HOW TO UPLOAD YOUR CLINICAL STUDY IN THE INSUBRIA EC ONLINE PLATFORM

1. access the following link: http://62.149.226.38:8084/pw\_varese/index.jsp and insert

your username and password (if you haven’t got them yet, ask to

segreteria.comitatoetico@asst-settelaghi.it )

NB: at your first access and then every 60 days, you’ll have to modify your password.

You’ll read the following message:

“Si sono verificati i seguenti errori:

Password Scaduta, si prega di modificarla e di ripetere il Login.”

that means that your password expired, so you have to modify it and to login again.

You have to select “user” and “modifica password”, then you’ll be asked to insert

the old password and 2 times the new one

2. in the homepage, select “pratica” and then “nuova pratica”

3. fill in the form with the requested data (underlined fields are mandatory)

NB: depending on the study classification, you’ll find some mandatory field not

underlined but, if you haven’t insert them, you’ll be asked when saving your

procedure (“salva” button in the bottom).

When all of the requested field will be filled in, click again the “salva” button: your

study will be registered with its own number.

If you want to add some information or modify any field, you have to find your study

selecting “pratica” and “cerca pratica” and then click at the beginning of the

study line.

You have to fill in the following forms:

● Studio (see the translation in the attached file)

● Promotore e/o CRO

● Sperimentatore Principale (except “Giorni Periodicità Relazione”)

4. When all the information have been saved, new forms will appear: you have to fulfill

“Farmaco” (= drug) form if applicable, and then insert the study documents in

“Documenti”:

○ click Allega Documento (if not visible, click Modifica on the top of the page),

then on “Scegli file”, select the document you want to upload and click

“Allega”

○ select “Documentazione” in the drop-down menu and fulfill the requested

fields

○ click “Salva”

○ repeat for each document you have to upload

5. click Avvia ITER , then the blue button in the following screen

NB: if Avvia ITER isn’t available, click Visualizza on the top of the page

IF YOUR STUDY WILL BE CONDUCTED IN MORE THAN ONE CENTRE

REGULATED BY INSUBRIA EC OR CET LOMBARDIA 5

Once you have uploaded the study for the first centre, you can duplicate it using this

button , that you can find on the top of the study page when in visualization mode.

In the second study, you have to modify any centre-specific information, such as

“A.O.”, “Presidio”, “U.O.”, “sperimentatore” and his e-mail, ecc…

Then you have to save also this new procedure (“salva” button in the bottom of the

page): each study will have a different registration number.

You can repeat this process for each centre.

Then, you have to upload only any centre-specific document: all the others may be

uploaded only in the first procedure and then associated to the others.

To do that, you have to flag each document you want to copy, click on the top of

the documents chart and then search for the other procedures, flag each of them and

click again on the left, above the search results.

For each procedure, you have finally to click Avvia ITER , then the blue button in the

following screen.