Editing Your Protocol Calendar:

Navigate to Forms/Calendars > Protocol Specifications. Or, if you’ve opened a protocol in another console, navigate to Forms/Calendars > Specifications and click the Specifications vertical tab to the bottom left. Find your protocol number and select the calendar version (the status should be New) that you wish to work on. Click “Update.” See the Adding and Scheduling Procedures tip sheet for the next steps.

1. When entering sequence numbers, space them out by tens (10, 20, 30, etc.) in case you need to add segments in between later on.

2. You can select either No. of Repetitions or Visit(s), but not both. Repetitions indicate a cycle-based segment. Visits are enumerated (D1, D2, etc.)

3. You have two horizontal tabs: Treatment and Follow-Up. The Follow-Up tab is, unsurprisingly, where you create follow-up segments.

4. Segments with a Start Date of Consent Signed, On Study, Off Treatment, and Off Study will apply to all subjects on all arms. Other segments (starting with On Arm, On Treatment, End of Previous, and Off Arm) can be defined as arm-specific.

Visits within a cycle will be defined when you add and schedule calendar procedures.

Note: Do not click the “Complete” button until your calendar is fully built out and ready to be reviewed.