PRECICECAP Portal Site User Guide

PREPARED FOR THE

PRECICECAP CLINICAL TRIAL

November 1, 2023

Revision History		
3.0	Updated for new version of CONNECT	11/01/23
2.3	Updated screenshots, added TOC, added “Troubleshooting”, “Reporting Issues” and “Upload Portal File Requirements” sections.	11/03/22
2.2	Added activation email sender address	08/26/21
2.1	Revised Quality Assurance Section	08/08/21
2.0	Revised to Upload Portal Version 1	08/05/21
1.1	Updated Upload and Browse Pages	05/27/21
1.0	Initial Draft	04/25/21
Rev	Description	Date

Getting Started 3

Initial Login 3
Changing Your Password 5

Selecting and Uploading Data 6

Upload Process 6
Upload History 13

Troubleshooting Tips 14

Reporting Issues 14

Upload Portal File Requirements 15

Scope 15
Background 15
Patient Directory 15
Medication Files 16

PRECICECAP Portal Site User Guide

This document provides instructions for Principal Investigators and Clinical Research Coordinators to upload subject data and view uploaded data.

The upload portal can be accessed at: https://precicecap.connect.bedsideinfo.org/

For additional support, please reach out to:

- Elizabeth Osborn (eosborn@stanford.edu)
- Sara DiFiore (difioresm@upmc.edu)
- Karen Hirsch (khirsch@stanford.edu)

Getting Started

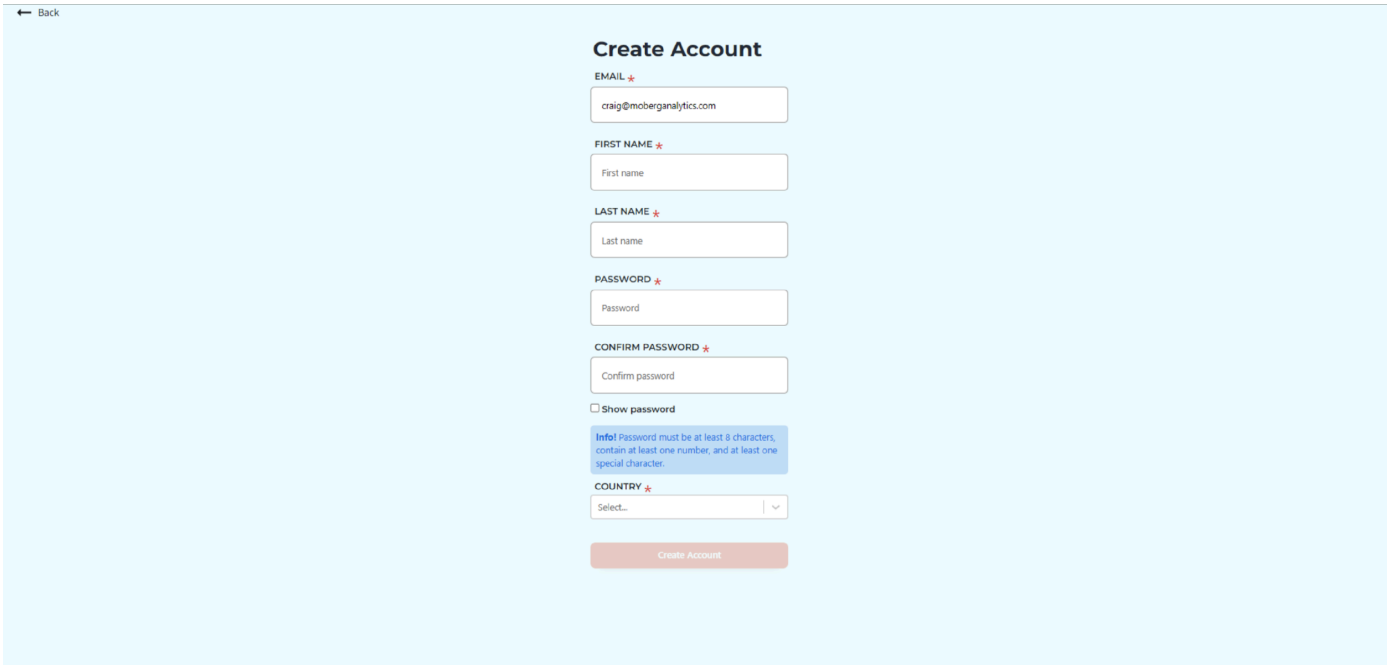
Initial Login

When an admin creates an account for you, you will receive an email similar to the following from moberg@admin.bedsideinfo.org:

> Dear John Smith,
>
> Please use the link below to create your account. This link expires in 48 hours.
>
> https://precicecap.connect.bedsideinfo.org/create_account?token=1926c539e78a75d547c2d27738f581d3137a886f22048c36940528c7e1ce5bf8f39a5340949ca78848de238781592861585ed94907aef3c5f5d58d91106053e4b990d521caac81888a5ce17e6dfd3a0e1731c767406547d73eb37a5cd0ad1ca89f68e848
>
> Sincerely,
>
> The Moberg Analytics Team

Click on the link in the email or copy and paste it into your browser.

You will be directed to a page that is unique to your account where you will be prompted to set up your account and password.



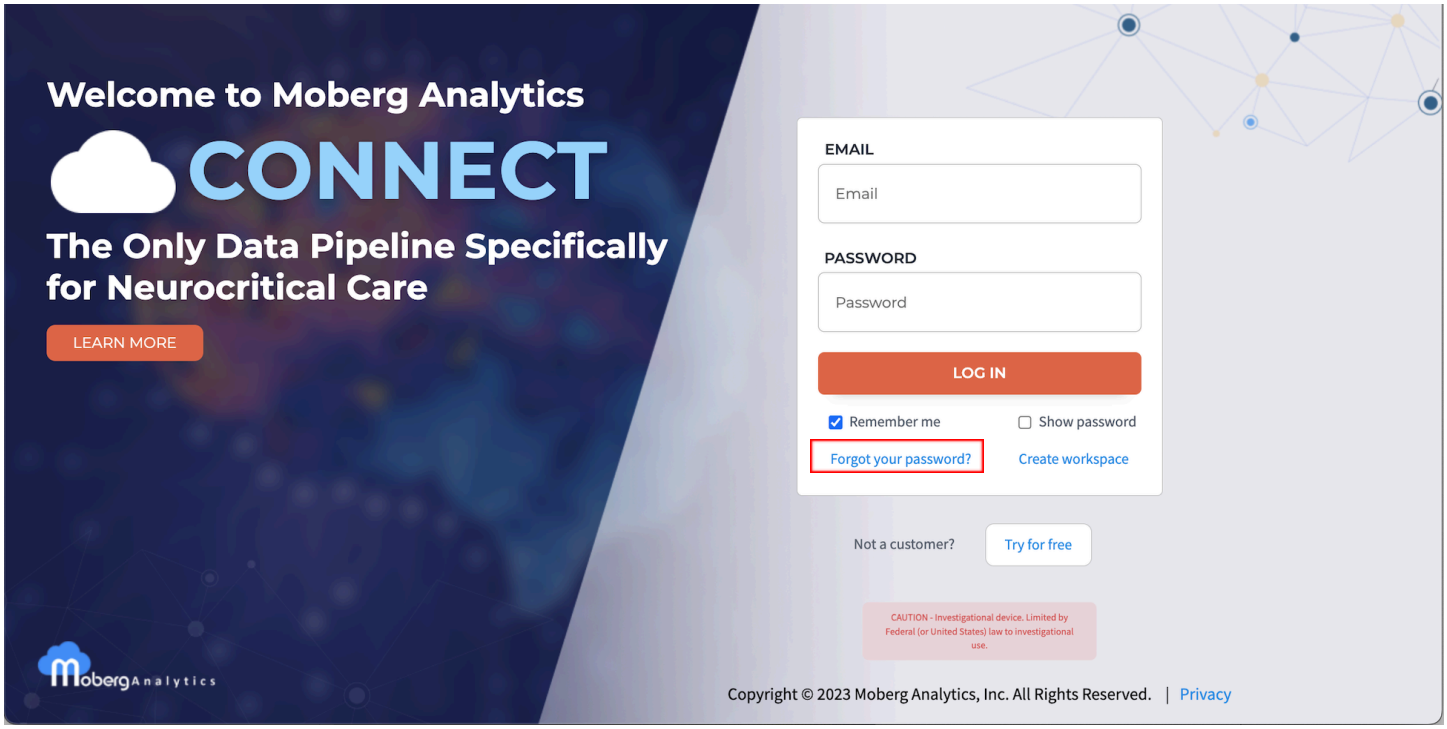
Enter your First and Last Name. Enter and confirm your password. Select your Country.
Passwords must meet the following requirements:

- Minimum 8 characters
- At least 1 number
- At least 1 special character (!@#$%&)

After setting your password, click “Submit.” You will then be prompted to log in.

Changing Your Password

If you need to change your password, click on the “Forgot your password?” link on the login screen:



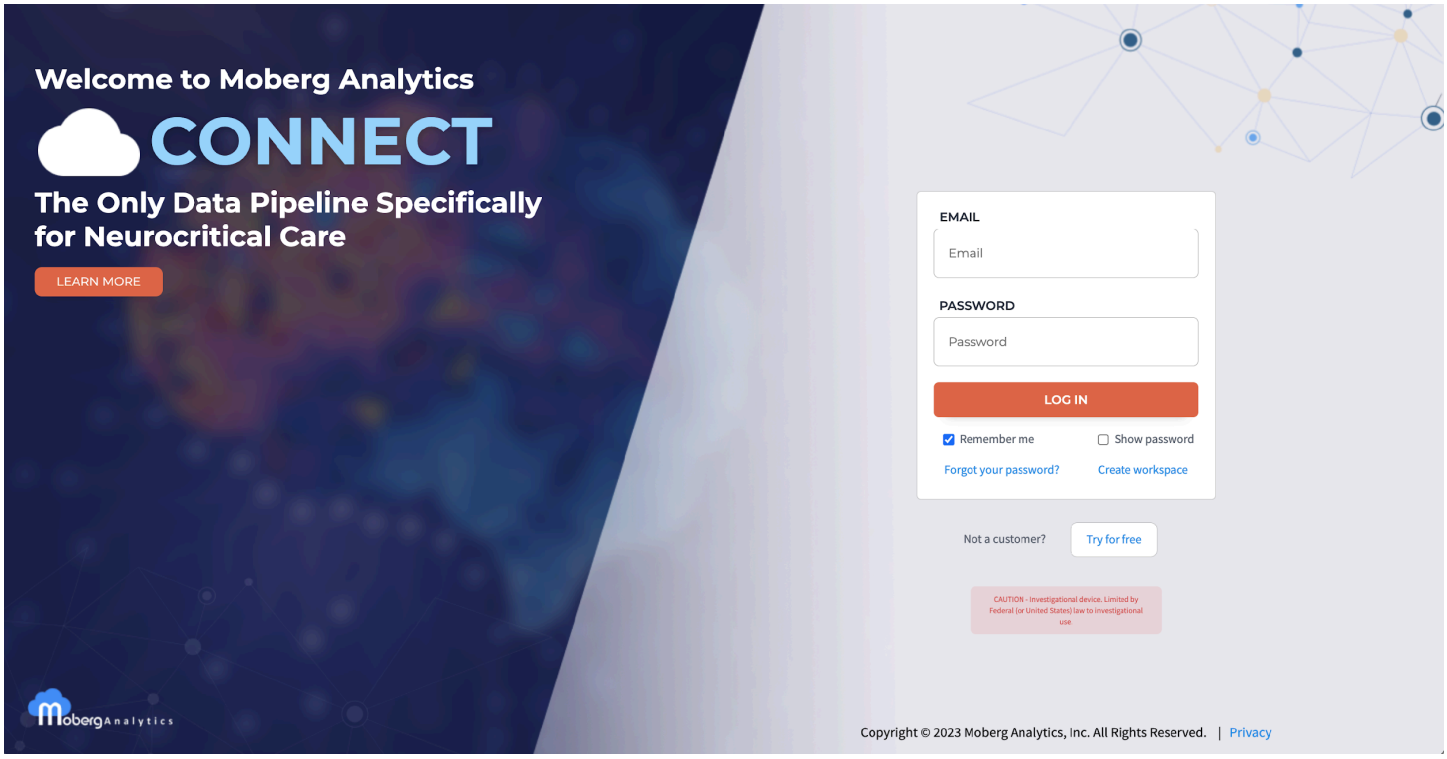
On the next screen, you will be prompted to enter your email address.

You will receive an email with a link to change your password. Follow the link to be directed to a screen where you can enter a new password. This link will expire after 48 hours.

Selecting and Uploading Data

Upload Process

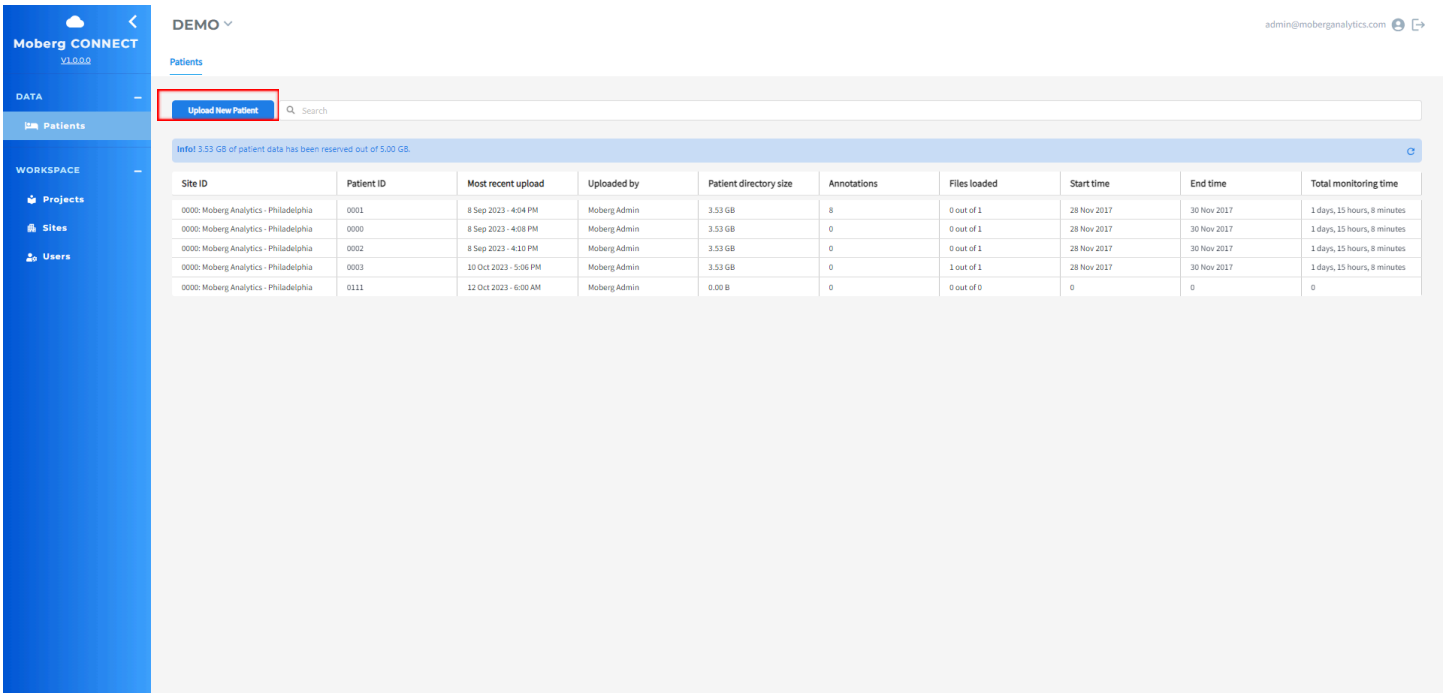
In a browser, navigate to https://precicecap.connect.bedsideinfo.org and log in.



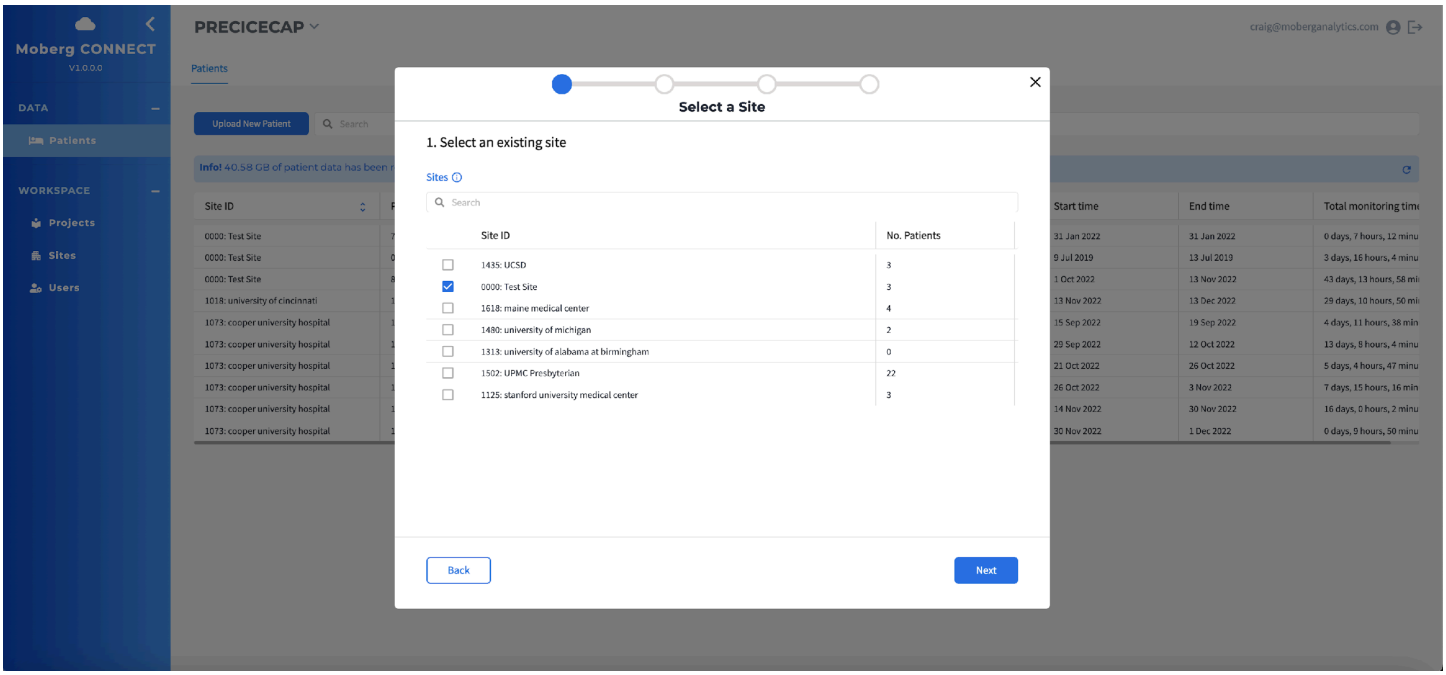
After logging in, you will see the main Patients page. To upload subject data, click the “Upload New Patient” button.

Accept the Terms and Conditions and click “Next” to proceed to the next step.

Click on the “Upload New Patient” button.

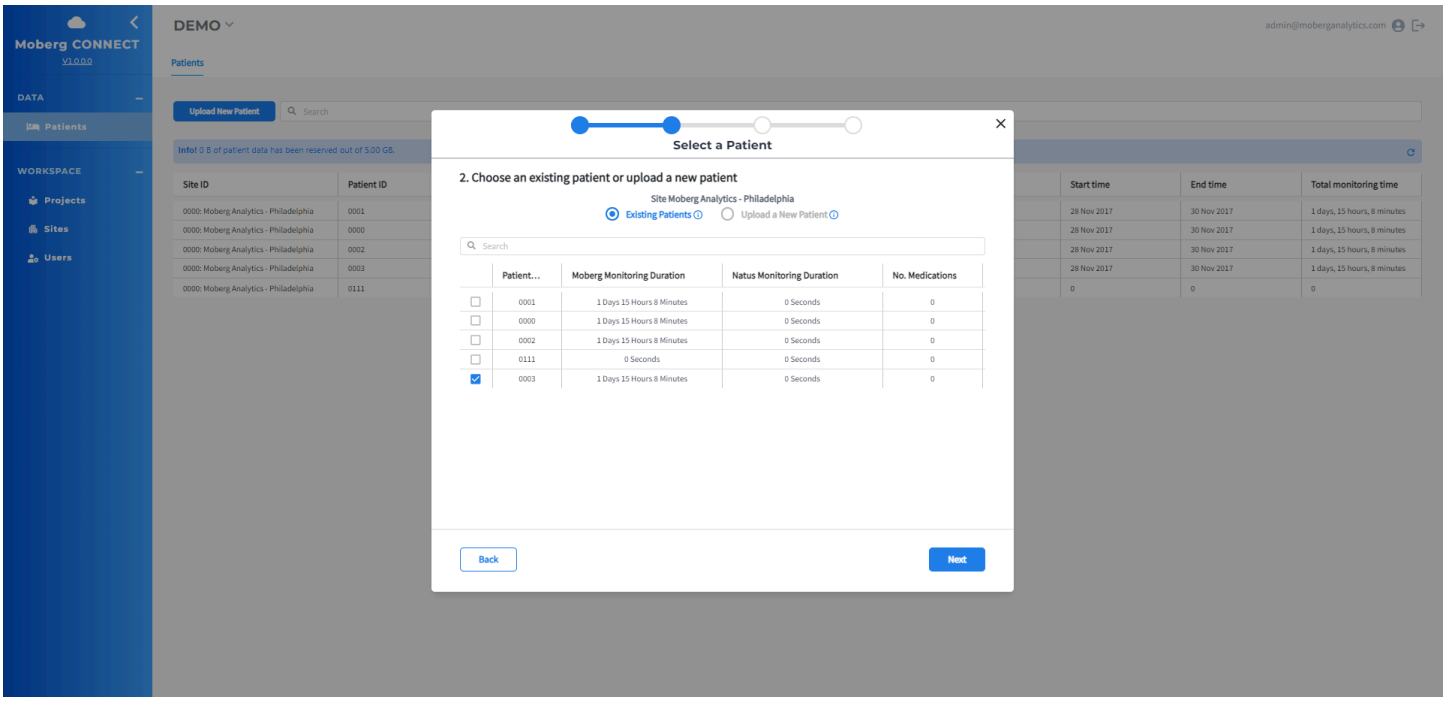


Select the site to which the patient data belongs.



A list of existing patients will be shown.

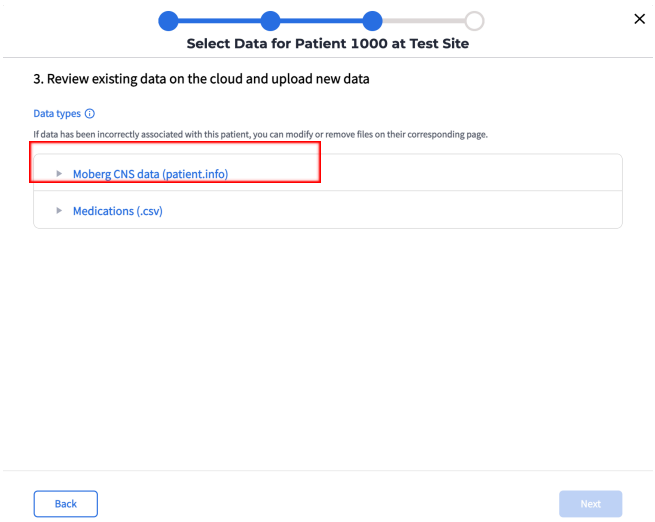
If you want to add data to an existing patient, select the check box next to that patient and click “Next.”

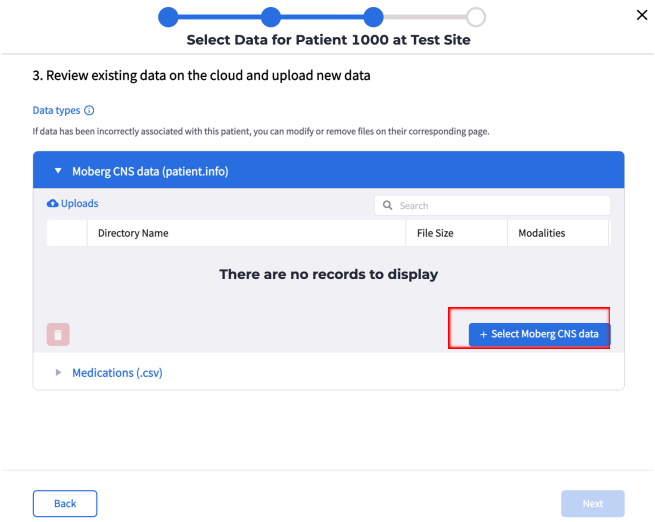


If you would like to upload data for a new patient, provide the 4-digit Subject ID from WebDCU and click “Next.” The system will validate the Subject ID and indicate it is available in green text.

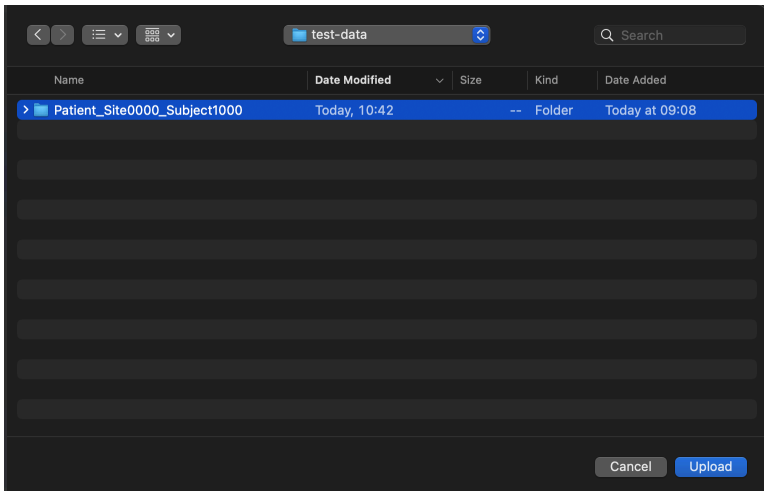
Note: If data has already been uploaded for the subject, the following message will appear and you are given the option to select the existing patient, which will return you to the previous screen with that patient selected. Alternatively, you can continue editing the Subject ID and provide a new number.

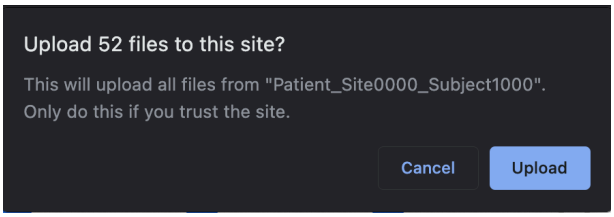
On the next page click the “twisty” arrow next to the data type you wish to download. The dialog box will expand. Click on the “+ Select Moberg CNS data” button.





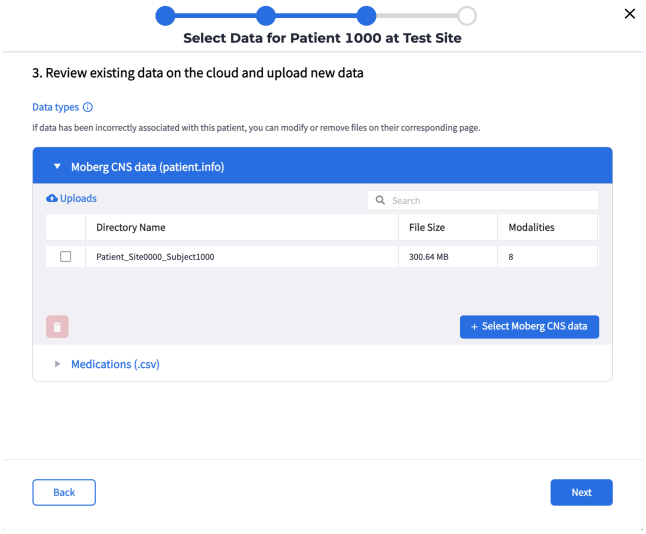
Navigate to the patient folder location and select the directory containing the patient data.
Click the “Upload” button. You may be asked to confirm you upload (Chrome version shown)

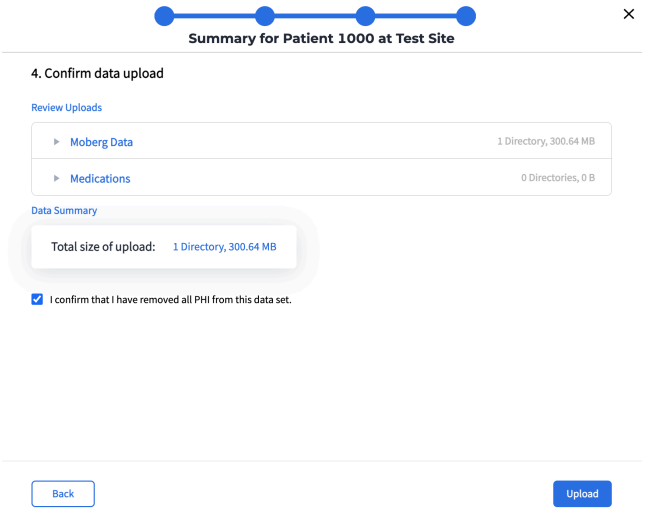




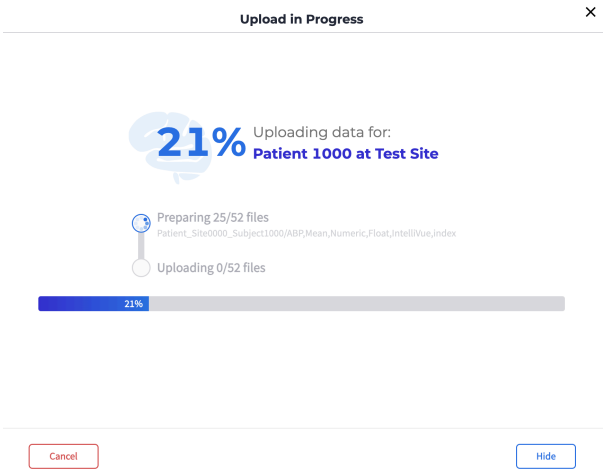
To upload Medications, follow the same path, open the “Medications” twisty arrow, and select local the file with the patient’s medication.

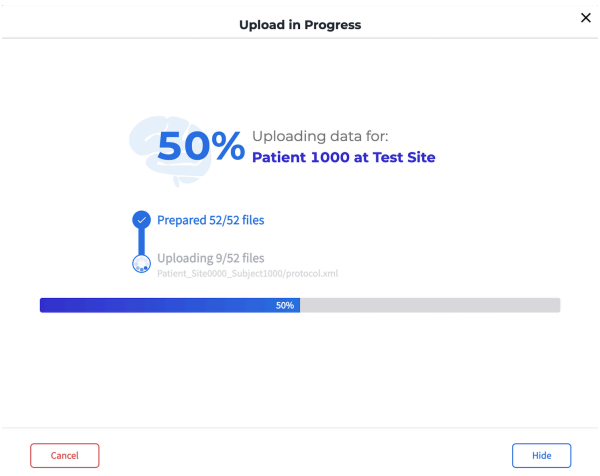
The system will do a quick validation of the input data and present a summary of the data to be uploaded. Click “Next”.
Review the data summary, check the box confirming the PHI removal and click “Upload”.





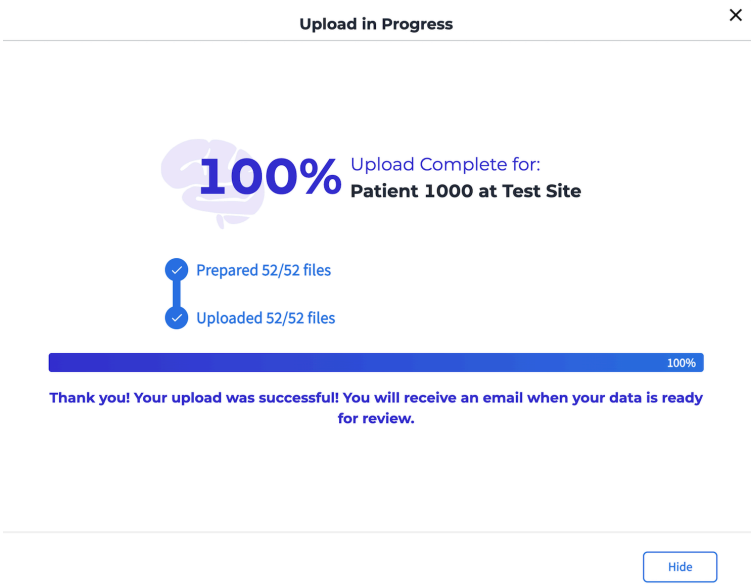
A dialog box will appear and inform you of the status of your upload. There are two phases to the upload:
A “Preparing” phase during which the system calculates hash values to ensure data accuracy.
An “Uploading” phase during which the system transfers the data to the cloud.



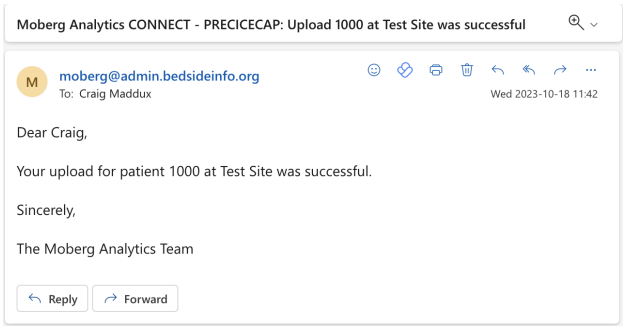


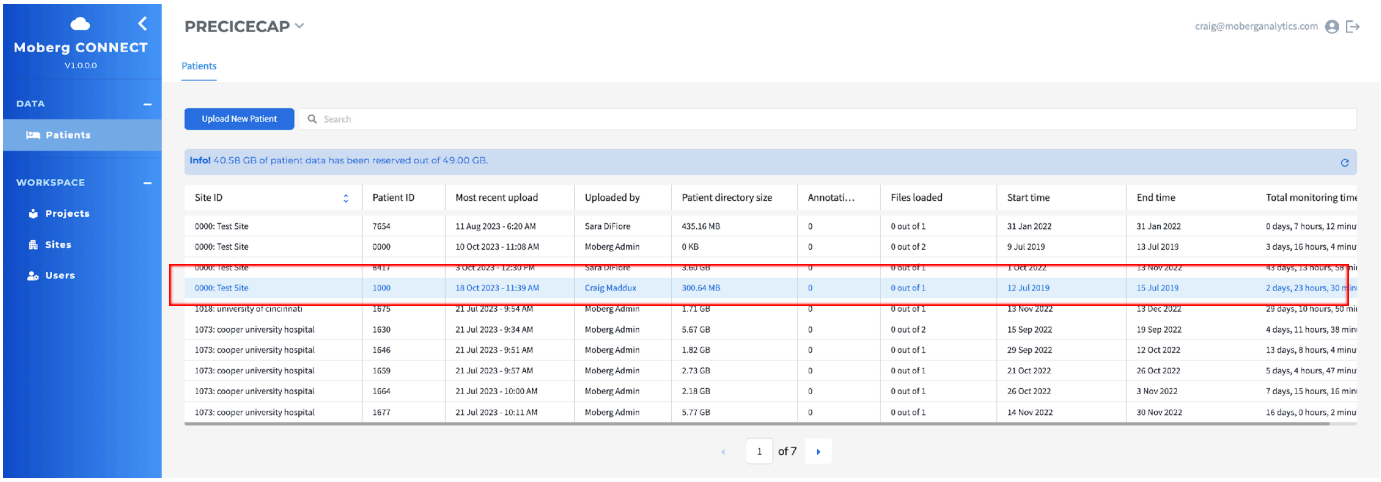
At any time you may hide the progress box by pressing the “Hide” button. The upload status will be visible in the lower right corner of the screen.

When the upload is complete, the status box will indicate the upload was successful.

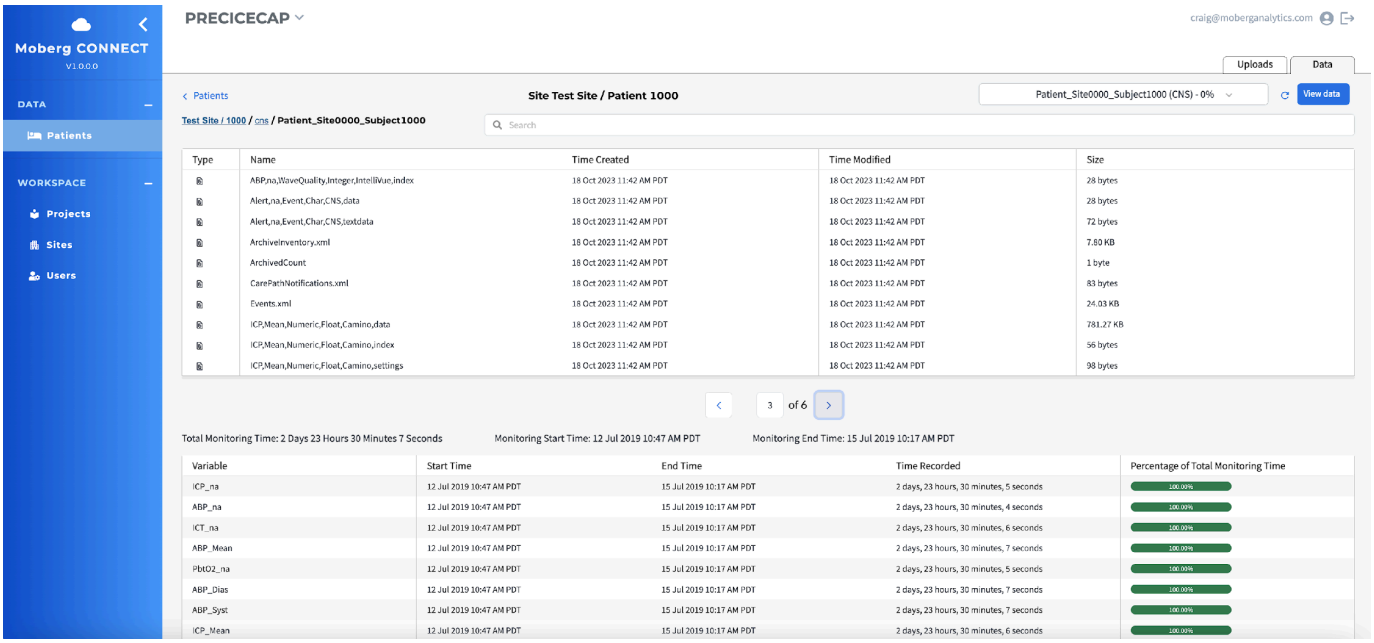


Once the data is successfully uploaded, a process will run on the cloud to validate the data and make it available for review. When this process is complete, you will receive a confirmation email and the data will be visible on the platform.



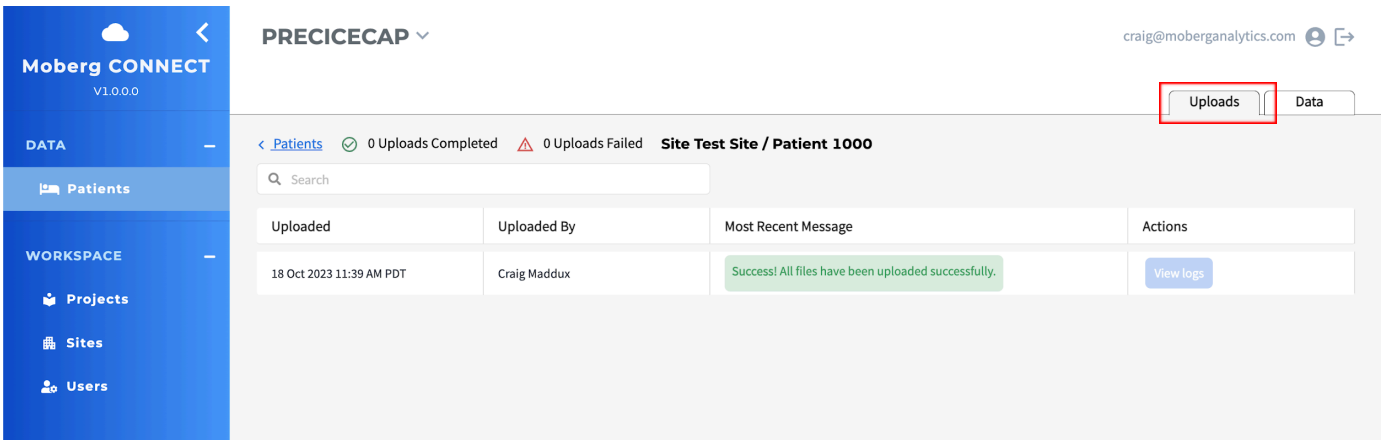


Selecting the entry from the main “Patients” list will show details about the uploaded data.



Upload History

All uploads are saved in the database and can be retrieved at any time to view the time of the upload, the name of the uploader, and any messages that were generated during the upload. To view your upload history, select the “Uploads” tab.

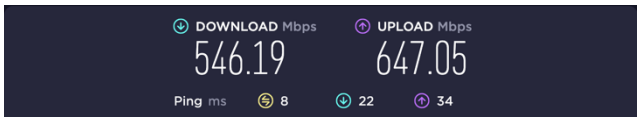


Troubleshooting Tips

The primary source of problems with the portal are network-related issues.

- Network speeds will greatly impact upload times.
- Corporate firewalls may block ability to upload large files or block needed ports.
- Unstable or weak Wi-Fi connections may cause uploads to fail.

Check your upload speed using https://speedtest.net
You will receive a speed rating similar to this (your numbers may vary greatly). Note the “Upload” number.



Run the speed test from various locations available to you (office, lab, home, etc.) and use the location with the faster upload speed, if possible.

If this number is less than 50, you will likely have long upload times. Uploading large archive directories (over 2-3GB) can take well over an hour.

Reporting Issues

If you encounter problems that you cannot resolve, please contact your site coordinator or one of the PRECICECAP contacts at the top of this document.

In order to expedite resolution to problems, please collect the following information. Feel free to copy and paste this template into an email.

Name:
Email:
Phone:
Site/Subject ID: ____ / ____

Title: A short description of the issue. (e.g. Upload Failing for Site 1234)

Steps to Reproduce: (tell us exactly what you did so that we can attempt to reproduce the error)

Expected Result: (tell us what you expected to happen)

Actual Results: (tell us what did happen)

List any error messages you received:

Please attach screen shots, if possible.

Upload Portal File Requirements

Scope

This document covers the requirements of files uploaded to the IBM Cloud through the PRECICECAP Upload Portal.

Background

The software that processes CNS Monitoring session directories and medication files has certain requirements that must be met in order for these file types to be processed.

Patient Directory

These patient directories (CNS Monitoring sessions) **must be** named starting with "**Patient_**". Files not named in this manner will fail during the upload and conversion process.

We recommend leaving the patient directory names unchanged and using directory structures **above** the patient directories for organization.

Alternatively, the user may add identifying sequences or patient identifiers following the first underscore (i.e., after "Patient_"). Valid characters include letters, underscores, and numbers. Do not use special characters or spaces.

These directories come in two variants: non-segmented and segmented.

For non-segmented directories:

- There must be a patient.info file on the root level.

For segmented directories:

- There must be an admission.info file on the root level.
- Each directory must be named starting with "Segment_"

The data contained in the non-segmented directory and the segmented directory must follow the following structure:

For Event files:

- Each measurement must contain two files ending in ",data" and ",textdata"

For Numeric files:

- Each measurement must contain three files ending in ",index", ",data", and ",settings"

For NumericQuality files:

- Each measurement must contain two files ending in “,index” and “,data”

For SampleSeries files:

- Each measurement must contain three files ending in “,index”, “,data”, and “,settings”

For WaveQuality files:

- Each measurement must contain two files ending in “,index” and “,data”

Medication Files

Medication files may have the .csv or .xlsx file extension. The current version of the Upload Portal does not impose any restrictions on the file name or the structure of the file contents.