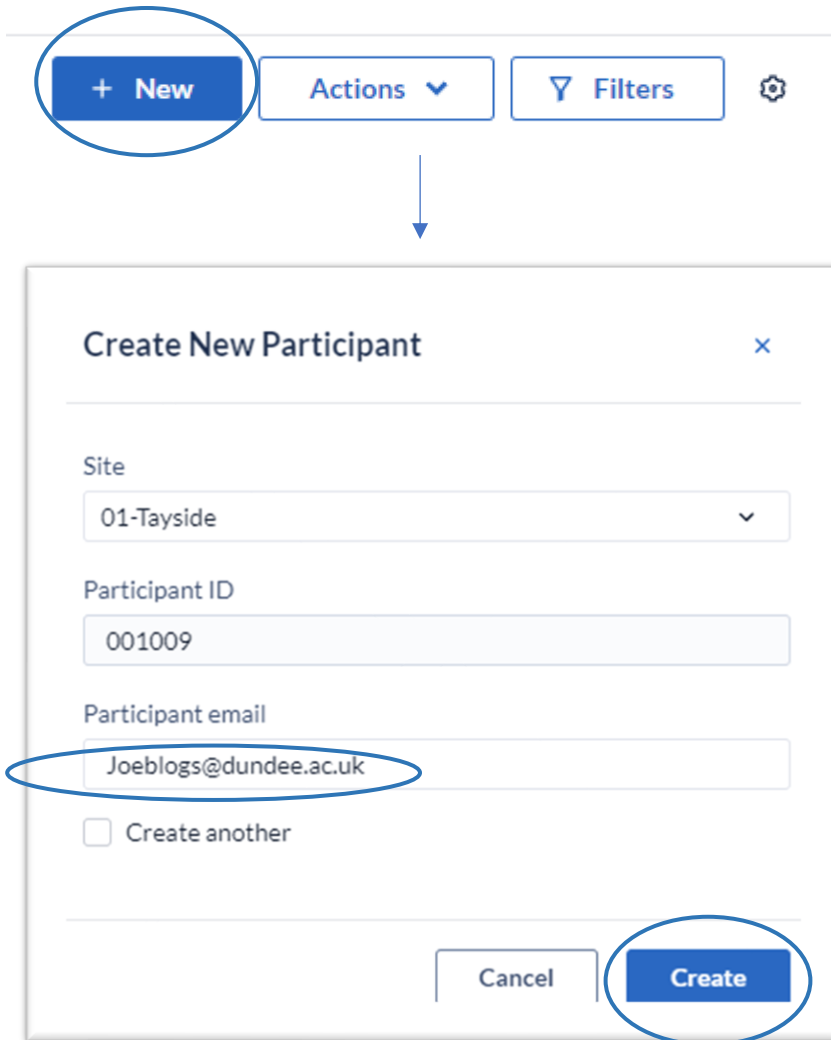


## Castor ePRO Guidelines for Nurses

- \* Remind participants that the security of their mobile/tablet devices is their own responsibility.
- \* During the trial, should any issues arise with the use of ePRO Castor Connect app, participants should get in touch with their site's Research nurse. The nurse can then inform a member of the Data Management Team ([air-net-dm@dundee.ac.uk](mailto:air-net-dm@dundee.ac.uk)).
- \* Upon completion of the trial, the Castor Connect app can be deleted from their mobile/tablet devices.

### 1. Setting up ePRO for a participant

When adding a new participant on Castor EDC (+ New), there is an option to add the participant email, before clicking 'Create'.



























The screenshot shows the Castor EDC interface. At the top, there is a navigation bar with a '+ New' button (circled in blue), an 'Actions' dropdown menu, a 'Filters' button, and a settings gear icon. An arrow points down from the '+ New' button to a 'Create New Participant' modal window. The modal window has a title bar with 'Create New Participant' and a close 'x' button. Below the title bar, there are three input fields: 'Site' with a dropdown menu showing '01-Tayside', 'Participant ID' with a text input field containing '001009', and 'Participant email' with a text input field containing 'Joeblogs@dundee.ac.uk' (circled in blue). Below the email field is a checkbox labeled 'Create another'. At the bottom of the modal, there are two buttons: 'Cancel' and 'Create' (circled in blue).

Alternatively, the participant’s email can be added after creation of their ID.  
To do this, navigate to ‘Participants’ click on the three vertical dots to the right-hand side of the participant ID, then ‘Update email address’.

Participants + New Actions Filters

Participant   Exact match

List Visit Form

Participant...	Site	Survey co...	Progress	Last opene...	Created on	Updated on	Status	Castor Connect
001004	01-Tayside	33%	<div style="width: 33%;"></div>	Emma Falconer	16 May 2024	06 Jun 2024	Not set	  
001005	01-Tayside	50%	<div style="width: 50%;"></div>	Emma Falconer	16 May 2024	16 May 2024	Not set	  
001006	01-Tayside	0%	<div style="width: 0%;"></div>		06 Jun 2024	06 Jun 2024	Not set	  
001007	01-Tayside	0%	<div style="width: 0%;"></div>		06 Jun 2024	06 Jun 2024	Not set	  
001008	01-Tayside	0%	<div style="width: 0%;"></div>	Emma Falconer	06 Jun 2024	06 Jun 2024	Not set	  
001009	01-Tayside	0%	<div style="width: 0%;"></div>	Emma Falconer	07 Jun 2024	07 Jun 2024	Not set	  
002001	02-Glasgow	-	<div style="width: 0%;"></div>	Hasithi Uma@liva	08 May 2024	08 May 2024	Not set	  
0101	01-Tayside	50%	<div style="width: 50%;"></div>	Hasithi Uma@liva	17 Apr 2024	06 Jun 2024	Not set	  

- Apply signature
- Print
- Export
- Update status
- Update site
- Update email address**
- Archive
- Delete

Re-enter your password and click ‘Proceed’.

**Please re-enter your password** ×

To view/edit the email address, please enter your password for re-authentication. The audit trail will be updated to reflect this action.

**Password \***

Cancel

Proceed

Enter the email address of the participant and the reason for change in the appropriate boxes then click on 'Change participant email'.

### Update email address for participant: 001006 ×

---

Email

Reason for change

Notice

You have survey invites for this participant. All missing and original email addresses will be updated with the new one.

Would you also like to update invite email addresses which do not match the original participant email address?

Update email addresses

Yes  No

---

The Data Management Team will then setup an email invitation to allow the participant to complete the **BEST diary** through the Castor Connect app or web browser depending on the participant's preference. Please ensure the participant receives the 'AIR-NET Castor ePRO Guidelines for Participants' guide.

## 2. Resetting the participant's security pin for the Castor Connect app

The participant may select 'Forgot PIN' in their Castor Connect app when prompted for their security pin. This will then send an email to the Data Management Team. If you receive a pin request from the participant via email or personal contact, please forward these on to the TCTU Data Management Team at [air-net-dm@dundee.ac.uk](mailto:air-net-dm@dundee.ac.uk). This email can also be used if you have any other queries.

## 3. Updating the Data Management Team on Participant Completion

A weekly report detailing the status of BEST diary completion by participants will be emailed out to sites by the TCTU Data Management Team.

Please remember to contact any participants who have not completed a daily BEST diary, to gain their feedback on why they were unable to complete some/all of the diaries. This can then be liaised with the Data Management Team ([air-net-dm@dundee.ac.uk](mailto:air-net-dm@dundee.ac.uk)) who will take any necessary actions to increase the success of completion in the future.