

# Electronic Protocol Inquiry Platform (ePIP)

Site User (SU)  
User Manual



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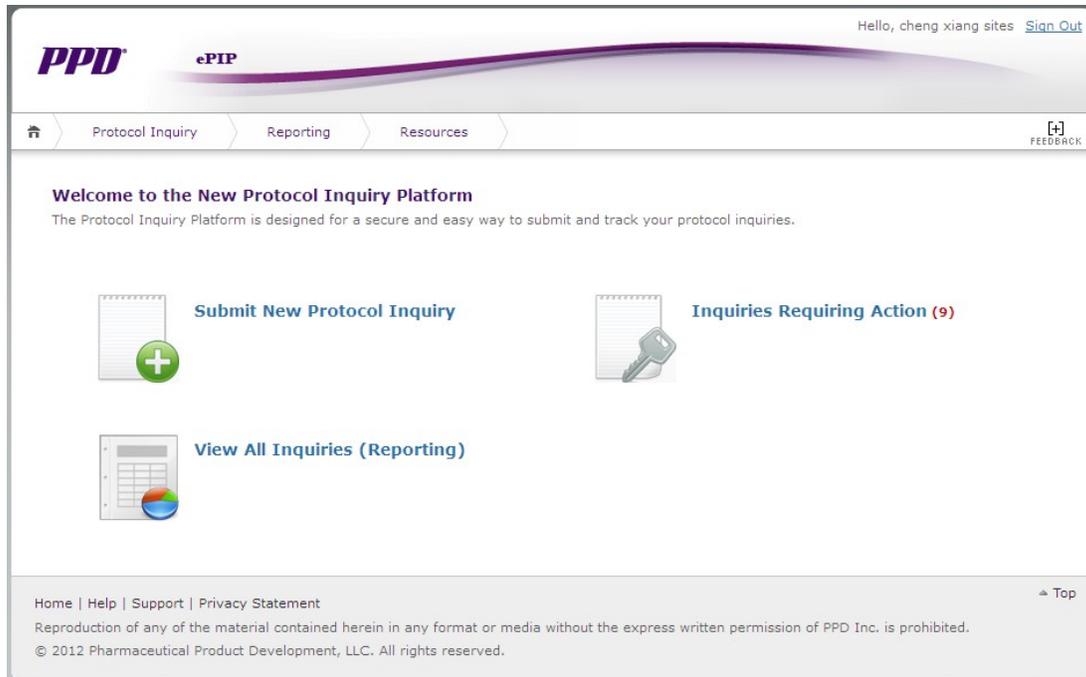
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## Site User Manual

The ePIP platform will display the Site User dashboard after the user's login credentials pass authentication and authorization

### Site User Dashboard



The digit "9" in the icon **(9)** indicates the number of outstanding inquiries pending site user response. From the **Site**

**User Dashboard** page, the user can:

- Submit a new inquiry
- Follow up on an inquiry requiring action
- View all inquiries (Reporting)
- Access the Check Status screen from the Protocol Inquiry menu to locate open inquiries
- Access the FAQ & Training Materials under Resources
- Provide system feedback

## Submit New Inquiry

A new inquiry can be submitted by clicking the **Submit New Inquiry** icon or by clicking the **Submit New Inquiry** sub-menu.

- After clicking a selection, the **Submit New Inquiry** Step 1 Pick Protocol page will appear. There are 3 parameters which must be set prior to proceeding to the Step 2 "Fill Out Form" page:

- Select the sponsor; the Sponsor List only displays sponsors assigned to the user.
- Select the protocol; the Protocol List only displays protocols assigned to the user. The protocol list will be refreshed according to the selected sponsor.
- Select the site; the Site List only displays sites assigned to user. The site list will be refreshed according to the selected sponsor and protocol.

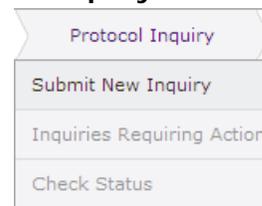
*\*Please contact your site monitor if a desired study or site is not available in the drop downs.*

Click the **Next** button to validate the 3 selections (sponsor, protocol, and site)  
The system will display a red message below any section indicating errors. If not errors are found the system will advance to Step 2.

## Submit New Inquiry Icon



## Submit New Inquiry Menu



## Submit New Inquiry Step 1

After clicking the **Next** button in Step 1, the **Submit New Inquiry, Step 2 Fill out Form** page will appear.

- Some fields are auto-prefilled by the system: **Sponsor, Protocol #** and **Site #** are auto-generated per user selection in Step 1. **PI, Study Coordinator, Country, Telephone,** and **Fax** are prefilled based on data in PPD’s Clinical Trial Management System. (CTMS). *(Note: if any of this information is incorrect, please contact the site monitor to request an update in CTMS.)*
- Users must select a **Subject Status**. Selections include: **Screened, Randomized,** and **Other**. If “Other” is selected then users must enter an additional descriptor such as Pre-screening or General Question.
- Users are required to enter a response in **the Inquiry Description** field. The field allows up to 2,000 characters. *(Note: If 2,000 characters are insufficient to document the question, then please summarize key points in the inquiry description field and attach a Word document containing further detail.)*
  - Users may spell check their comments by clicking the [Check spelling](#) function.
- Users may upload single or multiple file(s) by clicking the **Browse** button.
  - Users may upload additional files by clicking the **+Another** button.

### Submit New Inquiry Step 2

The screenshot shows the 'Submit New Inquiry Step 2' form. It has three main sections: 'Pick Protocol', 'Fill out Form', and 'Review & Submit'. The form contains the following fields and options:

- Sponsor:** (Auto-filled)
- Site #:** 101 [CTMS #: ]
- Site Telephone:** (Auto-filled)
- PI:** \*
- Site Fax:** \*
- Study Coordinator:** \*
- Subject Status:** \* (Status Selection dropdown)
- Country:** \*
- Subject ID:** \*
- Region:**
- Submission Type:** New Inquiry
- Site User:**
- Inquiry Description:** \* (2000 Characters Remaining)
- Upload File(s):** (Choose File, No file chosen)
- Urgency:** \* (Not Urgent dropdown)
- Fax non-digital file(s):** (Check here if you have files to attach to this PIF, but they are not in digital form.)

Callouts in the image provide additional information:

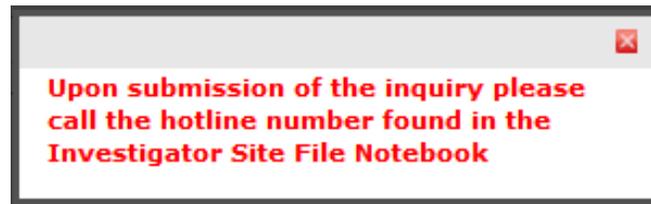
- Site Telephone and Fax are imported but can be updated** (points to Site Telephone and Site Fax fields)
- Inquiry Description entered up to 2000 characters** (points to the Inquiry Description field)
- Add attachments. Ensure you have reviewed and redacted for potential subject identifiers prior to uploading** (points to the Upload File(s) section)

- Prior to uploading an attachment, users must review the attachment for prohibited subject identifiers and indicate that the attachment does not contain prohibited subject identifiers.

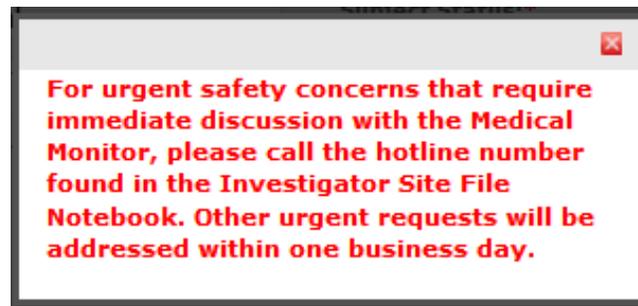
Users are required to select the **Urgency** of their inquiry. The system defaults to Not Urgent.

- **Urgency** options are:
  - Not Urgent
  - Urgent – Subject waiting at site
  - Urgent - Other
- Users should only select “Urgent – Subject wait at site” or “Urgent - other” if a patient is waiting at the site.
  - A warning message will appear directing users to submit the inquiry and call the hotline number found in the Investigator Site File Notebook.

#### Urgent – Subject Waiting at Site



#### Urgent - Other



After clicking the **Review** button in Step 2, the **Submit New Inquiry Step 3** page will appear for users to review and confirm their entries before submission.

Uploaded file(s) may be viewed by clicking the file name. **Ensure all prohibited subject identifiers have been redacted.**

The user must check the **checkbox** regarding subject safety and rights

The **Edit** button allows users to return to Step 2 for editing

### Submit New Inquiry Step 3

### Submit New Inquiry Completed Page

By clicking the **Submit** button in Step 3, the submission is completed and the **Submit New Inquiry Completed** page will appear.

- A link is available for the user to download the newly created inquiry
- Submit Another** button will navigate the user to the **Submit New Inquiry Step 1** page
- Back to Home** button will navigate the user to the **Site User Dashboard** page

## Inquiries Requiring Action

The system provides two ways for users to follow up on outstanding inquiries. Users may click the **Inquiries Requiring Action** icon or click the **Inquiries Requiring Action** sub-menu.

## Inquiries Requiring Action Icon



## Inquiries Requiring Action Menu



After clicking **Inquiries Requiring Action** the **Inquiries Requiring Action Step 1** page will appear. On this page, all user specific inquiries (with Pending SU status) will be listed.

- Display defaults to Urgent-Subject Waiting at Site inquiries on the top, followed by Urgent-Other, and then by the time aged.
- Each column except the **Actions** column may be sorted by clicking the column header.
- The default number of inquiries displayed per page is 25. Users may change the number to 10, 25, 50, and 75.
- Urgent inquiries are highlighted with an **!** symbol in the Actions column.
- The OBO column helps users identify inquiries created on behalf of (OBO) the site by PPD.
- Status Column Icons indicate
  - Urgent: >20 hours – ‘Red Exclamation Burst’
  - Approaching Deadline: 14~20 hours – ‘Orange Runner’
  - On Time: <14 hours – ‘Green Clock’

## Inquiries Requiring Action Step 1

ePIP #	Sponsor	Protocol	Site #	PI	Subject ID	Days Aged	OBO	Status	Actions
520	zVoid	EPIP123	101 [CTMS #: 1-1627RKH]	Richard...	1234567	21 Day(s) 2 Hrs	N	!	View
505	zVoid	EPIP123	101 [CTMS #: 1-162ZRKH]	Richard...	NAV	30 Day(s) 23 Hrs	Y	!	View
509	zVoid	EPIP123	101 [CTMS #: 1-162ZRKH]	Richard...	NAV	30 Day(s) 3 Hrs	Y	!	View
517	zVoid	EPIP123	101 [CTMS #: 1-162ZRKH]	Richard...	NAV	25 Day(s) 17 Hrs	Y	!	View
523	zVoid	EPIP123	110 [CTMS #: 1-162XLA]	Ashwin ...	12345	20 Day(s) 23 Hrs	N	!	View

Results per page: 25 | Go: 1

! Urgent Over 20 Hours 
 🏃 Greater than 14 hours 
 🕒 On Time

By double clicking the inquiry row or clicking the **View** link, the system will display the **Inquiries Requiring Action Step 2** page.

- Uploaded file attachments may be viewed by clicking the file name.
- Follow up request/comments appear under the Inquiry Description field.
- The respondent's role, name, and response date and time are displayed.
- The user must provide Follow up information in the comment field. The comment field is up to 2,000 characters in length.
- Users may spell check their comments by clicking the [Check Spelling](#) function (Optional)
- Users may upload single or multiple-file(s) by clicking the **Browse** button and locating the file on their computer. **Prior to uploading an attachment, users must indicate that the attachment does not contain prohibited subject identifiers.**
- If an inquiry is returned to a user due to attachment, user must upload a new attachment that has been fully redacted and does not contain prohibited subject identifiers. Users should respond to the inquiry requiring action and not submit as a new inquiry
- Users may upload additional files by clicking the **+Another** button.
- By checking the Non-digital checkbox a message displays with instructions on how to submit non-digital documentation.

## Inquiries Requiring Action Step 2

**Follow-up Inquiry**

The Protocol Inquiry Platform is designed for a secure and easy way to submit and track your protocol inquiries.

1 Select Outstanding Inquiry    2 Respond to Follow-up Request    3 Review & Submit

ePIP Information    15:35 EDT 20 Dec 2012    [15:35 GMT-5 20 Dec 2012]

Tim Cahill <tim.cahill@ppd.com>    QBO Wayne Rooney <ppd\_su1@valcro1.com>

Protocol #:	BP123	ePIP #:	503
Sponsor:	ZVold	Site #:	101 [CTMS #: 1-1622RKM]
PI:	Richard Montgomery	Site Telephone:	3366991500
Country:	USA		
Study Coordinator:	Burt Banks		
Subject Status:	Randomized		
Fax Non-digital File(s):	<input type="checkbox"/>		
Urgency:	Not-Urgent	Inquiry Type:	Inclusion/Exclusion
Inquiry Description:	PIP-FU 3.3		

**Response from PM: Tim Cahill**    15:37 EDT 20 Dec 2012    [15:37 GMT-5 20 Dec 2012]

Comment: PM placing inquiry into Pending SU

**Follow-up Comment**

Comment:\*

[Check spelling](#)

Upload File(s):

Acceptable file type: .pdf .doc .docx .xls .xlsx .tif .jpg .txt .ppt  
You may upload file(s) up to 15 MB.

Check here if you have files to attach to this ePIP, but they are not in digital form.

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- The **Reselect** button returns the user to the **Inquiries Requiring Action Step 1** page. After clicking the **Review** button, the **Inquiries Requiring Action Step 3** page will appear.
- Users must click the **Submit** button for the submission to be complete. The inquiry status will change to completed and the inquiry will be removed from the **Inquiries Requiring Action Step 1** page.
- The **Edit** button allows the user to return to Step 2 to make changes.

### Inquiries Requiring Action Step 3

By clicking the **Submit** button in Step 3, the **Follow-up Inquiry Completed** page will appear.

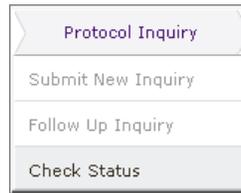
- Two types of submission dates will be displayed: EDT and user's time zone.
- Click the link URL link can download a PDF copy
- **Review Another Outstanding** button will navigate the user to the **Inquiries Requiring Action Step 1** page.
- **Back to Home** button will navigate the user to the **Site User Dashboard** page.

### Inquiries Requiring Action Completed

## Check Inquiry Status

Users may click the **Check Status** icon or click the **Check Status** sub-menu.

## Check Status Menu



## Check Inquiry Status Page

After clicking the selection, the **Check Inquiry Status** page will appear. The page displays all outstanding inquiries submitted by or on behalf of (OBO) the user. (Note: completed inquiries may be located under the reporting page.)

- Users may search the inquiries by filtering for Sponsor, Protocol, Country, Site, inquiry # and Date or Date Ranges.
- The display defaults sorting of inquiries by Urgent inquiries on the top and then by the time aged.
- Each column except the **Actions** column may be sorted by clicking the column header
- The default number of inquiries displayed per page is 25. Users may change the number to 10, 25, 50 and 75.
- Urgent inquiries are highlighted with an '!' symbol.
- The OBO column helps users identify inquiries created on behalf of (OBO) the site by PPD.

**Search section used to filter for inquiries.**

**Inquiries: Submission Status**  
The Protocol Inquiry Platform is designed for a secure and easy way to submit and track your protocol inquiries. To view responses to completed inquiries please go to the [Reporting page](#).

All Sponsors  All Protocols  All Countries  All Sites From:  To:

ePIP #:

ePIP #	Sponsor	Protocol	Site #	PI	Subject ID	Submitted Date	OBO	Status	Actions
477	zVoid	EPIP123	110 [CTMS #: 1-1622XLA]	Ashwin ...	test78912-6	06-Dec-2012	Y	!	View
494	zVoid	01-001	123 [CTMS #: 1-RGOSH4]	Thomas ...	AAA123	12-Dec-2012	N		View
496	zVoid	EPIP123	101 [CTMS #: 1-1622RKM]	Richard...	123	14-Dec-2012	Y		View
520	zVoid	EPIP123	101 [CTMS #: 1-1622RKM]	Richard...	1234567	03-Jan-2013	N		View
527	zVoid	EPIP123	101 [CTMS #: 1-1622RKM]	Richard...	12	04-Jan-2013	N		View
531	zVoid	EPIP123	101 [CTMS #: 1-1622RKM]	Richard...	1234	05-Jan-2013	Y		View
548	zVoid	01-001	123 [CTMS #: 1-RGOSH4]	Thomas ...	A456	07-Jan-2013	N		View
555	zVoid	EPIP123	110 [CTMS #: 1-1622XLA]	Ashwin ...	2w342	07-Jan-2013	N		View
556	zVoid	EPIP123	110 [CTMS #: 1-1622XLA]	Ashwin ...	2346	07-Jan-2013	N		View
557	zVoid	EPIP123	110 [CTMS #: 1-1622XLA]	Ashwin ...	2624352	07-Jan-2013	N		View

Results per page: 10       Go: 1

By double clicking the inquiry row or clicking the **View** link, the system will display the **View Details of Inquiry** page.

- The page displays the original inquiry submission information
- The page also displays any follow up requests and comments under the original submission information. Each subsequent comment includes the respondent's role, name, date, and time of comment
- The **Reselect** button returns the user to the **Check Inquiry Status** page

### View Details of Inquiry Page (not a NEW Inquiry)

**Original inquiry information**

<b>ePIP Information</b> 07:26 EDT 08 Sep 2011 [08:26 GMT-4 08 Sep 2011]			
Wayne Rooney <ppd_su1@valcro1.com>			
Protocol #:	EPIP123	ePIP #:	274
Sponsor:	zVoid	Site #:	1-162ZXLA
PI:	Ashwin Patkar	Site Telephone:	9196683826
Country:	USA	Site Fax:	9196043002
Study Coordinator:	Donald Dreamer		
Subject Status	Pre-Screened	Subject ID:	XYZ
Fax Non-digital File(s):	<input type="checkbox"/>	Uploaded File(s):	ePIP upload document.doc ePIP upload document2.pdf
Urgency:	<b>Urgent</b>	Inquiry Type:	Inclusion/Exclusion
Inquiry Description:	The site is submitting a pre-screening inquiry. They would like to know if the subjects test results are exclusionary or if they can re-test at a later date. The site has attached supporting documentation... [expand]		

**Follow-up Request from PM: Tim X Cahill** 07:34 EDT 08 Sep 2011 [08:34 GMT-4 08 Sep 2011]

Comment: The PM has reviewed the site's inquiry and determined it needs MM review. The PM enters comments for the MM that may be pertinent to the case and forwards the inquiry to the MM.

**Follow-up Request from MM: David X Torres** 07:35 EDT 08 Sep 2011 [08:35 GMT-4 08 Sep 2011]

Comment: The Medical Monitor (MM) has reviewed the inquiry and would like sponsor input before making a decision. The MM chooses to send to the sponsor and enters their comments in this section.

**Comments back and forth**

Reselect

### Cancel ePIF

Any inquiry submitted by the user with a status of "New", may be cancelled on the **View ePIF Details** page by clicking the **Cancel** button. (Note: Only "New" inquiries may be canceled.

If your inquiry has entered the workflow of another user, please contact ePIP Support to cancel inquiry. Any attachments associated with a canceled inquiry will be deleted.

### View Details of Inquiry Page (New Inquiry)

**Original inquiry information**

<b>ePIP Information</b> 20:23 EDT 20 Sep 2011 [21:23 GMT-4 20 Sep 2011]			
Wayne Rooney <ppd_su1@valcro1.com>			
Protocol #:	EPIP123	ePIP #:	279
Sponsor:	zVoid	Site #:	1-162ZXLA
PI:	Ashwin Patkar	Site Telephone:	9196683826
Country:	USA	Site Fax:	9196843882
Study Coordinator:	Donald Dreamer		
Subject Status	Pre-screening	Subject ID:	NAV
Fax Non-digital File(s):	<input type="checkbox"/>	Uploaded File(s):	
Urgency:	<b>Not Urgent</b>	Inquiry Type:	
Inquiry Description:	This is an ePIP demo.		

**Reselect Cancel**

**New inquiries may be cancelled.**

## Reporting

Users can click the **View All Inquiries (Reporting)** icon or select the **Reporting** menu to view the **Reporting** page.

From the **Reporting Query** page, users can view all user related inquiries including closed/completed inquiries:

- Users can search for inquiries by choosing from the drop down lists by sponsor, protocol, country, site, etc.
- The default listing of inquiries is by submission time with the oldest inquiry displayed on the top.
- Users can sort by clicking each column header except the **Actions** column.
- The default number of inquiries displayed per page is 25. Users can change the number to display 10, 25, 50 or 75.
- Users can export all records returned for the query (all pages) by clicking the **Export** menu and selecting either **PDF** for copies of each individual record or **Excel** to export a listing report of all records.
- Users can export single or specific multiple Inquiries into PDF format or Excel format by selecting the check box in front of each record.
- Users can select all records displayed on the page by ticking the check box at the top.

## Reporting Icon



View All Inquiries (Reporting)

## Reporting Menu



## Reporting Page

**Reporting Query**  
Please select one or more of the following options.

All Sponsors | All Protocols | All Countries | All Sites | From: | To: | All Request Decisor | All Inquiry Status | All Inquiry Types | Subject Disposition | Attachment | Workflow Role | Past Deviation Acknowledged | ePIF#:

Total: 10 Urgent: 4 Not Urgent: 6

ePIF #	Request	ACKNOWLEDGEMENT	Submitted Date	Inquiry Type	Status	Actions
<input type="checkbox"/>	661 Research ...	PIPPED987	24-Jan-2013	Visit Scheduling	✓	View
<input type="checkbox"/>	662 Research ...	PIPPED987	24-Jan-2013	Inclusion/Exclu...	👤	View
<input type="checkbox"/>	663 Research ...	PIPPED987	24-Jan-2013	Protocol Clarif...	✓	View
<input type="checkbox"/>	664 Research ...	PIPPED987	24-Jan-2013	Exclusion Criteria	✓	View
<input type="checkbox"/>	665 Research ...	PIPPED987	24-Jan-2013	Exclusion Criteria	📍	View
<input type="checkbox"/>	667 Research ...	PIPPED987	25-Jan-2013	Inclusion/Exclu...	🚫 Y	View
<input type="checkbox"/>	668 Research ...	PIPPED987	25-Jan-2013	Inclusion/Exclu...	👤	View
<input type="checkbox"/>	670 Research ...	PIPPED987	25-Jan-2013	Inclusion/Exclu...	👤	View
<input type="checkbox"/>	672 Research ...	PIPPED987	25-Jan-2013	Inclusion/Exclu...	✓ Y	View
<input type="checkbox"/>	676 Research ...	PIPPED987	25-Jan-2013	Protocol Clarif...	👤	View

Results per page: 25 | Go: 1 | Export PDF Excel

New SU MM SP Complete Canceled

Y Sponsor completed

**Callouts:**

- Enter search/filter criteria: Sponsor, Protocol, Country, Site, etc.
- Select "All" inquiries displayed on this page by clicking this box.
- Select multiple or individual records by clicking individual boxes
- Choose the number of records displayed per page by selecting: 10, 25, 50 or 75
- Click "Export" and then select PDF to export copies of each record or Click "Excel" to export a listing report.

## View Details on Inquiry Page

Users may view an inquiry by double clicking the inquiry row or clicking the **View** link. The system will then display the **View Details of Inquiry** page.

- The display includes all inquiry details to date.
- The page also displays any subsequent follow up requests and comments beneath the original submission data.

- If the inquiry status is **Complete**, below the inquiry submission information, details of the final resolution are displayed. If the inquiry status is **Cancelled**, the user name and the date and time of the cancellation is displayed.
- Users may export a PDF copy or select the Back button to return to the previous page.

## View Details Page – Open ePIP

The Protocol Inquiry Platform is designed for a secure and easy way to submit and track your protocol inquiries.

ePIP Information		11:05 EDT 02 Oct 2011 [12:05 GMT-4 02 Oct 2011]	
Richard Montgomery <rmontgomery@valcro1.com>			
Protocol #:	EPIP123	ePIP #:	283
Sponsor:	zvoid	Site #:	1-1622RKM
PI:	Richard Montgomery	Site Telephone:	3366591500
Country:	USA	Site Fax:	3366591509
Study Coordinator:	Burt Banks		
Subject Status:	Screened	Subject ID:	0001
Fax Non-digital File(s):	<input checked="" type="checkbox"/>	Uploaded File(s):	
Urgency:	<b>Urgent</b>	Inquiry Type:	Protocol Clarification
Inquiry Description:	Please provide more information		
<b>Follow-up Request from PM: Tim X Cahill</b>		11:07 EDT 02 Oct 2011 [12:07 GMT-4 02 Oct 2011]	
Comment:	Please provide more info.		
<b>Follow-up Request from SU: Richard Montgomery</b>		11:10 EDT 02 Oct 2011 [12:10 GMT-4 02 Oct 2011]	
Response:	Clarified. Please advise.		

[Export](#) [Back](#)

## View Details Page – Completed ePIP

The Protocol Inquiry Platform is designed for a secure and easy way to submit and track your protocol inquiries.

ePIP Information		10:09 EDT 25 Jan 2013 [10:09 GMT-5 25 Jan 2013]	
David Beckham <david.beckham@ppd.com> OBO Kevin Clark <1588test.com>			
Protocol #:	PIPPED987	ePIP #:	672
Sponsor:	Research Corp	Site #:	1014 [CTMS #: 1-1698153]
PI:	Peter Jennings	Site Telephone:	5552771861
Country:	France	Site Fax:	5552651920
Study Coordinator:	Martha White		
Subject Status:	Screened	Subject ID:	1014153
Fax Non-digital File(s):	<input type="checkbox"/>	Uploaded File(s):	ePIP upload document2.pdf
Urgency:	<b>Urgent-Other</b>	Inquiry Type:	Inclusion/Exclusion
Inquiry Description:	Site would like to confirm if patient is eligible for randomization, considering that the ECG results showed atrial fibrillation (is it considered arrhythmia)? The patient does not have any symptoms and I... [expand]		
<b>Response from PM: Penny Lane</b>		10:11 EDT 25 Jan 2013 [10:11 GMT-5 25 Jan 2013]	
Comment:	Please review this question from the site and provide your comments as soon as possible.		
<b>Response from MM: Eleanor Rigby</b>		10:12 EDT 25 Jan 2013 [10:12 GMT-5 25 Jan 2013]	
Comment:	ECG results are not exclusionary.		
<b>Response from Sponsor: Carla White</b>		10:19 EDT 25 Jan 2013 [10:19 GMT-5 25 Jan 2013]	
Comment:	I agree the ECG results are not exclusionary. The patient is okay to be randomized and dosed.		
<b>Response from MM: Eleanor Rigby</b>		10:35 EDT 25 Jan 2013 [10:35 GMT-5 25 Jan 2013]	
PPD Responses: The sponsor has confirmed the ECG results are not exclusionary. The subject may be enrolled if all other I/E criteria are met.			
Past Deviation Acknowledged: No			
Subject Disposition: Not Applicable			
Response Decision: Approved			

[Export](#) [Back](#)

Resolution details are displayed

Click Export to export a PDF copy. Click Back to return to the previous page.

## FAQ

Users can click the [Resources](#)→ tab and choose **FAQ** from the menu or click the **Help** link in the footer to enter into the **FAQ** page. In the **FAQ** page, users can view the user manuals.

### FAQ Menu



### Help Link

[Home](#) | [Help](#) | [Support](#) | [Privacy Statement](#)

## Training Materials

Users are required to review and acknowledge any new training material before proceeding in the system. The **Welcome to the Training Page** displays upon successful log in and lists all required training material. Users may then click the Training Material Link. A new window opens displaying the training content. Users must click the box acknowledging they understand the document and/or have completed the training item. Finally users click the **“Proceed to home Page”** after all required training is completed. Users may refer back to the training material anytime through the **Resources** menu.

### ePIP Training Materials Page

**Welcome to Training Page**  
The Protocol Inquiry Platform is designed for a secure and easy way to submit and track your protocol inquiries.

Role	Training Material Links	Version	Acknowledged Time	Status
ResearchAdmin	<a href="#">rta_training_test1</a> I certify that I have read and understood the document and/or completed the training item <input type="checkbox"/>	1.0	Mon, 03 Dec 2012 07:55:01 GMT	Viewed

[Proceed to home page](#)

### Training Materials Menu

Resources

FAQ

Training Materials

Users may click the **Resources** tab and then select **Training Materials** from the menu to access the **Training Materials** review page.

The **Welcome to the Training Page** displays all training items available to the user based on their user role.

### ePIP Training Materials Review Page

**Welcome to Training Page**  
The Protocol Inquiry Platform is designed for a secure and easy way to submit and track your protocol inquiries.

Role	Training Material Links	Version	Acknowledged Time	Status
ProjectManager	<a href="#">pm_training_test_1</a>	1.0	21:14 EDT 25 Oct 2012	Viewed
	<a href="#">pm_training_test_2</a>	2.0	21:14 EDT 25 Oct 2012	Viewed
	<a href="#">pm_training_test_3</a>	3.0	02:45 EDT 09 Nov 2012	Viewed
	<a href="#">pm_training_test_4</a>	4.0	02:45 EDT 09 Nov 2012	Viewed
MedicalMonitor	<a href="#">mm_training_test_1</a>	1.0	21:14 EDT 25 Oct 2012	Viewed
	<a href="#">mm_training_test_2</a>	2.0	21:14 EDT 25 Oct 2012	Viewed
	<a href="#">mm_training_test_3</a>	3.0	02:20 EDT 06 Nov 2012	Viewed
	<a href="#">mm_training_test_4</a>	4.0	02:20 EDT 06 Nov 2012	Viewed
	<a href="#">mm_training_test_5</a>	5.0	02:20 EDT 06 Nov 2012	Viewed

[Proceed to home page](#)

## Session Time Out

If the user remains inactive in the system, the user session will time out. Users may click the **login** link to return to the login page to sign in again.

## Session time out notification (session lost)



When there is less than 5 minutes left before the session times out the system will provide a pop up warning to notify the user. Click the **Cancel Session Time Out** button to reset the timeout.

## Session time out notification (warning)

