

SmartSimple USERS MANUALS: HOW TO... ?

How to ...add a new patient in my study in SmartSimple?

Version Number:
1.0

Date:
18/08/2023

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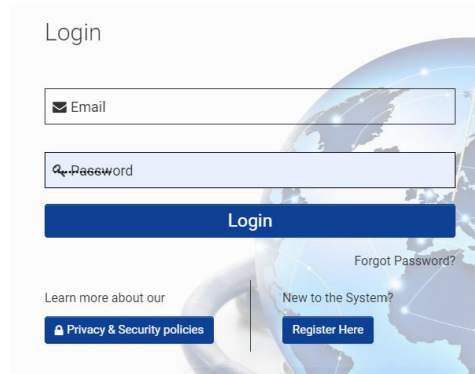
Step 01

Connect to SmartSimple:

<https://kce.smartsimple.ie/s/Login.jsp>

with your login and password

If you don't have a SmartSimple account, contact KCE Trials (kce_trials@kce.fgov.be)



Login

Email

Password

Login

Forgot Password?

Learn more about our

Privacy & Security policies

New to the System?

Register Here

STEP 02

You will arrive at the Dashboard (Project Manager) where all the studies you manage will appear



KCE

My Dashboard (Project Manager)

Site Records

OPEN TO RECRUITMENT - ALL (6) CLOSED TO RECRUITMENT (0)

STEP 03

By clicking the field 'Update Site Information' you can update the following information:

	Activity	Site ID	Recruiting Site	Name PI	Date Site Initiation Visit	Target participants	Date first participant recruited	Latest date a participant was recruited	Number of patients randomized	Site Status	Last Modified
<input type="checkbox"/>	Update Site Information	PROB01	AZ Sint-Jan Brugge	Van der Borch, Jonathan	17/04/2023		12/06/2023	12/06/2023	1	Open to Recruitment	19/06/2023 15:41

Site ID: this field can be used to enter your own site identifier, eg site 1, 2...

Name PI: Last name, first name (no title)

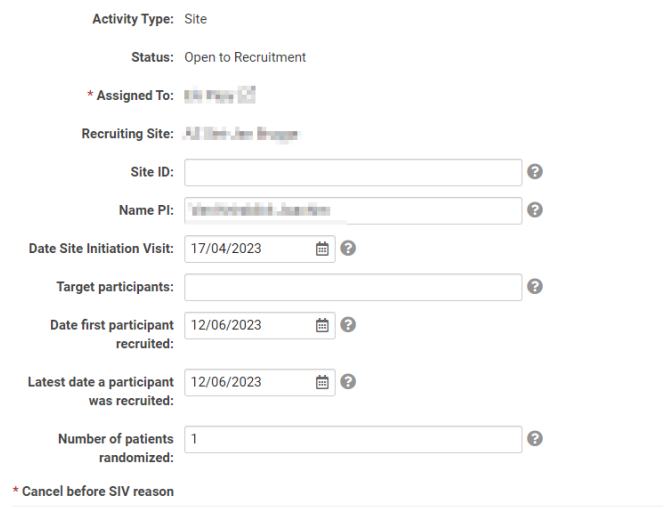
Date site initiation visit: please complete this field once for each site

Target participants: please complete this field once for every site

Date first participant recruited: please complete this field once for every site

Latest date a participant was recruited: update this field with the date the last patient was recruited at this site

Number of patients randomized: update this field to reflect the total number to date of patients randomized at this site



Activity Type: Site

Status: Open to Recruitment

* Assigned To: [John Doe](#)

Recruiting Site: [AZ Sint-Jan Brugge](#)

Site ID:

Name PI:

Date Site Initiation Visit:

Target participants:

Date first participant recruited:

Latest date a participant was recruited:

Number of patients randomized:

* Cancel before SIV reason

Press Save after entering your data

STEP 04

By clicking the field 'Change status' you can update the information above AND change the status of the site (using the blue buttons at the bottom of the window)

- If the site is cancelled before site initiation, the reason needs to be completed in a mandatory field.
- !!! Make sure the information is correct and complete before **closing** a site, it will not be

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possible to edit afterwards without contacting KCE Trials (kce_trials'at'kce.fgov.be).

Good to know:

- You can export your data to excel by clicking the blue export button.
- Once the study is closed the sites will disappear from the first tab and appear on the second one "closed to recruitment"
- Please contact KCE Trials if you want to add a back-up project manager in the system.
- Please contact your study lead (cc KCE trials) if sites need to be added during the study.

