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 <u>EMA account</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 an <u>EMA account</u>. 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 <u>Frequently Asked Questions</u>.

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>:

- 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.

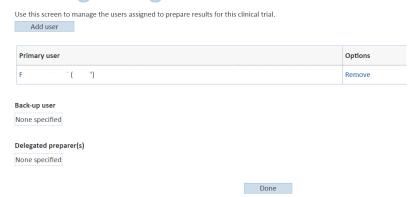
Steps to be followed by the primary user or the back-up user of a trial:

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

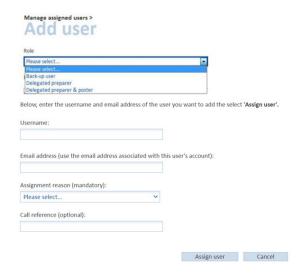


2. Select 'Add user' at the top:

Manage assigned users



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 <u>instructions</u>. Further info in our <u>Frequently Asked Questions</u>.
- 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 <u>Frequently Asked Questions</u>. If the answer to your question is not there, <u>Contact us</u>.