



## **AIR-NET Electronic Diary: Instructions for Participants**

### **How to Complete the AIR-NET BEST Diary Electronically**

You've chosen to complete the daily Bronchiectasis Exacerbation and Symptom Tool (BEST) diary electronically. The BEST diary should be completed every day from Visit 2 (Day 0) to Visit 5 (Day 28). Please always aim to complete the diary on the day you receive it.

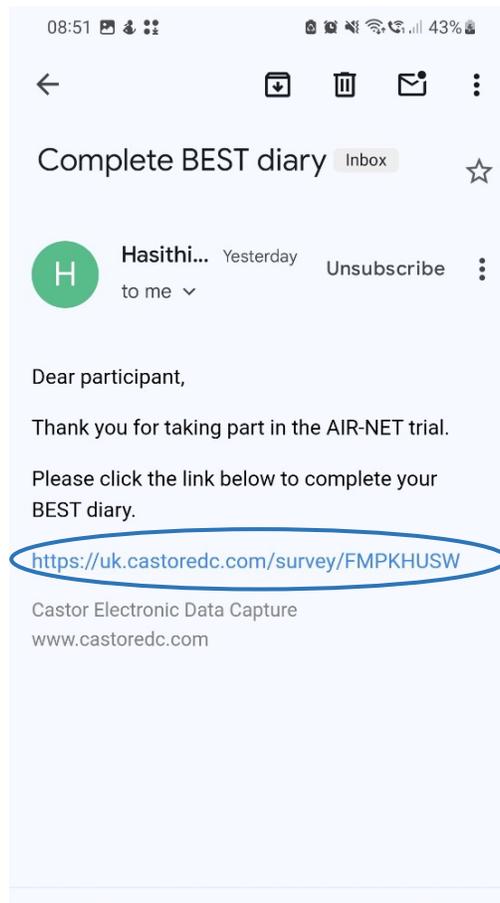
You've provided the research nurse with your email address. This will only be used for setting up electronic access and sending you the BEST diary. You can complete the diary either through a web link you receive by email or by downloading the Castor Connect mobile application (App).

Once you've decided to use either web link via email or App for completing the diary, this cannot be changed. Follow one of these options only.

You can change to complete the BEST diary on paper at any time. If you want to change to paper copies please tell your Research Nurse.

## 1. Completing the BEST diary via a web link

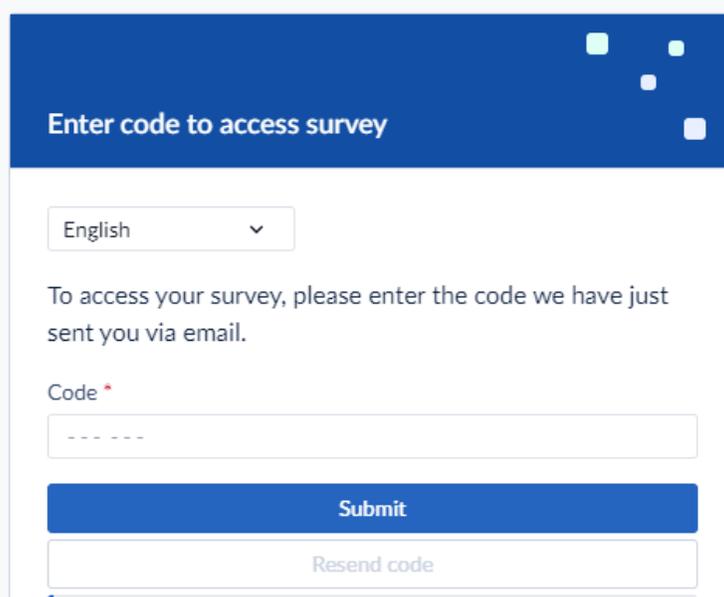
Follow these instructions if you want to complete the BEST diary via a web link. At the start of the trial, you'll get an activation email from [no-reply@castoredc.com](mailto:reply@castoredc.com) (check your junk folder if you don't get it).



Register and confirm your email.

You'll be asked to click the link.

This will open a web page and will be asked to enter an access code.

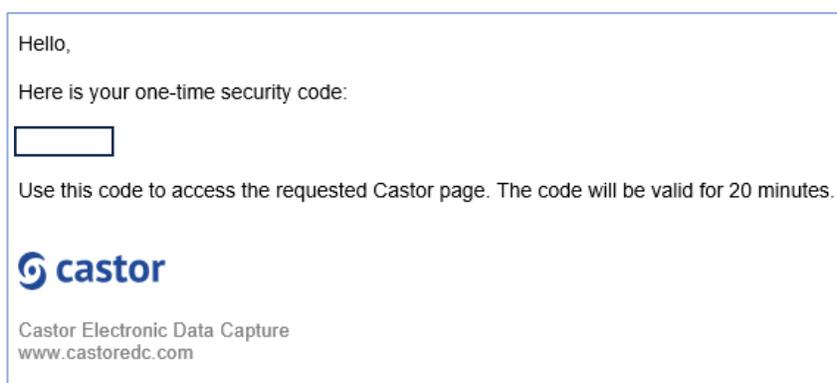


The screenshot shows a web interface for entering a survey access code. At the top, a dark blue header contains the text "Enter code to access survey". Below this, there is a language selection dropdown menu currently set to "English". A message states: "To access your survey, please enter the code we have just sent you via email." Below the message is a text input field labeled "Code" with a red asterisk, containing five dashes. Underneath the input field are two buttons: a prominent blue "Submit" button and a lighter blue "Resend code" button.

You'll receive another email with an access code.

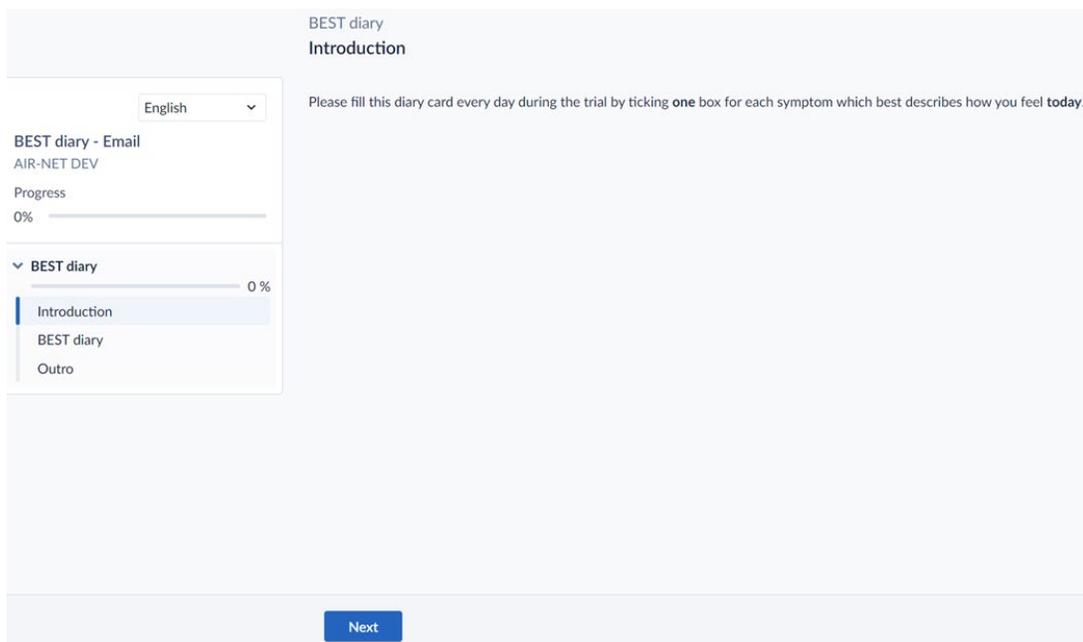
You'll need to use the access code within 20 minutes.

(If the code is not accessed within 20 minutes, please contact the Research Nurse)



Enter your access code and click '**Submit**'.

This will redirect you to a web page to complete your diary.



Click **'Next'** to start the diary.

Enter the **Date** for the day you are completing the diary.

Answer **questions 2 to 7** by choosing the best option from the drop-down list.

Click **'Next'**, you'll need to answer all the questions before you can continue.

Click **'Finish survey'** to submit your diary.

You'll receive an email every day for 28 days.

Each email will contain a new link to complete the BEST diary for that day. If you forget to complete the BEST diary on the day, and you remember how you felt on that day go back to the email sent on that day and complete the diary.

Remember to put the correct date of the day you are completing the diary for.

Please complete the BEST diary each day you receive an email link.

Your answers will be sent to the central database system of the trial and will be visible to the Research nurses and to members of staff who have access to the database system.



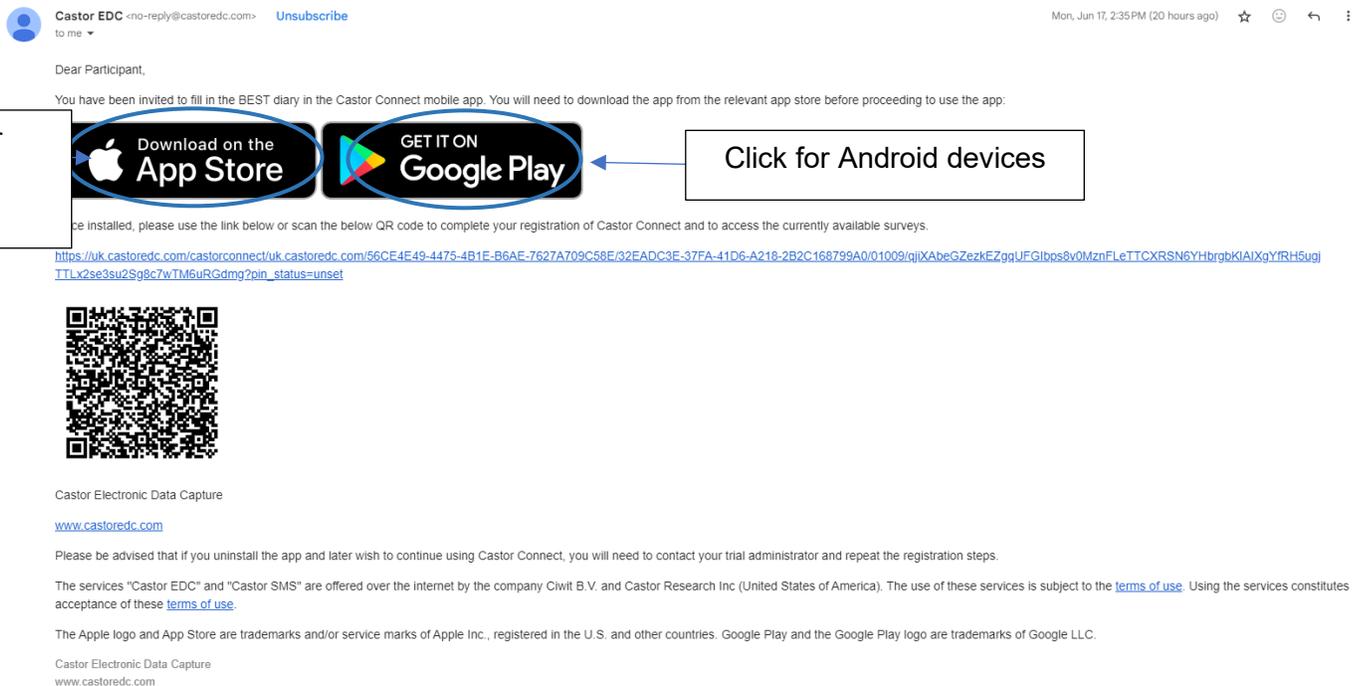
## 2. Completing the BEST Diary through the Castor Connect mobile app

Follow these instructions if you want to complete the BEST diary on the Castor Connect mobile or tablet App.

At the start of the trial, you'll get an email from [no-reply@castoredc.com](mailto:no-reply@castoredc.com). This will instruct you to download the Castor Connect App.

Click on '**Google Play**' for Android devices or the '**App Store**' for Apple devices.

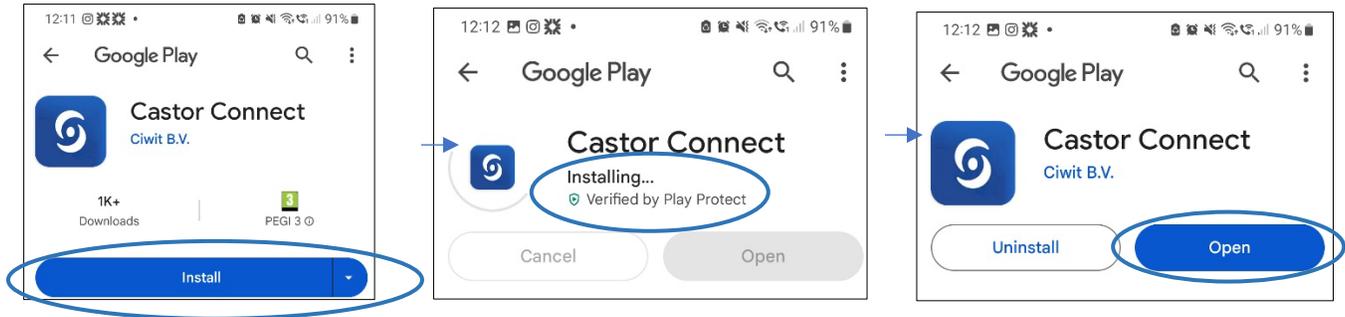
Follow the steps in the email to download the Castor Connect App.



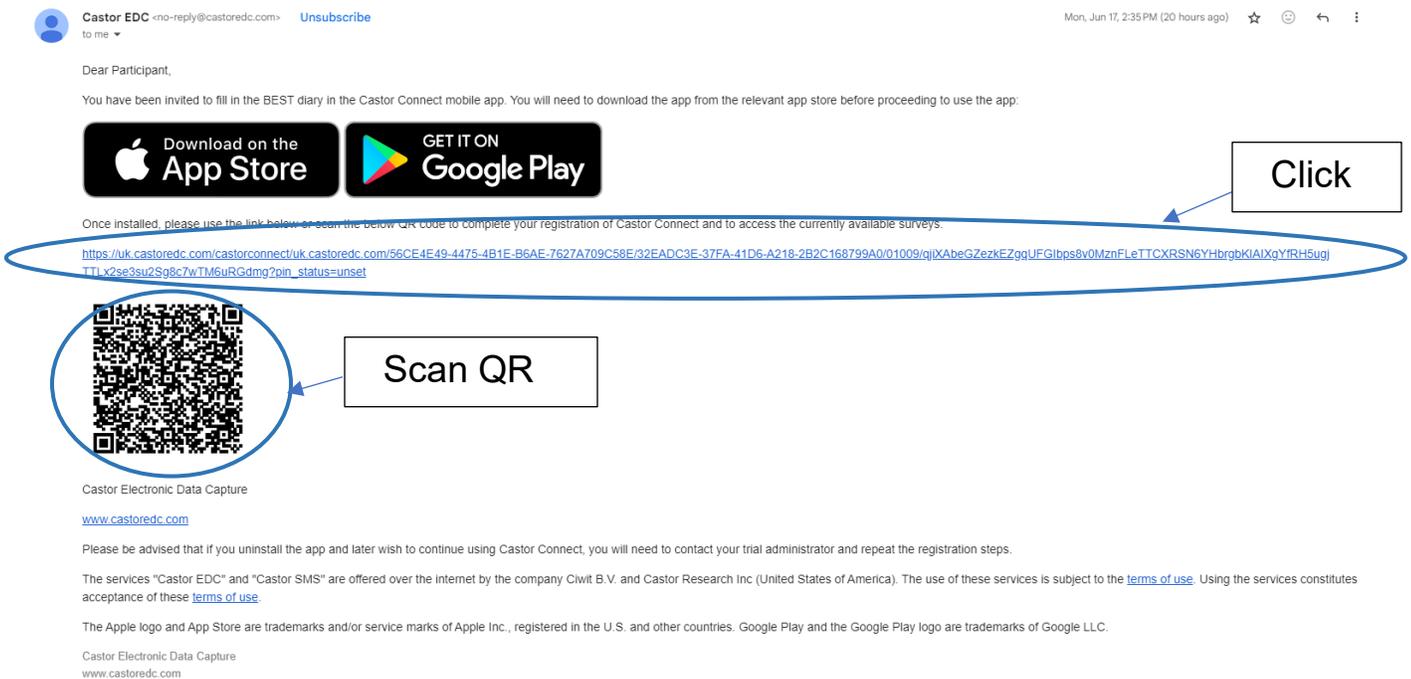


Click **'Install'**.

Wait for the app to be installed onto your device and then click on **'Open'**.



Once installed, go back to your email and click the link provided or scan the QR code.





The App will open.

Click **'Setup PIN'**.

Enter and confirm a 6-digit PIN, which you will need to remember to access the Castor Connect App.

**Create PIN**

To protect your data, please setup a PIN. We will ask for this PIN when you open the app.

**Setup PIN**

**PIN Setup**

Create a 6 digit PIN

Enter PIN

1 2 3

4 5 6

7 8 9

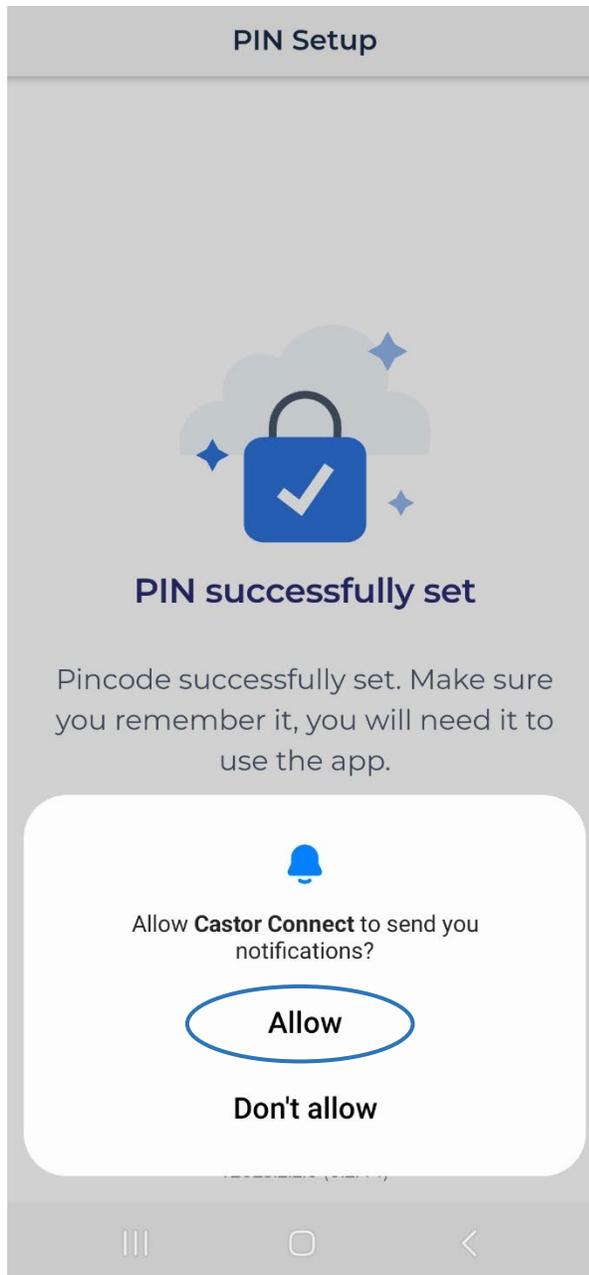
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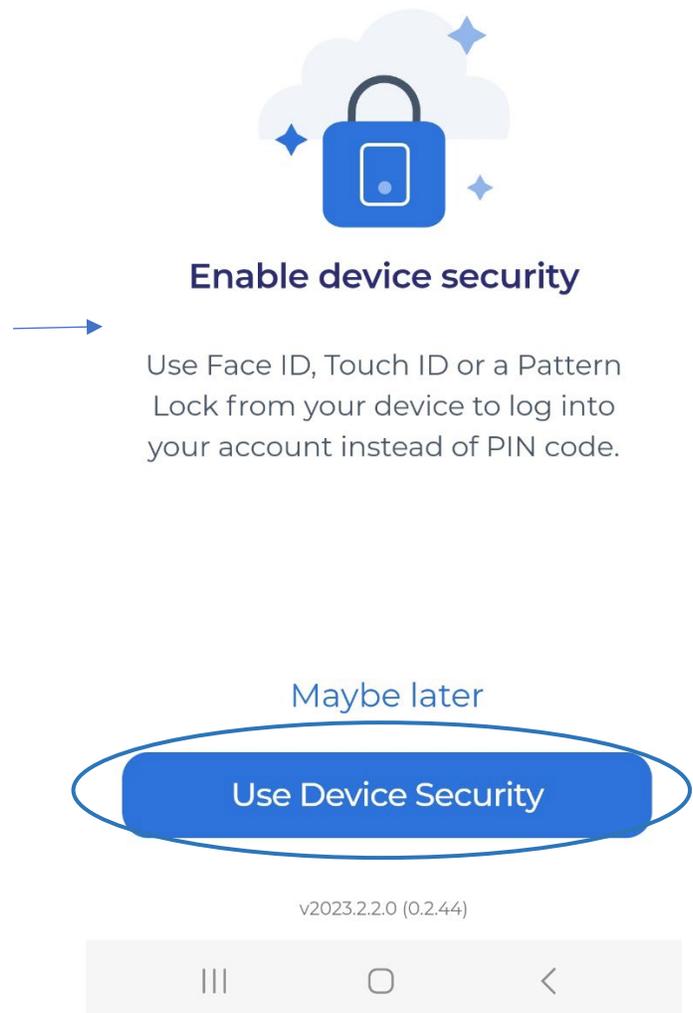


When you receive a notification that reads ‘Allow Castor Connect to send you notifications?’ click **‘Allow’**

You will be notified on your mobile/tablet every day for 28 days to complete the BEST diary.



Click **‘Continue’**.





An 'Enable device security' screen will appear.

You can click on '**Use Device Security**' to set up different ways to sign in such as setting up a fingerprint authentication if you want to.

You'll then be taken to the main screen, if not, click either '**back**' or '**Home**'



Ensure that 'Receive push notifications' is activated and shown in green otherwise you may not receive the diaries notifications.

You will also need to activate 'Camera Permission' if you want to use face recognition for accessing the App.

Go to the home screen by clicking on '**back**' or '**Home**'

## 2.1 Receiving a notification

You'll receive a notification on your mobile/tablet every day for 28 days, when the BEST diary needs to be completed.

## 2.2 Completing your BEST diary

The BEST diary will show on the homepage under 'Tasks for today' and '**Start**' can be clicked when you are ready to complete the diary.

Click '**Next**' to start the diary.

Enter the **Date** for the day you are completing the diary.

Answer **questions 2 to 7** by choosing the best option from the drop-down list.

Click '**Next**', you'll need to answer all the questions before you can continue.

Click '**Finish survey**' to submit your diary.

When you have completed the diary, click 'Submit'. This sends your answers to the central database system of the trial. This survey will appear as completed.

Please complete the BEST diary each day you receive a notification.

You can view the dates of diaries that have already been completed by clicking '**Settings**' then clicking '**My data**'.



### 2.3 Resetting a forgotten PIN

If you have forgotten your 6-digit PIN for the Castor Connect App then click **'Forgot PIN'**.

A request will be automatically sent to the AIR-NET Database Manager who will send you an email with a link to reset your access PIN.

Please note this email will only be sent out between 9am - 5pm Monday to Friday.

You'll need to enter and confirm a new PIN.

If you have any questions, please contact the AIR-NET Research Nurse.