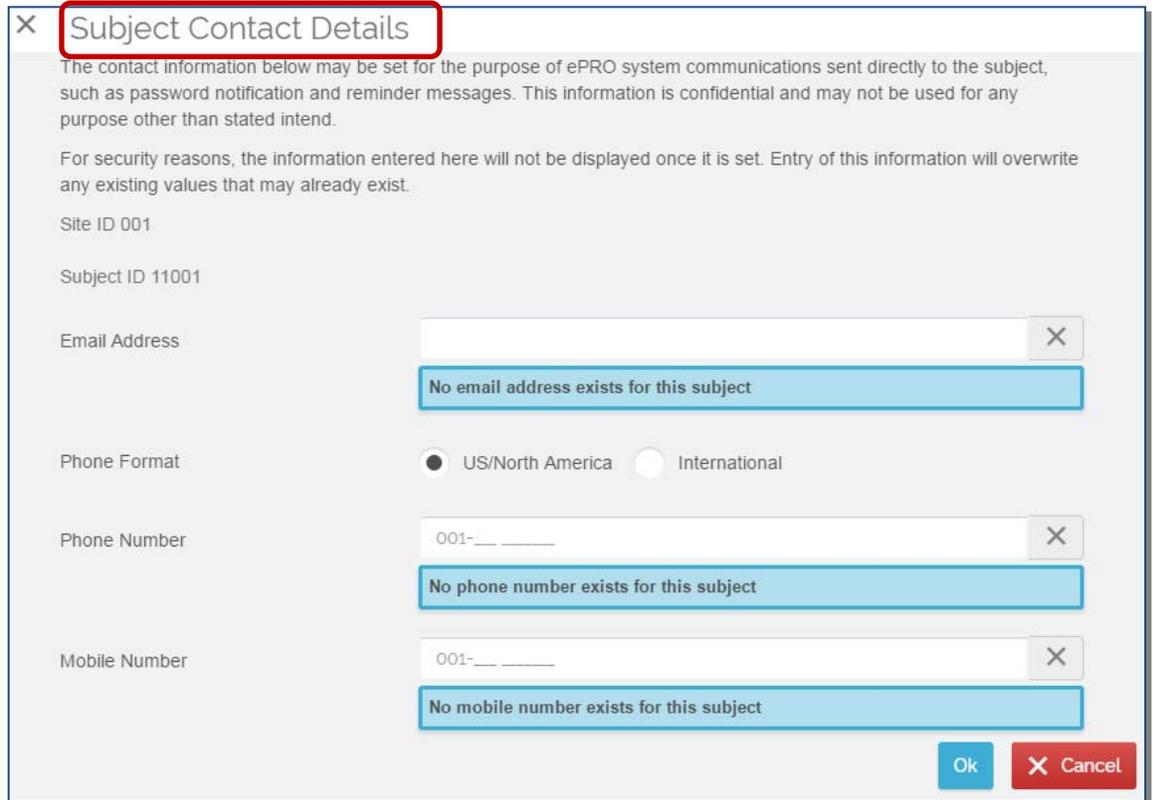
Subject ID1*: 10800

*Required Fields

Update Deactivate Cancel

6. Click **Contact Address** (in step 3) to open the **Subject Contact Details** window.

7. Update information in this screen and click **OK** after you finish, or click **Cancel** to close the window.



Subject Contact Details

The contact information below may be set for the purpose of ePRO system communications sent directly to the subject, such as password notification and reminder messages. This information is confidential and may not be used for any purpose other than stated intent.

For security reasons, the information entered here will not be displayed once it is set. Entry of this information will overwrite any existing values that may already exist.

Site ID 001

Subject ID 11001

Email Address ✕
No email address exists for this subject

Phone Format US/North America International

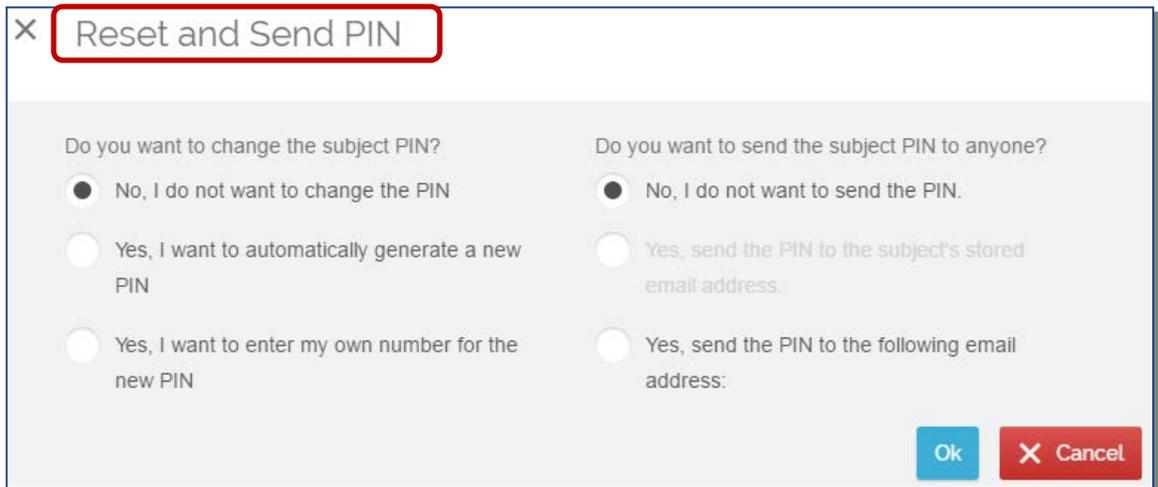
Phone Number 001-__ ____ ✕
No phone number exists for this subject

Mobile Number 001-__ ____ ✕
No mobile number exists for this subject

Ok **✕ Cancel**

8. Click **Set/Send** (in step 3) to open the **Reset and Send PIN** window. Options here include not changing the PIN, automatically generating a new PIN, or entering a specific number for the PIN. Sending has three options as well.

9. Update information in this screen by selecting an option for each question, and click **Ok** after you finish, or click **Cancel** to close the window.



Reset and Send PIN

Do you want to change the subject PIN?

No, I do not want to change the PIN

Yes, I want to automatically generate a new PIN

Yes, I want to enter my own number for the new PIN

Do you want to send the subject PIN to anyone?

No, I do not want to send the PIN.

Yes, send the PIN to the subject's stored email address.

Yes, send the PIN to the following email address:

Ok **✕ Cancel**