



# 3CTN Reporting Portal User Training - Milestones & Deliverables

2022

## Account Activation

- Bookmark this link: <https://edge-canada.ca/>
- **Login** using the name and password provided to you

### Forgot Password?

- Click on **FORGOTTEN YOUR PASSWORD?** Follow the on-screen prompts on the login screen and answer any security questions to reset your access.
- If you are still unable to access your account, please contact your Local Administrator.

## **M&D Reporting**

Using EDGE site attributes

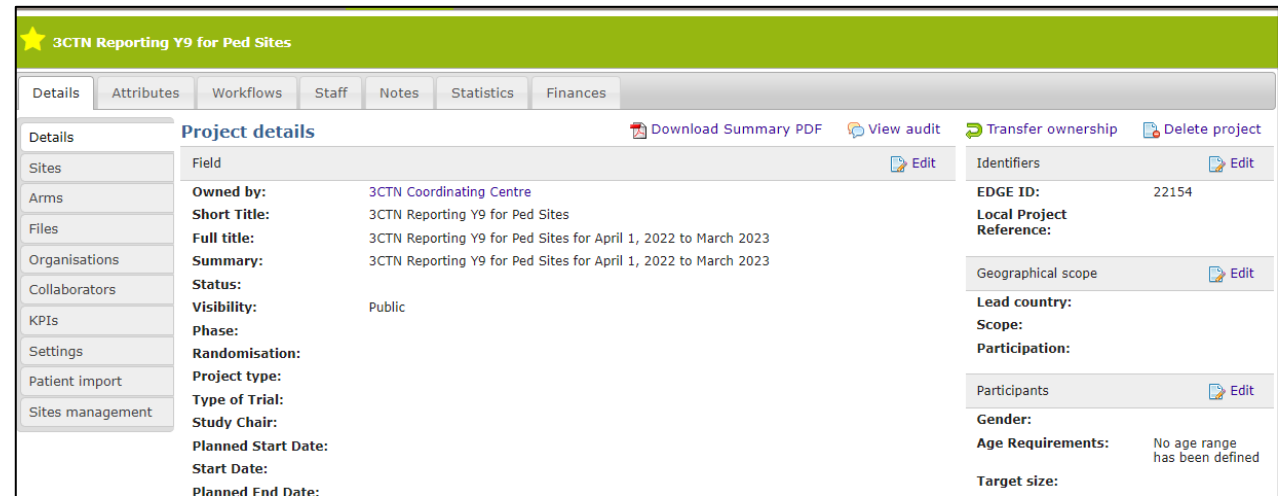
*Every 6 months*

# 3CTN Reporting: Y9 (April 2022 – Mar 2023)

Reporting Obligations	Frequency	2014 -2022 Format	2022 Onwards Platform
Milestones and Deliverables	Semi-annually	MS Word	3CTN PORTAL

To Report M&Ds:

Go to the “3CTN Reporting Y9 for Peds Sites” or “3CTN Reporting Y9 for Adult Sites”

3CTN Reporting Y9 for Ped Sites

Details | Attributes | Workflows | Staff | Notes | Statistics | Finances

Download Summary PDF | View audit | Transfer ownership | Delete project

**Project details**

Owned by: 3CTN Coordinating Centre

Short Title: 3CTN Reporting Y9 for Ped Sites

Full title: 3CTN Reporting Y9 for Ped Sites for April 1, 2022 to March 2023

Summary: 3CTN Reporting Y9 for Ped Sites for April 1, 2022 to March 2023

Status: Public

Visibility: Public

Phase:

Randomisation:

Project type:

Type of Trial:

Study Chair:

Planned Start Date:

Start Date:

Planned End Date:

Identifiers

EDGE ID: 22154

Local Project Reference:

Geographical scope

Lead country:

Scope:

Participation:

Participants

Gender:

Age Requirements: No age range has been defined

Target size:

Then go to the **sites** tab on the left navigation bar select your site




3CTN Reporting Y9 for Ped Sites (under setup)

Details | Attributes | Workflows | Staff | Notes | Statistics | Finances

Show my sites | Add Project Site

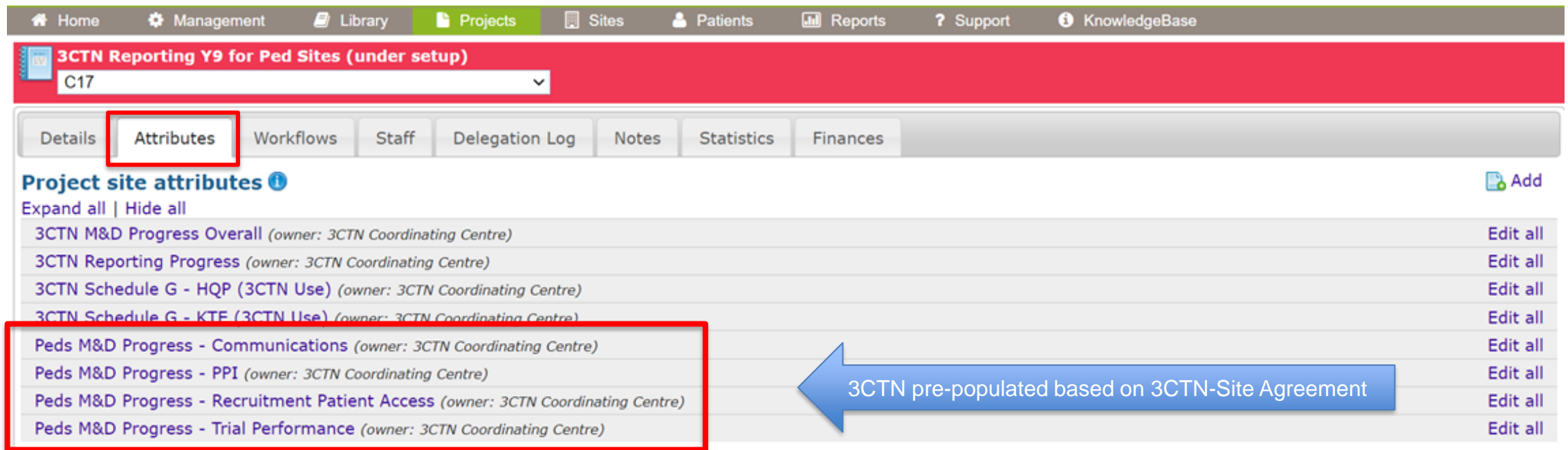
**Project sites**

Site	Status	Type	Owner	PI
BC Children's Hospital C17	Accepted		3CTN Coordinating Centre	Unassign
C17 3CTN Coordinating Centre	Accepted		3CTN Coordinating Centre	Unassign
CancerCare Manitoba - Pediatrics C17	Accepted		3CTN Coordinating Centre	Unassign

## 3CTN Reporting – Prefilled information from site M&D

Once at your project site (red banner) click on the “**Attributes**” tab.

Once in the **Attributes** page you will see all your M&Ds grouped by category, you can click on the category name to expand it and see the fields within.



Home Management Library **Projects** Sites Patients Reports Support KnowledgeBase

3CTN Reporting Y9 for Ped Sites (under setup)  
C17

Details **Attributes** Workflows Staff Delegation Log Notes Statistics Finances

**Project site attributes** [Add](#)

[Expand all](#) | [Hide all](#)

3CTN M&D Progress Overall (owner: 3CTN Coordinating Centre)	<a href="#">Edit all</a>
3CTN Reporting Progress (owner: 3CTN Coordinating Centre)	<a href="#">Edit all</a>
3CTN Schedule G - HQP (3CTN Use) (owner: 3CTN Coordinating Centre)	<a href="#">Edit all</a>
3CTN Schedule G - KTE (3CTN Use) (owner: 3CTN Coordinating Centre)	<a href="#">Edit all</a>
<b>Peds M&amp;D Progress - Communications (owner: 3CTN Coordinating Centre)</b>	<a href="#">Edit all</a>
<b>Peds M&amp;D Progress - PPI (owner: 3CTN Coordinating Centre)</b>	<a href="#">Edit all</a>
<b>Peds M&amp;D Progress - Recruitment Patient Access (owner: 3CTN Coordinating Centre)</b>	<a href="#">Edit all</a>
<b>Peds M&amp;D Progress - Trial Performance (owner: 3CTN Coordinating Centre)</b>	<a href="#">Edit all</a>

3CTN pre-populated based on 3CTN-Site Agreement

# 3CTN Reporting – Site to Complete in Q2 and Q4

Peds M&D Progress - Communications (owner: 3CTN Coordinating Centre)			Edit all
Peds M&D Progress - PPI (owner: 3CTN Coordinating Centre)			Edit all
Peds M&D Progress - Recruitment Patient Access (owner: 3CTN Coordinating Centre)			Edit all
M&D #1	AYA Enrollment/Remote access	Enroll AYA patients on studies; Y9 target of 25	Edit Delete Audit
	AYA Enrollment/Remote access Status	Site to complete and add comments below	<b>Edit</b> Delete Audit
	AYA Enrollment/Remote access Comments		<b>Edit</b> Delete Audit
M&D #2	Remote Access Enrollment	Increased remote enrollment patients; Y9 target of 45	Edit Delete Audit
	Remote Access Enrollment Status	Site to complete and add comments below	<b>Edit</b> Delete Audit
	Remote Access Enrollment Comments		<b>Edit</b> Delete Audit
M&D #3	Ulink	Increased awareness and utility should result in increased traffic. Begin tracking site traffic; establish baseline and track over time.	Edit Delete Audit
	Ulink Status	Site to complete and add comments below	<b>Edit</b> Delete Audit
	Ulink Comments		<b>Edit</b> Delete Audit
Peds M&D Progress - Trial Performance (owner: 3CTN Coordinating Centre)			Edit all

← Site to complete in Q2 and Q4

← Site to complete in Q2 and Q4

← Site to complete in Q2 and Q4

by editing the status and add comments



Once the M&D category is expanded, you will be able to update the status and add comments for individual M&Ds by clicking the **“Edit”** button to the right of the status and comments fields.

**Edit Attribute**

Public	Name	Value
<input checked="" type="checkbox"/>	AYA Enrollment/Remote access Status	Site to complete and add comments below Select one... <b>Site to complete and add comments below</b> On Track Off Track - Minor Off Track - Major Complete Not Started Stopped

Save Cancel

# 3CTN Reporting – Site to Complete

Sites will also need to update their overall M&D progress.

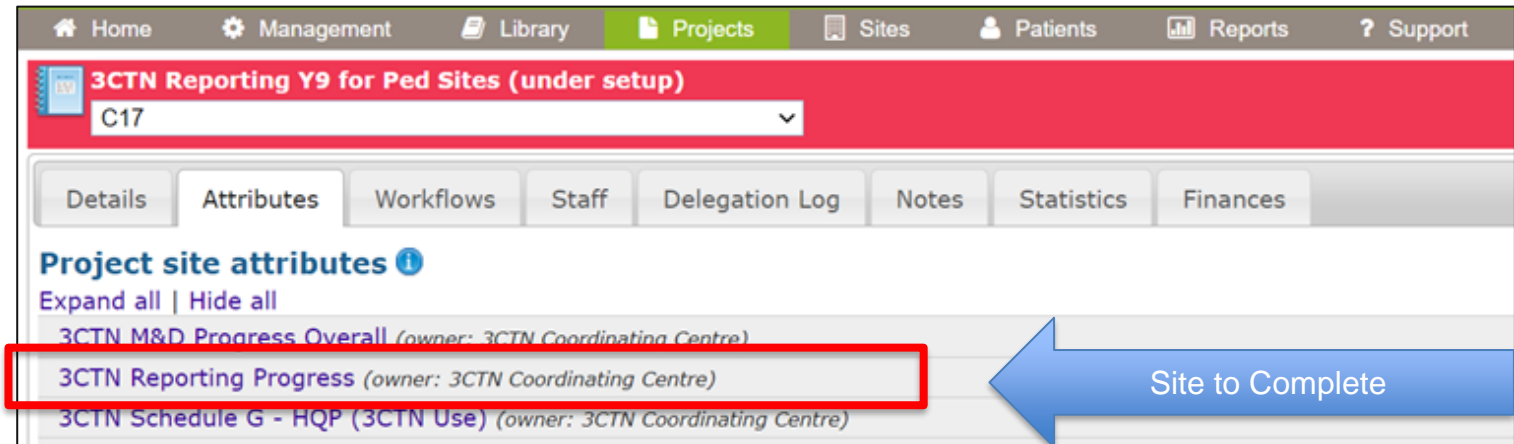
The screenshot shows a web application interface for project management. The top navigation bar includes Home, Management, Library, Projects, Sites, Patients, Reports, Support, and KnowledgeBase. The main content area is titled '3CTN Reporting Y9 for Ped Sites (under setup)' and shows a dropdown menu with 'C17'. Below this are tabs for Details, Attributes, Workflows, Staff, Delegation Log, Notes, Statistics, and Finances. The 'Attributes' tab is active, displaying a list of project site attributes. The first attribute, '3CTN M&D Progress Overall (owner: 3CTN Coordinating Centre)', is highlighted with a red box. A blue arrow points to this attribute with the text 'Site to Complete'. Other attributes include '3CTN Reporting Progress', '3CTN Schedule G - HQP (3CTN Use)', '3CTN Schedule G - KTE (3CTN Use)', 'Peds M&D Progress - Communications', 'Peds M&D Progress - PPI', 'Peds M&D Progress - Recruitment Patient Access', and 'Peds M&D Progress - Trial Performance'. Each attribute has an 'Edit all' link.

Attribute Name	Owner	Action
3CTN M&D Progress Overall	3CTN Coordinating Centre	Edit all
3CTN Reporting Progress	3CTN Coordinating Centre	Edit all
3CTN Schedule G - HQP (3CTN Use)	3CTN Coordinating Centre	Edit all
3CTN Schedule G - KTE (3CTN Use)	3CTN Coordinating Centre	Edit all
Peds M&D Progress - Communications	3CTN Coordinating Centre	Edit all
Peds M&D Progress - PPI	3CTN Coordinating Centre	Edit all
Peds M&D Progress - Recruitment Patient Access	3CTN Coordinating Centre	Edit all
Peds M&D Progress - Trial Performance	3CTN Coordinating Centre	Edit all

## 3CTN Reporting – Site to Complete

After updating your M&Ds in EDGE, you will need to confirm that you have completed the process.

On the “**Attributes**” page expand “**3CTN Reporting Progress**” and click on “**Edit**” to the right of the “**Completed Q2 Report**” (or Q4 if end of year).



Home Management Library **Projects** Sites Patients Reports Support

3CTN Reporting Y9 for Ped Sites (under setup)  
C17

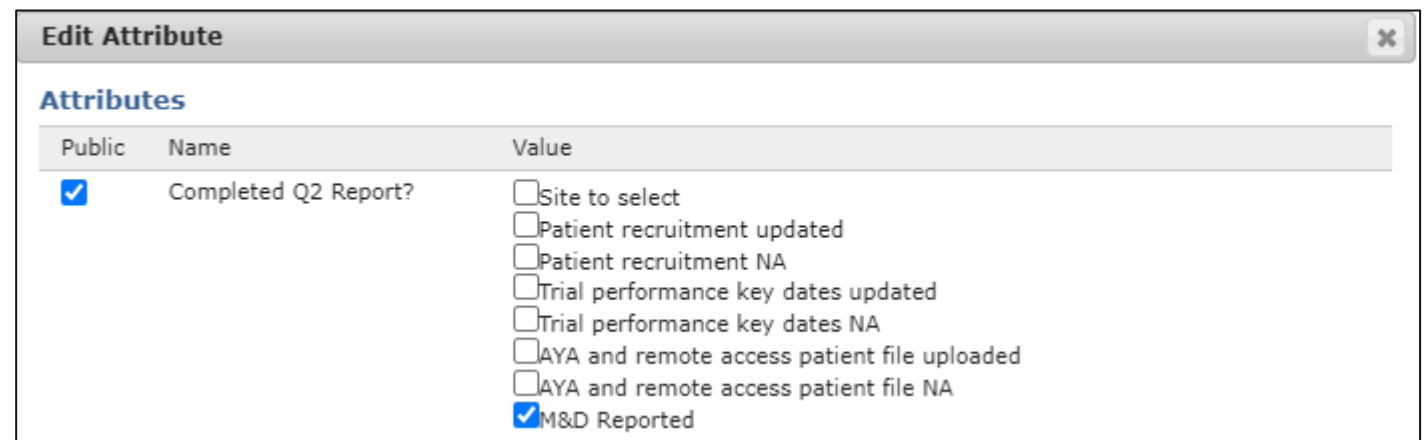
Details Attributes Workflows Staff Delegation Log Notes Statistics Finances

**Project site attributes** ⓘ  
Expand all | Hide all

- 3CTN M&D Progress Overall (owner: 3CTN Coordinating Centre)
- 3CTN Reporting Progress (owner: 3CTN Coordinating Centre)**
- 3CTN Schedule G - HQP (3CTN Use) (owner: 3CTN Coordinating Centre)

Site to Complete

Check the “**M&D Reported**” box and click **save**. If you have completed your Patient and Trial Activity reporting as well you will need to check those off as well.



**Edit Attribute** ⓘ

**Attributes**

Public	Name	Value
<input checked="" type="checkbox"/>	Completed Q2 Report?	<input type="checkbox"/> Site to select <input type="checkbox"/> Patient recruitment updated <input type="checkbox"/> Patient recruitment NA <input type="checkbox"/> Trial performance key dates updated <input type="checkbox"/> Trial performance key dates NA <input type="checkbox"/> AYA and remote access patient file uploaded <input type="checkbox"/> AYA and remote access patient file NA <input checked="" type="checkbox"/> M&D Reported



Report	3CTN Contact
<ul style="list-style-type: none"><li>• Patient Recruitment</li><li>• Trial Activation Metrics</li></ul>	James Schoales <a href="mailto:James.Schoales@oicr.on.ca">James.Schoales@oicr.on.ca</a>
<ul style="list-style-type: none"><li>• M&amp;D Progress</li><li>• Financial</li><li>• Schedule G KPI</li></ul>	Saher Lalani <a href="mailto:Saher.Lalani@oicr.on.ca">Saher.Lalani@oicr.on.ca</a>