

# EORTC Study Documentation Portal (StudyWebDoc)

## Site Training

Version 1.0

27 Nov 2023

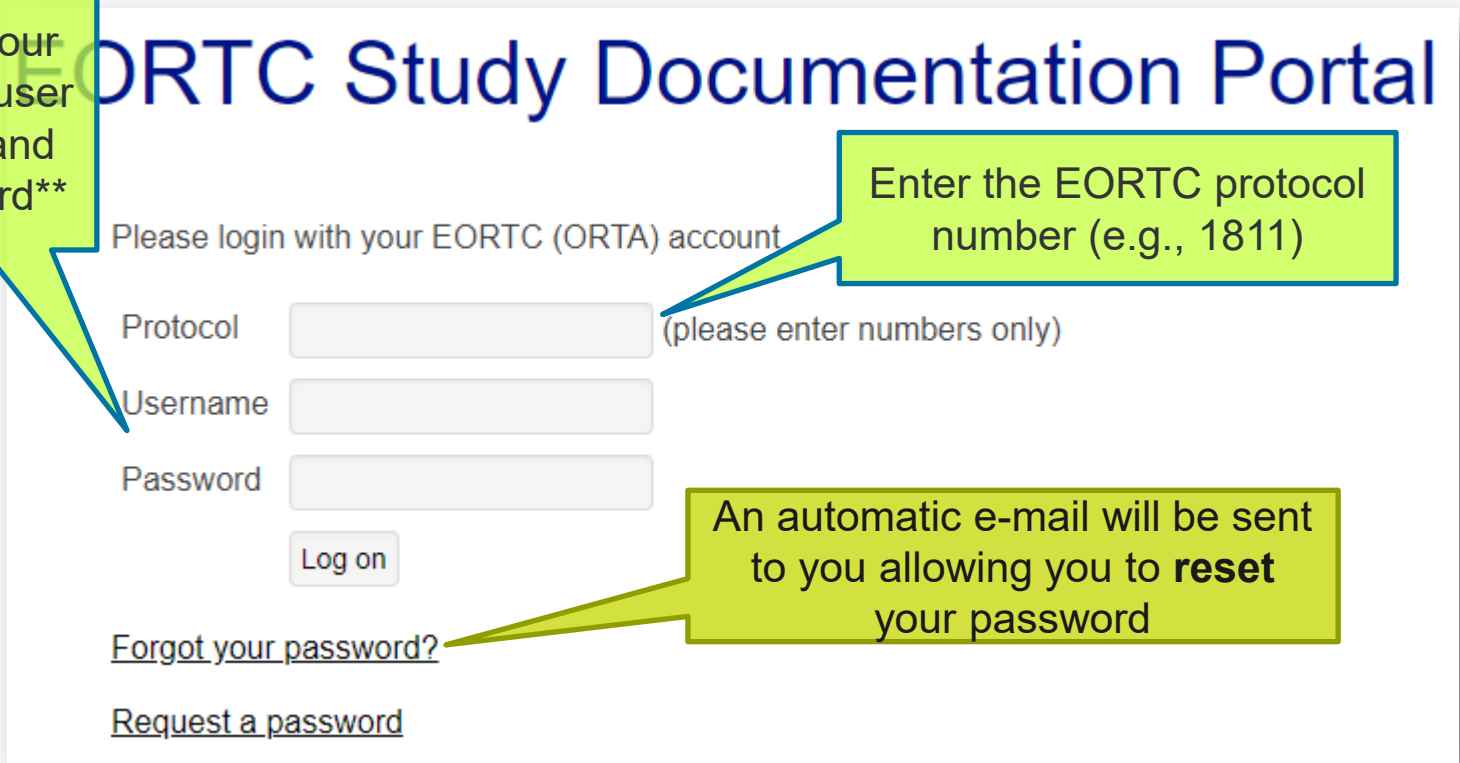
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# What is StudyWebDoc ?

- StudyWebDoc is an EORTC web based application used in clinical studies **to share study-related documents with participating sites.**
- The platform provides access to study essential documents downloadable for the creation of the **local Investigator Study File (ISF).**
- The platform is not replacing the **local ISF(!).**
- StudyWebDoc also provides access to the study trainings material.

# How to login?



**EORTC Study Documentation Portal**

Please login with your EORTC (ORTA) account

Protocol  (please enter numbers only)

Username

Password

[Forgot your password?](#)

[Request a password](#)

**Callouts:**

- Enter your ORTA\* user name and password\*\*
- Enter the EORTC protocol number (e.g., 1811)
- An automatic e-mail will be sent to you allowing you to **reset** your password

\*On-line Randomized Trials Access (**ORTA**) credentials are sent as automatic e-mail message from Randlog@eortc.org to your inbox (or spam folder).

\*\*First time login will prompt you to **immediately** change your password; afterwards, you are asked to update **every 3 months**. Do **not** use accents in your password.

# How to navigate within StudyWebDoc?

## EORTC 1811 “Collapse all” view

Q Search:

- **Study essential documents**

- 00. ISF index
- 01. Regulatory documents
- 02. Operational documents
- 03. Patient documents
- 04. Administrative documents

**Protocol training**

## EORTC 1811 “Expand all” view

Q Search:

- **Study essential documents**

- 00. ISF index
  - EORTC 1811 ISF index v2.0 20210209.pdf
- 01. Regulatory documents
  - 1.1 Administrative documents and Contract
  - 1.2 Site Staff
  - 1.3 Regulatory Affairs
    - Austria
      - V1.0
        - 1101
          - 1811\_AT\_1101\_EC Approval\_10SEP2021.pdf
        - 1455
          - 1811\_AT\_1455\_EC Approval\_21APR\_2021.pdf
        - 903
          - 1811\_AT\_903\_EC Approval\_02FEB2022.pdf

- The structure is based on the investigator study file (ISF) index
- The search bar allows you to find a specific file
- Uploaded files (mostly in pdf format) are downloadable by clicking on them

# Where to perform and confirm study trainings? (1)

EORTC 1811

Q Search:

- **Study essential documents**
  - 00. ISF index
  - 01. Regulatory documents
  - 02. Operational documents
  - 03. Patient documents
  - 04. Administrative documents

**Protocol training**



- Select “Protocol training” which will redirect you to the training module
- All relevant training material (e.g., presentation, recordings) is available on this page

**1811 Protocol training**

- Training
  - CURRENT
    - 1811 E2Radiate platform training
      - 1811 E2RADiatE SIV slides.pptx
    - 1822 RP OligoCare
      - 1811-1822 DM training slides v2.1.pdf
      - 1822 OligoCare SIV slides.pptx
    - 2011 RP ReCare
      - 1811-2011 DM training slides v1.0.pdf
      - 2011 RP ReCare\_SIV slides v1.pptx
  - Previous - do not use
    - 1822 RP OligoCare
      - 1811-1822 DM training slides v2.0.pdf
      - 1822 DM training slides v1.0.pptx

I hereby confirm having read and understood the following training modules

CURRENT  
 Previous - do not use

Name  Firstname  Function  Email  Institution number

You will receive a training confirmation by email.  
Thank you.

Function dropdown menu options:  
Principal Investigator  
Sub-Investigator  
Pathologist  
Radiation Oncologist  
Pharmacist  
Data Manager  
Oncology Nurse  
Research Nurse  
Physicist  
Psychologist  
Other

- You confirm your training by:
  - Selecting the applicable training topics for the relevant training
  - Completing your contact details\*
  - Clicking the “I confirm” button

\***Note:** The “institution number” corresponds to the EORTC institution number.

# Where to perform and confirm study trainings? (2)

- Once confirmed, you will receive an instant confirmation on the webpage and an e-mail confirmation.
- File the confirmation in your ISF.
- The EORTC HQ study team will receive the e-mail confirmation as well.

**Thank you for following the training**

You will receive a confirmation by email

**test ORTA**

has followed the following on-line training

**Protocol:** 1811

**Content:**1811 E2Radiate platform training;1822 RP OligoCare;

on 15/02/2023 14:10:40

**for institution 1**

as Other

**Training confirmation for EORTC protocol 1811**

 EORTC <noreply@eortc.org>  
To: ORTA  
Cc: 1811 Operations

test ORTA

has followed the following on-line training

**Protocol:** 1811

**Content:**1811 E2Radiate platform training;1822 RP OligoCare;

on 15/02/2023 14:10:40

**for institution 1**

as Other

# Contact

- Contact the EORTC study team for your study-specific and technical questions.