# AAST MITC Website

## Participant/User Instructions

- Once you have been designated as a participant, you will receive an email from [trauma@infotechsm.com](mailto:trauma@infotechsm.com)
- This email will contain a password. Use this password to login for the first time at [https://secure.myispartner.com/Trauma/login.aspx](https://secure.myispartner.com/Trauma/login.aspx)

## Login

- Username = email address
- Password = for your first login, use the password provided in the email from [trauma@infotechsm.com](mailto:trauma@infotechsm.com)
- You will then be asked to create a new password
  - Your password must:
    - Be at least 8 characters
    - Include letters and numbers
    - Include at least one capital letter

## Studies Directory Tab

- Once you are logged in, you will be taken to the **Studies Directory** page
- To add subjects to a particular study, click the button labeled "**Site Enrollment List**" under the correct study

## Study Page

- In the study page, you may add or edit subjects and upload images to correspond with a subject
- To add a new subject, click the button labeled "**New Subject**"

**Subject Form**

- In the subject form you may add or edit data
- To save the data you have entered, click "**Pending**"
    - Clicking "**Pending**" means that you may come back into this page and edit data for this subject
- To save the data you have entered and complete the subject's entry, click "**Complete**"
    - Clicking "**Complete**" means that you have no further data to enter for the subject
    - If a subject has been marked complete but you still have data to enter, email your Site PI with the subject number. Your Site PI is able to move a subject from complete to pending.
- To go back to the previous page without saving, click "**Back"**
    - Clicking back means that any data entered will NOT be saved
    - If you click "New Subject" and do not save (either by clicking "Complete" or "Pending", a new subject number will <u>not</u> be assigned

**Reports Tab**

- To view and generate reports, click "**Reports**" on the left side of the page
- Select a study from the drop down menu
- Select a report
    - "**Summary Report**" shows only number of complete, pending, and total patients in study by hospital
    - "**Detail Report**" shows all patient data for every patient in the study by hospital
- Reports will download to your computer as a Microsoft Excel file. You must have popups enabled in order to download the file to your computer.

**My Profile Tab**

- In this tab, you may edit your first and last name and phone and fax numbers.
- You may NOT edit your username (email address) or hospital affiliation.
- To reset your password, email your site PI.

**Logout Tab**

Click this lab on the left side of the page to logout.

Your session will expire after 20 minutes of inactivity.

## Site PI Instructions

As a site PI, you can reset passwords for your site participants.

- From any screen, select "**User Admin**" from the "**Admin**" menu on the left side of the page
- This takes you to the "**Search for Users**" screen. You may search using an email address, and/or first name and/or last name. Enter the search info and click "**Search**"
- The users name should appear on the screen. Click "**Edit**"
- This takes you to the "**Edit Users**" screen. On this screen, click "**Reset Password**." A confirmation message should appear. This will reset the user's password and send the user an email from trauma@infotechsm.com with instructions for changing his/her password.

You can also move a subject from "Complete" to "Pending."

- All subjects under the "Complete" heading have two buttons: "View" and "Unlock"
- To return a subject to "Pending," click "Unlock"

## Support

Should you have any difficulties using the web site you can contact our support team at support@infotechsm.com. General questions can also be directed to Jermica Smith at jsmith@aast.org