

## ASSIGNING OR REMOVING TASKS AFTER THE INITIAL DTL APPROVAL:

**Reminders:** This can only be done by the CI or 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. 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.

### **TO ASSIGN A TASK:**

- (a) Select 'Assign Tasks'.
- (b) Select a person (only individuals with CTEP Registration Status Active can be selected and those who have met all credentialing requirements on the CCTG Components). Select one or more tasks for that person; only tasks that are valid for that individual's registration type will appear. DTL Template rules will be enforced on task assignment (e.g., onl 1 CI, maximum of 2 DTL-A, etc.).
- (c) 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 a remove option. Remove button appears under Action to remove the entire Assignee.
- (d) Repeat steps (b) - (c) to assign tasks to various centre personnel.
- (e) 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.
- (f) Select 'Confirm'. Task assignments are submitted and the Trial Participants List: NCI DTL Components page appears (Task is assigned and Status is New. Status Reason is "Awaiting CI approval and submission to the DTL."). To cancel an addition, an undo button appears under Action. RIPPLE/NCI DTL Sync Status is "RIPPLE/NCI DTL out of sync. There are unapproved changes to the RIPPLE DTL."
- (g) Move onto 'Approving DTL Tasks After the Initial DTL Approval'.

### **TO REMOVE A TASK:**

- (a) Select 'Remove' for the person and the task you wish to remove. Remove Task confirmation message "You are about to remove the following task assignment from the RIPPLE DTL." appears.
- (b) Select 'Confirm'. Task is removed. Task removal message "Task removal complete in RIPPLE, the CI must Approve the new state of the RIPPLE DTL before the changes are synced with the NCI DTL." appears. Status is "inactive" and Status Reason is "This task has been removed and is pending Approval of the removal by the CI." Undo button appears under Action (this can be used if a task was removed in error).
- (c) RIPPLE/NCI DTL Sync Status is "RIPPLE/NCI DTL out of sync. There are unapproved changes to the RIPPLE DTL."
- (d) Move onto 'Approving DTL Tasks After the Initial DTL Approval'.