EudraCT results: delegation to other results users

The delegation of results uploading to other results users can be done by a primary user, once this user has an <u>EMA account</u>, a <u>results user role</u> and <u>the trial assigned as primary user</u>, as per step 2 of the <u>Tutorials on posting results</u>. It is highly recommended that the primary user assigns a back-up user to the trial. A full overview of EudraCT processes is provided in the <u>EudraCT step-by-step guide</u>. In case support is needed, see <u>here</u>.

Note: any user requiring access to the results section of a clinical trial in EudraCT, will need to have a 'results user' role added to their EMA account. If an error message is displayed when adding a user, this means that the appointed user does not have an active EMA-account or that the account does not have the 'results user' role activated.

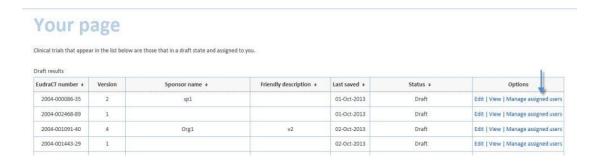
Delegation of results uploading to back-up user, delegated preparer, and delegated preparer and poster

The option 'manage assigned users' nearby a trial in 'your page' allows a <u>primary user</u> or a back-up user to assign the following roles to users with an <u>EMA account</u> and a <u>results user role</u>:

- Primary user: a user who can perform all tasks, including delegate other users
- **Back-up user**: a user acting as a back-up to the primary user, this user has the same rights as the primary user.
- **Delegated preparer**: a user who can prepare results but cannot post results or delegate other users. Up to four delegated preparers can be assigned to a trial.
- **Delegated preparer and poster**: a user who can prepare and <u>post results</u> but cannot delegate other users. Up to four delegated preparers and posters can be assigned to a trial.

Steps to be followed by the primary user or the back-up user of a trial:

1. Log in EudraCT and click on 'Manage assigned users' for a specific trial in 'Your page':

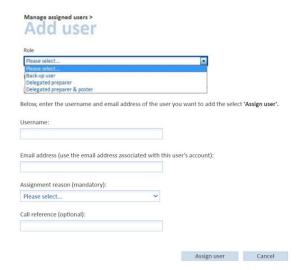


Done

2. Select 'Add user' at the top:

Use this screen to manage the users assigned to prepare results for this clinical trial. Add user Primary user Primary user Options Remove Back-up user None specified Delegated preparer(s) None specified

3. Use the drop-down list to select the appropriate user role:



- 4. Enter the EMA results user account username and corresponding email address of the user to be added and click on 'assign user'. Note: in case the user cannot be found, the user does not have an active EMA account or a 'results user' role is not activated for their account.
- 5. A confirmation message is displayed. Click on 'Confirm' to continue or click 'Cancel' to go back and make any change.
- 6. The user has now been assigned the appropriate role for the trial, which is now accessible through their Your Page.

Note: a primary user or a back-up user can also remove a user assigned to a trial through clicking on 'remove' on the right of the relevant user's name.

Support needed?

For questions, refer to our $\underline{\text{Frequently Asked Questions}}$. If the answer to your question is not there, $\underline{\text{Contact us}}$.