Preclarus® Lab Data Portal Login Guide

PPD®

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1   Introduction

The Preclarus® lab data portal was designed to make it easier for clinical trial sites to manage their PPD trials. The reports and tools within the Preclarus lab data portal simplifies every process including: adding patients to the trial; ordering sample collection kits; reviewing lab results; managing patients and critical values; and accessioning and shipping samples to PPD® Laboratories central lab.

The Preclarus lab data portal provides:

- Online accessioning of samples (at the collection site) to strengthen chain of custody and make samples available for testing sooner.
- On-site bio-repository tools to help manage samples and track them to their final destinations.
- Simplified subject registration with real-time error checking and resolution to ensure data integrity and make it easy to add new subjects to the trial.
- Automatic alerts for critical values to facilitate patient management.
- Online collection kit ordering and inventory management to ensure the right kit is there when needed.
- Built-in reports with the ability to export data tables and graph results.
- Site metrics and feedback for a useful view into key activities.

2   Account Activation

The Principal Investigator and/or the Study Coordinator is the account administrator and is responsible for all activities on the Preclarus lab data portal. During the lifecycle of the study, notifications are sent to the Principal Investigator and the Study Coordinator as the account administrator concerning account activations and activities.

It is essential that PPD Laboratories central lab receive the Principal Investigator and the Study Coordinator email address to manage the account appropriately.

Upon initial site address entry performed by PPD Laboratories central lab, an activation email is sent to the Principal Investigator and the Study Coordinator email address.
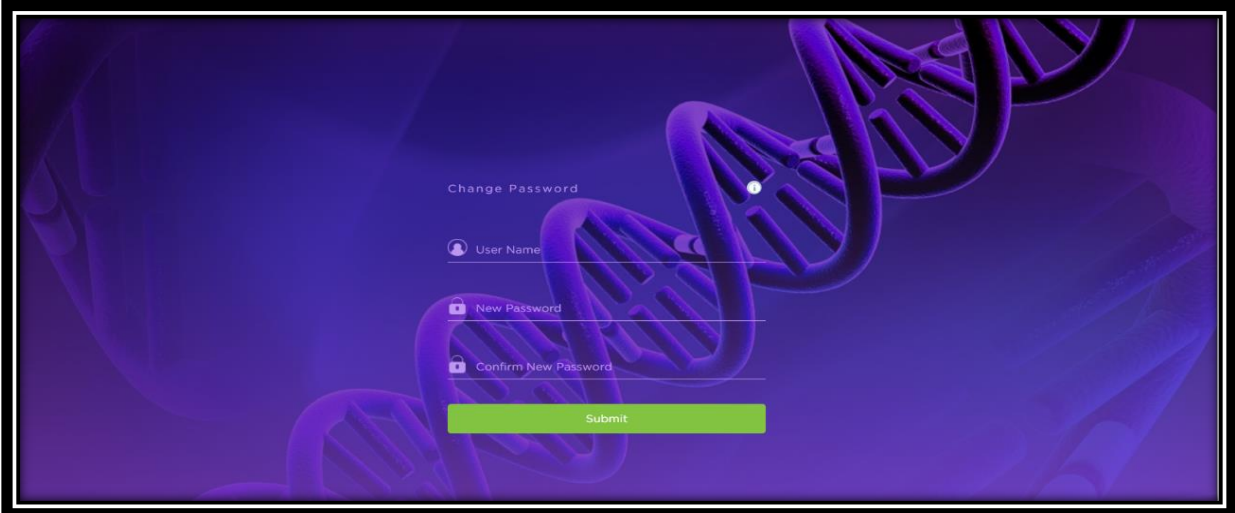
The Principal Investigator and or the Study Coordinator is required to perform the first initial account activation, without a current email address to activate the account, the site will not have access to the Preclarus lab data portal.

- The account activation email is sent to the Principal Investigator and/or Study Coordinator email address.
- The site activation email serves as approval to activate the site on the Preclarus lab data portal.
- The email will come from preclaruslabdata.noreply@ppdi.com
- The Principal Investigator/Study Coordinator will click on the link provided in the email to activate the site and will be prompted to create a password.
- The account activation link will expire after seven calendar days after receipt.
- Contact the local Site Services Help Desk if activation has expired to have another activation email sent.
  - o Select the Contact US tab for the Site Services Help Desk contact information.
- The account activation will not be required for additional studies assigned after the user's account is activated.

3 Logging into the Preclarus lab data portal

Upon successfully completing the site account activation, the user will set their password, following these steps:

- Enter your Name at the prompt, the name you'd like to see on the welcome screen
- Enter new password
- Confirm new password and submit