EudraCT results: delegation to other users

The delegation of results uploading to another user can be done by a primary user, once this user has set an EMA account and the trial assigned as primary user, as per step 2 of the Tutorials on posting results. 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 EudraCT step-by-step guide. In case support is needed, see here.

Note: any user requiring access to the results section of a clinical trial in EudraCT, will need to have an 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, refer to Frequently Asked Questions.

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 primary user or a back-up user to assign the following roles to users with an EMA account:

- **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 post results 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':

Your page

Clinical trials that appear in the list below are those that in a draft state and assigned to you.

Draft results

EudraCT number ⬦	Version	Sponsor name ⬦	Friendly description ⬦	Last saved ⬦	Status ⬦	Options
2004-000086-35	2	sp1		01-Oct-2013	Draft	Edit | View | Manage assigned users
2004-002468-89	1			01-Oct-2013	Draft	Edit | View | Manage assigned users
2004-001091-40	4	Org1	v2	02-Oct-2013	Draft	Edit | View | Manage assigned users
2004-001443-29	1			02-Oct-2013	Draft	Edit | View | Manage assigned users

2. Select 'Add user' at the top:

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

4. Enter the EMA account's 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, and needs to create it as per instructions. Further info in our Frequently Asked Questions.**

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 Frequently Asked Questions. If the answer to your question is not there, Contact us.