Reassinging, Removing and Reinstating Participants in Open Clinica

Workstream	Informatics - Testing		
Programme Director	Peter Counter	**Status**	Final
Document owner	Ewen Rubython	**Version**	1.1
Document Author	Ewen Rubython	**Version date**	13.01.17

1 Document History

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1.1 Version History

Version	Date	Author	Description
0.1	4.10.16	Calum Boyd, Ewen Rubython, Caroline Moth	For Consultation with GMCs
1.0	1.12.16	As above	Final Version
1.1	13.1.17	As above	Removal of 'draft' watermark

1.2 Reviewers

This document must be reviewed by the following:

Name	Title
Gavin Mulcahy	Product Owner
Ewen Rubython	QA and Test
Nuno Pestana	Sequencing and Samples
Helen Stevens	Sequencing and Samples
Caroline Moth	Service Management
Nathan Hicks	Development
Calum Boyd	Business Support

1.3 Approvers

This document must be approved by the following:

Name	Responsibility	Date	Version
Gavin Mulcahy	Product Owner	1/12/16	1.0

For Distribution to GMCs

Contents
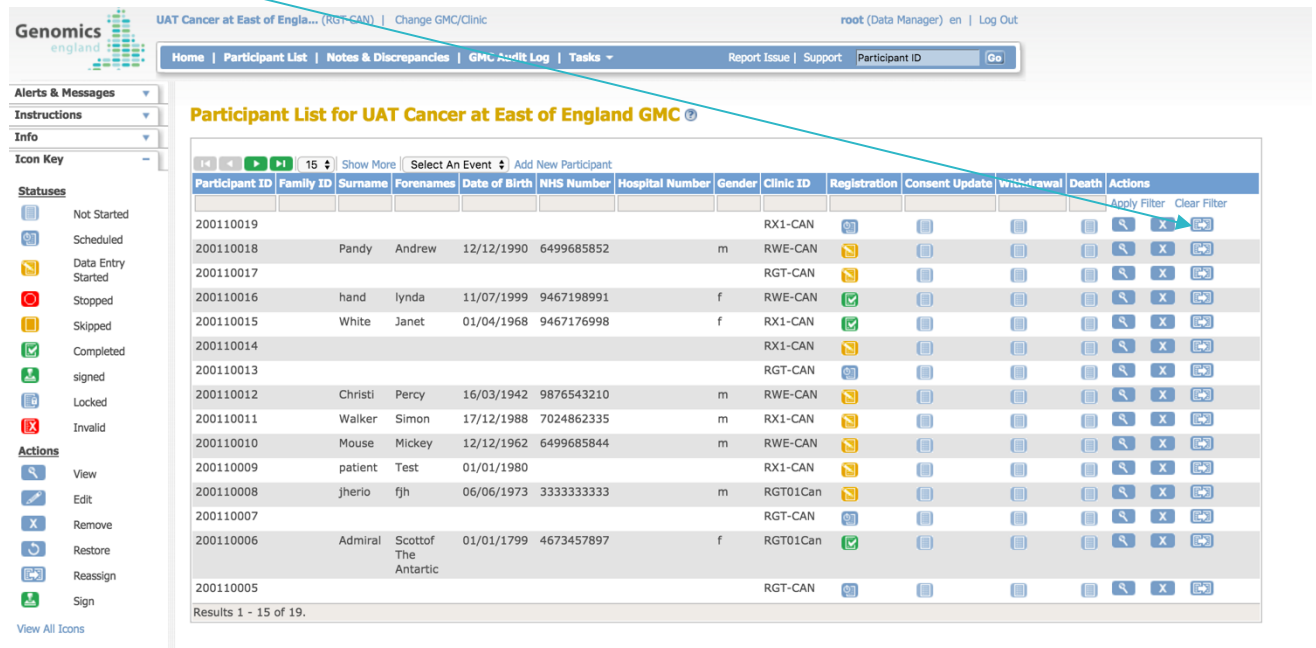
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1. How to reassign a participant to an alternative study/clinic

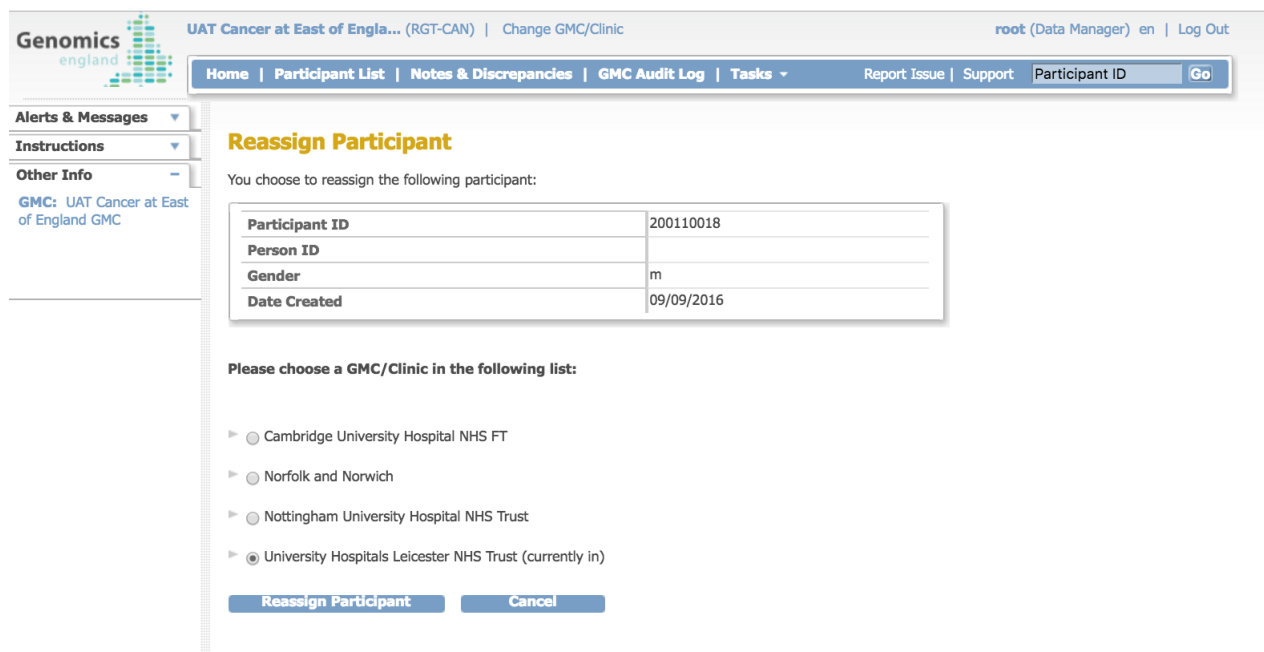OpenClinica allows you to reassign a participant from one study/clinic to another.

To re-assign a participant, find your participant and select the [icon] at the end of the participant's entry.

You will then be asked to confirm which study/clinic you would like to re-assign them too.

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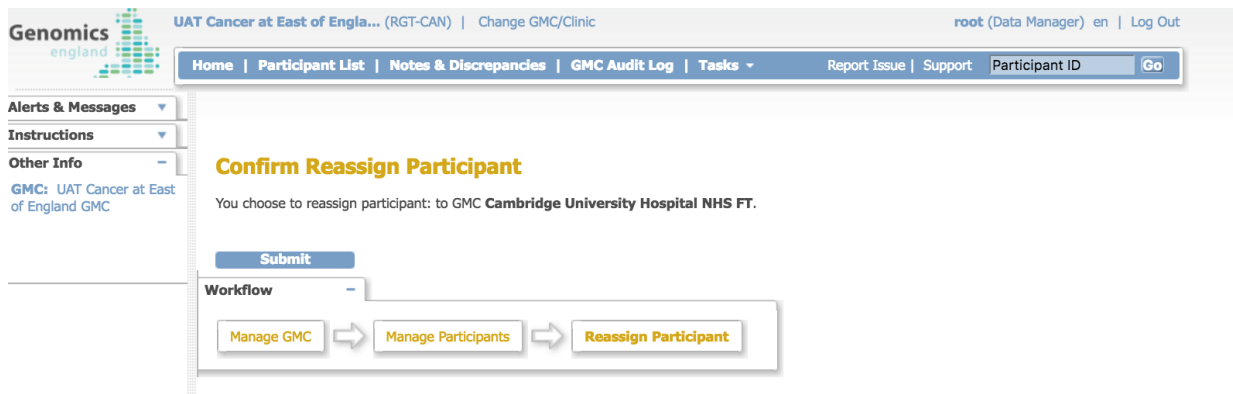
You will then be asked to submit this request.

2. How to remove and reinstate a participant

2.1 To Remove a Participant

OpenClinica allows you to remove a participant from the system. This participant will still be viewable on the system but no further actions will be possible against this participant.

To remove a participant from the Study, you find your participant and select the [X] at the end of the participants entry.

You will then be asked to confirm the removal.

2.2 Reinstate a Participant

In the event that you need to re-instate a participant to a study you can do this using the restore functionality.
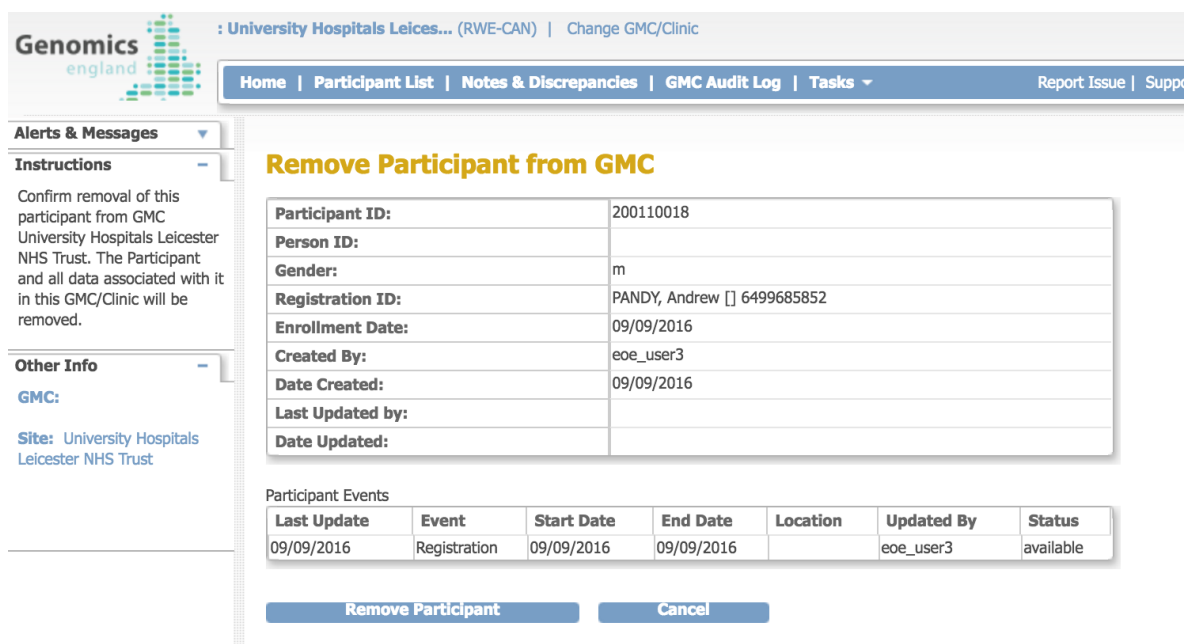
To reinstate a participant from the Study, you find your participant and select the at the end of the participants entry.

You will then be asked to confirm the re-instatement.