![Canadian Cancer Trials Group]

APPROVING A NEW SITE DTL:

Reminders: This can only be done by the CI.

1. Sign in to your RIPPLE Account (or access the link in the email notification of pending CI/QI approvals). There will be a notification at the top left indicating that there are DTL changes to approve.

2. Select X number of DTL changes to approve.

3. Select 'Approve DTL'. The DTL Attestation "You are about to record your attestation for additions & removals to the DTL, as well as reapprove the existing DTL..." will appear.

4. Select 'Confirm' to approve. Task approval is submitted and the Trial Participants List: NCI DTL Components page appears.

5. RIPPLE/NCI DTL Sync Status is "The RIPPLE DTL has synced with the NCI DTL." Status populated, if credentialing met task status is "active" and if credentialing not met task status is "pending" and status reason provides issues to be resolved.

6. If all mandatory tasks are assigned and active, the site DTL Status is Approved.

7. To assign or remove DTL tasks after the initial DTL has been approved, move onto 'Assigning or Removing Tasks After the Initial DTL Approval'.