



## Manual of Procedures (MOP)

### Section 7. Intervention

#### Appendix 5. Study Pill Inventory and Randomization System User Guide

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## 1. INTRODUCTION

The Clinical Trials Support Center Web-based Study Pill Inventory and Randomization System (SPIRS) is designed to aid in the management of the D2d study. Randomization of participants and all aspects of bottle handling – bottle receipt, assignment, dispensation, and destruction – will be managed on this website.

In collaboration with the D2d Coordinating Center, the Department of Veteran Affairs Cooperative Studies Program Clinical Research Pharmacy Coordinating Center (CSPCRPCC), Albuquerque, New Mexico has developed SPIRS.

For questions about the D2d SPIRS website, please contact:

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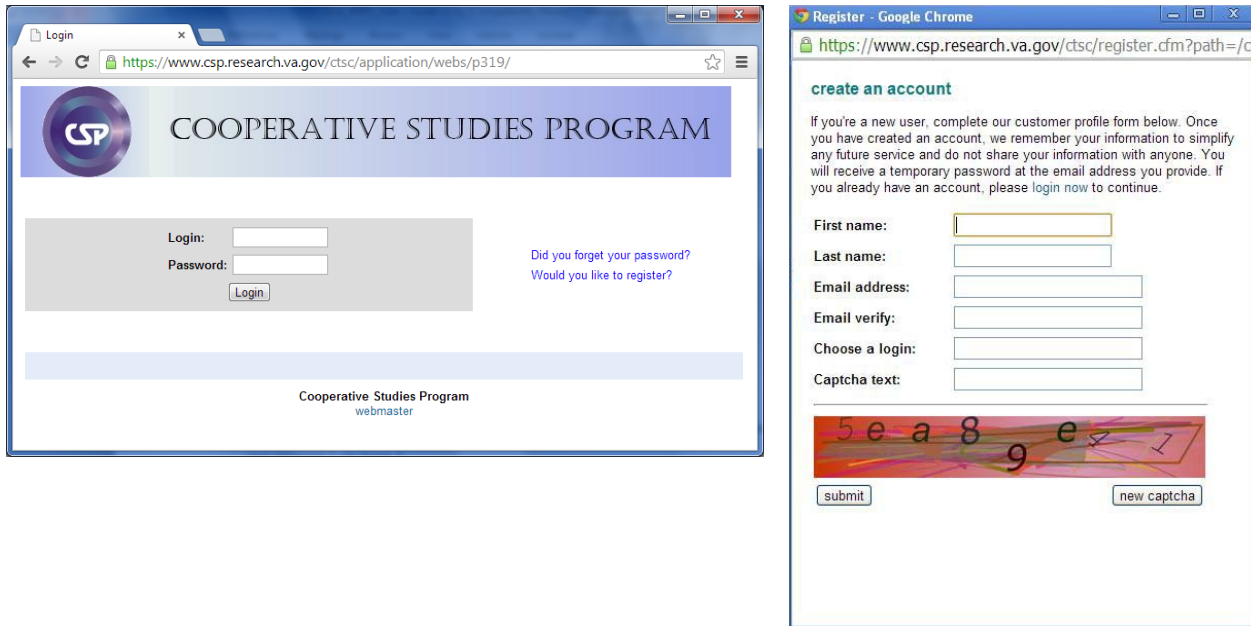
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## 2. REGISTER

The D2d Project Manager or designee moderates this website and grants user access.



The image displays two screenshots of the Cooperative Studies Program website. The left screenshot shows the login page with fields for 'Login:' and 'Password:', a 'Login' button, and links for 'Did you forget your password?' and 'Would you like to register?'. The right screenshot shows the 'create an account' registration form with fields for 'First name:', 'Last name:', 'Email address:', 'Email verify:', 'Choose a login:', and 'Captcha text:'. Below these fields is a captcha image with the text '5 e a 8 9 e z 1' and buttons for 'submit' and 'new captcha'.

To register for SPIRS access:

1. Navigate to <https://www.csp.research.va.gov/ctsc/application/webs/p319/>
2. Select the link "Would you like to register?"
3. Complete the "Create an Account" pop-up form.

*Note: Your email address will be used to receive notifications from the website including your initial temporary password and for resetting your password in the future as necessary.*

4. Select the "Submit" button. A message will appear stating, "You have requested access to SPIRS but need to be authorized."

*Note: An automated notification from email address [abqcspweb@va.gov](mailto:abqcspweb@va.gov) with link will be sent to the email address you provided. The email will contain your user name and temporary password for initial login.*

### 3. LOGIN

1. From the email in which you received your username and temporary password, follow the link and select 'Login'.
2. Change your password. The system requires that the password meter display strong or secure. To make your password stronger include a mix of symbols, numbers, and upper and lower case letters.

*Note: passwords need to be changed every 90 days.*

3. You will then be prompted to "Please click here and select a site." Click the link and, in the pop-up form, select your site from the drop-down menu. Click 'Submit'.
4. This concludes the registration request process. You should see a message stating that you have requested access and that you will receive email notification once your request has been approved.

## 4. NAVIGATING THE SPIRS WEBPAGE

### 4.1 General Information

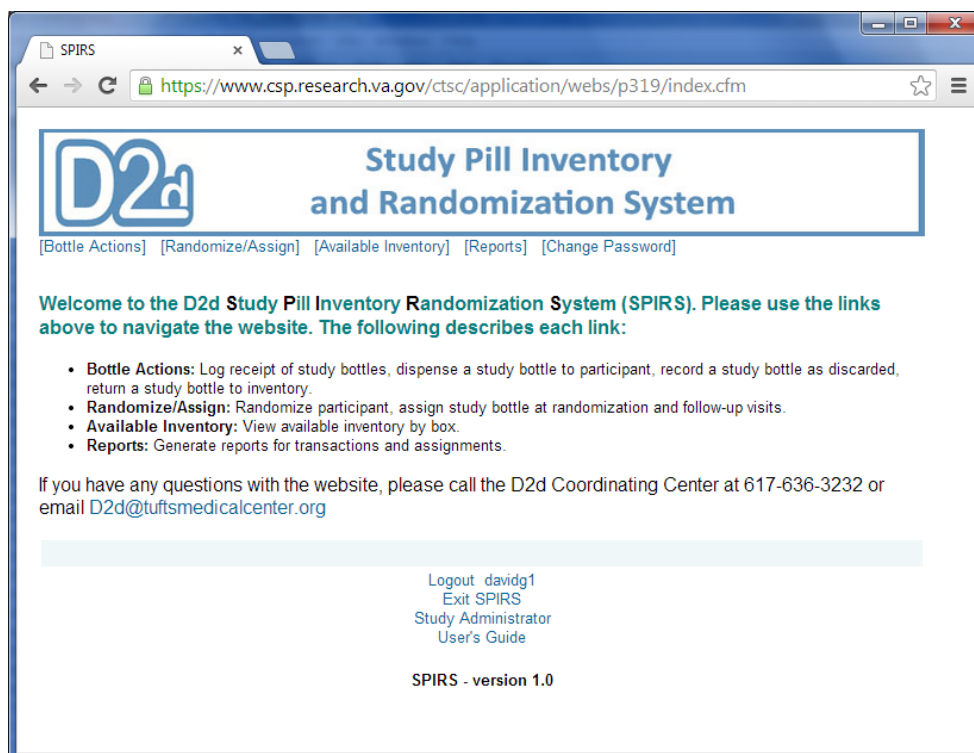
From the SPIRS homepage, there are five main functions you can access by clicking the links shown in [brackets] under the title banner. These five functions are:

1. **Bottle Actions:** log receipt of study bottles, dispense study bottles to participants, record study bottles as discarded, and return study bottles to inventory.
2. **Randomize/Assign:** randomize participants and assign pill bottles, both at randomization and follow-up visits.
3. **Available Inventory:** view details of inventory at your site.
4. **Reports:** generate reports on study pill status.
5. **Change Password:** change account password.

If you have questions about the website, you can click “Study Administrator,” which appears at the bottom of every screen, to email the Coordinating Center.

The website has been programmed to automatically log you out of the system if there has been no activity for 30 minutes.

### SPIRS Homepage



## 4.2 Entering Information in SPIRS

### 4.2.1 Correctly Entered Data

When entering data into SPIRS, if data is entered correctly, the following message will display under “Today’s Valid Entries” at the bottom of the screen.

**Bottle Actions**

Site: 08 - Test Site

Select bottle action and date of action.

Receive ☐ | Dispense ☐ | Discard ☐ | Return to Inventory ☐ Date: 9/11/2013

→ **Today's Valid Entries**

| Site | Bottle | Patient | Date Shipped | Actual Date | Scanned               | Action          |
|------|--------|---------|--------------|-------------|-----------------------|-----------------|
| 08   | 10181  | 0       | 07/01/2013   | 09/11/2013  | 2013-09-11 09:47:44.0 | Received usable |

### 4.2.2 Incorrectly Entered Data and Error Messages

If data is entered incorrectly, an alert will trigger and the entry will appear under “Today’s Invalid Entries.” If data is entered incorrectly, the user should re-enter the data correctly. Data that has been entered incorrectly does not save in the system and cannot be modified by clicking on the invalid entry.

**Bottle Actions**

Site: 08 - Test Site

Select bottle action and date of action.

Receive ☐ | Dispense ☐ | Discard ☐ | Return to Inventory ☐ Date: 9/13/2013

→ **Alert: Your last action returned error INVALID BOTTLE NUMBER.**

→ **Today's Invalid Entries**

| Site | Scan  | Error                 | Actual Date | Scanned    | Action          |
|------|-------|-----------------------|-------------|------------|-----------------|
| 08   | 11111 | INVALID BOTTLE NUMBER | 09/13/2013  | 09/13/2013 | Received usable |

## 5. RECEIVING A STUDY PILL SHIPMENT

Once study bottles have been shipped, SPIRS is automatically updated. Each site must log the bottle IDs upon receipt of a shipment into SPIRS before the system will allow any further actions to take place.

1. From the SPIRS homepage, navigate to [Bottle Actions].
2. Select the “Receive” radio button.
3. The “Date” field defaults to today’s date. If the shipment was received on a prior date, fill in the correct date.
4. Assess the bottles in your shipment and determine if all bottles are usable or if any are damaged.
5. Use the radio button titled “Received usable” or “Receive damaged”, as appropriate, to log in the bottle IDs received.

*Note: Usable and damaged bottle IDs must be entered/scanned separately (i.e., Received usable vs. Received damaged). Bottles that were received damaged will not be used.*

6. The following screen should appear:

**Bottle Actions**

Site: 08 - Test Site

Scan or enter usable bottles to confirm receipt.

Receive ☒ | Dispense ☐ | Discard ☐ | Return to Inventory ☐      Date: 9/11/2013

☒ Received usable  
☐ Received damaged

Bottles will not be usable until they have been entered as received.

Scan/Enter Bottle Labels Here

If bottles are being entered manually please press enter after each bottle number.

no scanned

← Scan bottles and verify before submitting list for this receive date.

To remove bottles from list select them and click remove.

7. Begin by entering usable bottles by selecting the “Received Usable” radio button. You may either scan the bar code on each bottle label or manually enter the 5-digit bottle ID number that appears on the label:

**D2d Study (P319)**  
**Vitamin D<sub>3</sub> 4000 IU or Matching Placebo**  
**Bottle 1XXXX**  
**240 Softgels**  
**Take One Softgel By Mouth Every Day**  
**Store at 15°C to 30°C (59°F to 86°F)**  
**D2d Study Coordinating Center**  
**Tufts Medical Center, Boston, MA**  
**617-636-3232**  
**Distributed by VA Cooperative Studies Program CRPCC**  
**Albuquerque, NM, 505-248-3203**  
**Caution: New Drug – Limited By Federal Law To Investigational Use.**



- a. If entering manually, place your cursor in the **Scan/Enter Bottle Label Here** box. Type the 5-digit bottle ID number and press “enter” on your keyboard after typing each bottle ID.
  - b. If using a scanner, place your cursor in the **Scan/Enter Bottle Label Here** box, and scan the bottles’ bar codes. You do not have to hit “enter” after scanning each bottle.
8. Check to see that the typed or scanned bottle ID number moved to the column to the right:

#### Bottle Actions

The screenshot shows a web interface titled "Site: 08 - Test Site". At the top, there is a red instruction: "Don't forget to click submit when you are finished scanning bottles." Below this are four radio buttons: "Receive" (selected), "Dispense", "Discard", and "Return to Inventory". To the right is a "Date:" field with the value "9/11/2013".

Below the radio buttons are two boxes. The left box contains two radio buttons: "Received usable" (selected) and "Received damaged". The right box contains the text: "Bottles will not be usable until they have been entered as received." Below these is a "Scan/Enter Bottle Labels Here" input field. To its right is a vertical list of entered bottle IDs, with "10181" at the top. A blue arrow points from the text "Bottles entered should appear here" to the list. To the left of the list is a box with the text: "If bottles are being entered manually please press enter after each bottle number." To the right of the list is a box with the text: "← Scan bottles and verify before submitting list for this receive date." At the bottom of the list is a "Remove" button. Below the list is a "Submit" button.

9. Repeat process until all usable bottles have been entered and appear in the column. You may hit the submit button periodically while entering bottle numbers or you may do so once after they have all been entered.  
*Note: You have an unlimited number of items you can enter/scan into this screen. However, if your browser is closed or internet connection is lost before you select “Submit Items,” all items scanned/entered will be lost. Also, the website has been programmed to automatically log you out of the system if there has been no activity for 30 minutes.*
10. If you make a mistake and want to remove a bottle ID, select the bottle ID and hit “Remove.”
11. When you are finished scanning usable items to be received, select “Submit.”
  - a. Bottles should appear at the bottom of the screen under “Today’s Valid Entries.”
  - b. If an entry was made with any errors, the information will appear under “Today’s Invalid Entries” and should be re-entered correctly (see section 4.2.2).
12. If you received any damaged bottles, select the “Received Damaged” radio button and proceed through steps 6-9 above.

## 6. PARTICIPANT RANDOMIZATION AND STUDY PILL BOTTLE ASSIGNMENT

The [Randomize/Assign] function is used to randomize participants and assign study bottles. Study bottle assignment must be completed before dispensation.

The screenshot shows a web browser window with the URL <https://www.csp.research.va.gov/ctsc/application/webs/p319/p319assign.cfm>. The page title is "Study Pill Inventory and Randomization System". Below the title is a navigation bar with links: [Bottle Actions], [Randomize/Assign], [Available Inventory], [Reports], and [Change Password]. The main heading is "Randomize a Participant and Assign a Bottle". Below this, it says "Site: 08 - Test Site". A red instruction reads "Enter participant enrollment number and informed consent date." There are two input fields: "Enrollment ID:" and "Informed Consent Date:". Below these fields, it says "Assignments submitted today" and "No assignments today." There is a "View All" button. At the bottom right, there are links: "Logout davidg1", "Exit SPIRS", "Study Administrator", and "User's Guide".

### 6.1 Randomization Visit

1. From the SPIRS homepage, navigate to [Randomize/Assign].
2. Enter the 6-digit participant enrollment ID.  
*Note: Leading zeroes must be entered.*
3. Enter the date informed consent was obtained from the participant.

#### Randomize a Participant and Assign a Bottle

The screenshot shows the "Randomize a Participant and Assign a Bottle" form. The "Site: 08 - Test Site" is selected. The red instruction "Enter participant enrollment number and informed consent date." is present. The "Enrollment ID:" field contains "080001". The "Informed Consent Date:" field is empty. A tooltip message says "Select the correct Informed Consent date for this participant." A calendar pop-up for September 2013 is shown, with the date 11 selected. Below the form, it says "Assignments submitted today" and "No assignments today."

Note: Consent date is cross checked against data in the Electronic Data Capture (EDC) system. If the informed consent date is entered incorrectly, the following error message will appear.

#### Randomize a Participant and Assign a Bottle

Site: 08 - Test Site

Enter participant enrollment number and informed consent date.

Enrollment ID: 080010 Informed Consent Date: 09/12/2013

Error message → Select the correct Informed Consent date for this participant.

- For purposes of the randomization strata, enter participant's primary race as **white** or **non-white**, and their **BMI** from the baseline visit, and click "Randomize."

#### Randomize a Participant and Assign a Bottle

Site: 08 - Test Site

Enter participant enrollment number and informed consent date.

Enrollment ID: 080001 Informed Consent Date: 09/01/2013

Enter BMI → 26.0

Enter Race → - select -

This participant has not been randomized and cannot be assigned a bottle yet. Do you want to randomize and assign a bottle now?

Randomize

- Review the information in the pop-up window, and, if correct, click "OK".
- If the randomization and bottle assignment were successful, you will see the following information under "Assignments submitted today" (see arrow below).

#### Randomize a Participant and Assign a Bottle

Site: 08 - Test Site

Enter participant enrollment number and informed consent date.

Enrollment ID: Informed Consent Date:

Participant 080001 was successfully randomized.

#### → Assignments submitted today

| Enrollment ID | Randomization ID | Type    | Box Number | Bottle Number | By Who        | Print                                                                                 |
|---------------|------------------|---------|------------|---------------|---------------|---------------------------------------------------------------------------------------|
| 080001        | 08A001           | Initial | 102        | 10151         | David Garmand |  |

[View All](#)

- Click the "Print" icon on the right to generate the "SPIRS Dispensing Certificate," which shows stratification and bottle assignment information. This appears as a pop-up window, so make sure pop-ups are allowed on your browser.

https://www.csp.research.va.gov/ctsc/application/webs/p319/print\_certificate.cf...

https://www.csp.research.va.gov/ctsc/application/webs/p319/print\_certific

## D2d Study

### SPIRS Dispensing Certificate

#### Site 08 - Test Site

**Enrollment ID: 080001**

Baseline BMI: 26.0  
Race: white  
Assignment Type: Initial  
Assigned By: David Garnand  
Assigned On: September 11, 2013

|                   |                        |
|-------------------|------------------------|
| Box Number<br>102 | Bottle Number<br>10151 |
|-------------------|------------------------|

Participant Name  
\_\_\_\_\_

## 6.2 Follow-up Visit

1. From the SPIRS homepage, navigate to [Randomize/Assign].
2. Enter the 6-digit participant enrollment ID and the date informed consent was obtained from the participant.  
*Note: Consent date is cross checked against data in the EDC system. If the informed consent date is entered incorrectly, the following error message will appear.*
3. After entering Enrollment ID and Informed Consent Date, SPIRS will recognize this as a previously randomized participant and will show a message asking you to assign a bottle.
4. Click "Assign Bottle."

### Randomize a Participant and Assign a Bottle

**Site: 08 - Test Site**

Enter participant enrollment number and informed consent date.

|                                                    |                                                                |
|----------------------------------------------------|----------------------------------------------------------------|
| Enrollment ID: <input type="text" value="080001"/> | Informed Consent Date: <input type="text" value="09/01/2013"/> |
|----------------------------------------------------|----------------------------------------------------------------|

This participant has been randomized.  
Do you want to assign a bottle now?

Assign Bottle

5. If the assignment was successful, you will see the following information under “Assignments submitted today.”

**Randomize a Participant and Assign a Bottle**

Site: 08 - Test Site

Enter participant enrollment number and informed consent date.

Enrollment ID:  Informed Consent Date:

Assignments submitted today

| Enrollment ID | Randomization ID | Type      | Box Number | Bottle Number | By Who    | Print                                                                               |
|---------------|------------------|-----------|------------|---------------|-----------|-------------------------------------------------------------------------------------|
| 080001        | 08A001           | Follow-up | 102        | 10161         | Paul Fuss |  |

6. Click the “Print” icon on the right to generate the “SPIRS Dispensing Certificate” in a pop-up window, which study bottle shows assignment information only.

https://www.csp.research.va.gov/ctsc/application/webs/p319/print\_certificate.cfm?assignid=2 - Google Chrome

https://www.csp.research.va.gov/ctsc/application/webs/p319/print\_certificate.cfm?assignid=2

**D2d Study**

**SPIRS Dispensing Certificate**

**Site 08 - Test Site**

**Enrollment ID: 080001**

Assignment Type: Follow-up  
Assigned By: David Garmand  
Assigned On: September 11, 2013

|                          |                               |
|--------------------------|-------------------------------|
| <b>Box Number</b><br>102 | <b>Bottle Number</b><br>10156 |
|--------------------------|-------------------------------|

**Participant Name**

\_\_\_\_\_

### 6.3 View Previous Bottle Assignments

A list of all bottle assignment can be recalled if the Dispensing Certificate needs to be reprinted.

1. From the SPIRS homepage, navigate to [Randomize/Assign].
2. To view previous bottle assignments, select “View All”
3. From here, previously completed participants can be viewed and Dispensing Certificates reprinted.

## 7. DISPENSE STUDY PILL BOTTLES

A study bottle must be assigned to the participant *before* it can be dispensed (see section 6).

1. From the SPIRS homepage, navigate to [Bottle Actions].
2. Select the “Dispense” radio button.
3. The “Date” field defaults to today’s date. If the study pill bottle was dispensed on a prior date, fill in the correct date.

### Bottle Actions

4. Enter the 6-digit participant enrollment ID and hit “enter” on your keyboard.
5. The following screen should appear if a valid participant enrollment ID was entered. Enter the assigned bottle ID number by either scanning the bar code on the bottle label or manually entering the 5-digit bottle ID number as it appears on the label.
  - a. If entering manually, place your cursor in the **Scan/Enter Bottle Label Here** box. Type the 5-digit bottle ID number and press “enter” on your keyboard.
  - b. If using a scanner, place your cursor in the **Scan/Enter Bottle Label Here** box, and scan the bottle’s bar code. You do not have to hit “enter” after scanning the bottle.

### Bottle Actions

6. Check to see that the scanned item moved to the column on the right side of the screen.
7. Select “Submit.” Review the enrollment ID in the pop-up window, and, if correct, click “OK”.
  - a. If the bottle ID entered for that participant correctly matches the bottle assigned, the following screen should appear at the bottom of the screen under “Today’s Valid Entries.”
  - b. If invalid information is entered (e.g. a bottle is dispensed that was not assigned to a participant) you will see an error message and the data should be re-entered correctly.

## 8. DISCARD DAMAGED OR EXPIRING BOTTLES

Bottles should be discarded if they are received damaged or if you have been notified to discard them due to upcoming expiration date.

*Note: You will be notified by the Drug Distribution Center 8 months before a bottle is due to expire and must discard the bottle within 1 week of notification.*

### Bottle Actions

Site: 08 - Test Site

Scan bottles or enter bottle numbers just prior to discarding locally.

Receive ☐ | Dispense ☐ | Discard ☒ | Return to Inventory ☐      Date: 9/11/2013

Scan/Enter Bottle Labels to Discard       no scanned

If bottles are being entered manually please press enter after each bottle number.

← Scan bottles and verify before submitting list for this discard date.

To remove bottles from list select them and click remove.      Remove

Submit

1. From the SPIRS homepage, navigate to [Bottle Actions].
2. Enter discarded bottles by selecting the "Discard" radio button. You may either scan the bar code on each bottle label or manually enter the 5-digit bottle ID number that appears on the label:
  - a. If entering manually, place your cursor in the **Scan/Enter Bottle Label Here** box. Type the 5-digit bottle ID number and press "enter" on your keyboard after typing each bottle ID.
  - b. If using a scanner, place your cursor in the **Scan/Enter Bottle Label Here** box, and scan the bottles' bar codes. You do not have to hit "enter" after scanning each bottle.
3. Select "Submit."
4. If valid information is entered, it will appear under Today's valid Entries.
5. If invalid information is entered, it will appear under Today's Invalid Entries.

## 9. RETURN STUDY PILL BOTTLES TO INVENTORY

This function is used when a bottle has been incorrectly assigned, or assigned but not dispensed. The bottle may be returned to inventory and become available for future use.

### Bottle Actions

Site: 08 - Test Site

Enter bottle numbers that should be returned to available inventory

Receive ☐ | Dispense ☐ | Discard ☐ | Return to Inventory ☒ Date: 9/11/2013

Scan/Enter Bottle Labels Here

If bottles are being entered manually please press enter after each bottle number.

no scanned

← Scan bottles and verify before submitting.

These bottles will be added back to available inventory.

To remove bottles from list select them and click remove.

1. From the SPIRS homepage, navigate to [Bottle Actions].
2. Enter bottles needing to return to inventory by selecting the "Return to Inventory" radio button. You may either scan the bar code on the bottle label or manually enter the 5-digit bottle ID number that appears on the label:
  - a. If entering manually, place your cursor in the **Scan/Enter Bottle Label Here** box. Type the 5-digit bottle ID number and press "enter" on your keyboard after typing each bottle ID.
  - b. If using a scanner, place your cursor in the **Scan/Enter Bottle Label Here** box, and scan the bottles' bar codes. You do not have to hit "enter" after scanning each bottle.
3. Select "Submit."
4. If valid information is entered, it will appear under Today's valid Entries.
5. If invalid information is entered, it will appear under Today's Invalid Entries.

## 10. REVIEW INVENTORY

To check inventory at your site, navigate to [Available Inventory] from the SPIRS homepage.

### 10.1 Available Inventory

Each box shipped to your site is identified by a 3-digit number and will contain 30 bottles. Before any other bottle actions can occur, a bottle must first be entered as received at your site (see section 5)

- ✓ The screen shows information about each box shipped to your site (see screen below).
- ✓ You can expand each box to see its contents by clicking on the [+] to the right
- ✓ Bottle numbers are shown in different color font, as follows:
  - o **Blue:** Bottles that have been shipped by the VA but not entered in SPIRS as received by the site.
  - o **Green:** Bottles that have been assigned by SPIRS to a participant, but not yet dispensed.
  - o **Black:** Bottles that have been shipped and entered in SPIRS as received useable by the site.
  - o **Red:** Bottles that have been shipped and entered in SPIRS as received damaged by the site.
  - o Bottles that have been dispensed or discarded will have a strikethrough (e.g. ~~10001~~).
- ✓ The number under Total indicates the number of bottles that are entered as received in SPIRS (either damaged or useable), but not yet dispensed or discarded. Boxes with bottles that haven't been entered as received (useable or damaged) will show a Total of 0 (e.g. box 103 below).
- ✓ The "Total number of bottles available for assignment" at your site appears below the list of all boxes that have been shipped to your site (e.g. 12 bottles in the example shown below).
- ✓ You can use the "– Search For –" in combination with the "– Order by –" option to specifically search for information about a specific box, bottle, or shipment.

#### Available Inventory - 08 - Test Site

☒ Inventory
 ☐ History

| Site             | Description           | Box   | Shipped  | Total            | [+]       |
|------------------|-----------------------|-------|----------|------------------|-----------|
| 08               | Vitamin D3 or Placebo | 102   | 7/1/2013 | 16               | [+]       |
| <del>40464</del> | <del>40464</del>      | 10156 | 10159    | <del>40464</del> | 10164     |
| <del>40466</del> | 10169                 | 10171 | 10174    | 10176            | 10179     |
| 10181            | 10184                 | 10186 | 10189    | 10191            | 10194 [-] |
| <del>40496</del> | 10199                 | 10201 | 10204    | 10206            | 10209     |
| 10211            | 10214                 | 10216 | 10219    | 10221            | 10224     |
| 08               | Vitamin D3 or Placebo | 103   | 7/1/2013 | 0                | [+]       |

Total number of bottles available for assignment: 12

\*Bottles not entered as received shown in blue text.

\*Bottles that have been assigned but not dispensed shown in green text.

\*Bottles entered as received usable are shown in black text, once they are dispensed or discarded they are marked with a line through.

\*Bottles entered as received damaged shown in red text.

### 10.2 Inventory History

When all study pill bottles have been used in an individual shipment box (i.e. dispensed or destroyed) and entered in SPIRS as such, the information about the box moves under the "History" option.

## 11. REPORTS

To generate a report for your site, navigate to [Reports] from the SPIRS homepage.

- ✓ A report can be generated either as a comprehensive report that includes all boxes and study pills shipped and received at your site or a more focused report based on today's actions (by checking "Daily") or the previous 7 days (by checking "Weekly").
- ✓ Reports can be filtered by report type (left column: Shipped, Received usable, etc.) and can be further sorted by using the "– Search For –" in combination with the "– Order by –" option.
- ✓ The total number of items for a given query is shown in the top right corner.

### Reports

Site: 08 - Test Site   Weekly: ☐   Daily: ☐   Total: 60

| Report Type           | Bottle | Shipped               | Assigned | Patient |          |           |  |  |
|-----------------------|--------|-----------------------|----------|---------|----------|-----------|--|--|
| Shipped               |        |                       |          |         |          |           |  |  |
| Received usable       |        |                       |          |         |          |           |  |  |
| Received damaged      |        |                       |          |         |          |           |  |  |
| Assigned              | cebo   | 102                   | 10151    | 7       |          |           |  |  |
| Dispensed             |        |                       |          |         |          |           |  |  |
| Returned to inventory | cebo   | 102                   | 10154    | 7       |          |           |  |  |
| Discarded             |        |                       |          |         |          |           |  |  |
| Bottle history        | cebo   | 102                   | 10156    | 7       |          |           |  |  |
|                       |        |                       |          |         |          |           |  |  |
|                       | 08     | Vitamin D3 or Placebo | 102      | 10159   | 7/1/2013 | 9/11/2013 |  |  |
|                       | 08     | Vitamin D3 or Placebo | 102      | 10161   | 7/1/2013 | 9/11/2013 |  |  |

### 11.1 Exporting Report Data

By default, the Report information is displayed on the screen. If you wish to export data, you may do so by clicking the "XML Download" button to download in Extensible Markup Language (XML). XML is an open standard format and can easily be imported into many applications for storing or custom reporting. To export report data to Microsoft Excel complete the following:

1. Once you have generated a report, select "XML Download" function on the bottom of the screen.

*Note: The XML Download link will open in a new browser window creating XML text.*

|    |                       |     |       |          |           |  |  |
|----|-----------------------|-----|-------|----------|-----------|--|--|
| 08 | Vitamin D3 or Placebo | 102 | 10176 | 7/1/2013 | 9/11/2013 |  |  |
| 08 | Vitamin D3 or Placebo | 102 | 10179 | 7/1/2013 | 9/11/2013 |  |  |
| 08 | Vitamin D3 or Placebo | 102 | 10181 | 7/1/2013 | 9/11/2013 |  |  |
| 08 | Vitamin D3 or Placebo | 102 | 10184 | 7/1/2013 |           |  |  |
| 08 | Vitamin D3 or Placebo | 102 | 10186 | 7/1/2013 |           |  |  |

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[Full List](#)   [XML Download](#)

2. Use your browser's file save function and save the file to your local drive.  
*Note: The file must be given an ".xml" extension manually. For example, name your file "anything.xml" and then save.*
3. Start Microsoft Excel and open the file as normal.
4. A popup window will appear asking how you would like to open this file. Select the option "as an XML table." Another popup window will appear about creating a schema; select "OK".
5. You can now sort and manipulate the data however you wish.