

INITIATING A NEW SITE DTL:

Reminders: This can be done by any member at the participating site.

To initiate a new site DTL a CCTG Components of the PL must first be created for the trial at your centre (mandatory roles assigned and PL saved). Please refer to section 7.5 of the RIPPLE user guide for step by step instructions on creating and approving a new PL. Individuals can only be added to the NCI DTL Components if they have been added to the CCTG Components of the PL and have met the credentialing requirements. In addition, RRAs and PLAs may be added as a DTL-A.

1. Sign in to your RIPPLE Account and select 'Home' to go to the RIPPLE home page.
2. Locate the applicable trial by selecting the disease site from the tabs and choosing the appropriate trial (Note you can only continue if the trial appears under the Participating Trials - View Participants section. If the trial appears under New Trials - Create Participants List, then a PL is not yet created). The trial PL page will appear.
3. At the top of the page select 'NCI DTL Components' to switch to the DTL portion of the PL. Please note that the CI task will automatically be assigned to the QI from the CCTG Components of the PL.
4. Select 'Assign Tasks'.
5. Select a person (Only individuals with CTEP Registration Status Active can be selected and those who have met all credentialing requirements). Select one or more tasks for that person; only tasks that are valid for the individual's registration type will appear. DTL Template rules will be enforced on task assignment (e.g., only 1 Ci, maximum of 2 DTL-As, etc.).
6. Select 'Add to List' (assigned tasks now appear in the 'Task Assignment List' including Assignee Name, CTEP ID, Registration Type, etc.). Each assigned task appears as a button with an undo option, which can be selected if added in error. Remove button appears under Action to remove the entire Assignee.
7. Repeat steps 5 - 6 to assign tasks to various centre personnel. Please note, all mandatory tasks must be assigned to at least one individual before proceeding.
8. Once all desired tasks are assigned select 'Assign Tasks to the DTL'. Assign Tasks confirmation message "You are about to assign the persons and tasks listed on this page to the DTL. Are you sure?" appears.
9. Select Confirm. Task assignments are submitted and the Trial Participants List: NCI DTL Components page appears (Assigned tasks appear in the Task Assignments List. Assignee Name appears as Lastname, Firstname (Type - CTEP ID). Task Name appears. Status is 'New' with no Start Date, End Date, Status Reason. Undo button appears for all tasks). RIPPLE/NCI DTL Syn Status is "The RIPPLE DTL is On Hold, it has not been approved and submitted to NCI yet."
10. Move onto 'Approving a New Site DTL'.