BIOCLINICA® | SMART

SMART Portal 3.29

User Guide

Document Version 1.0

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Welcome to the SMART Portal

WebSend has been updated to be part of Bioclinica's SMART Services Suite and is now known as the SMART Portal.

The SMART Portal is Bioclinica's web-based system for communication management. Clinical sites use this Portal to access and reply to queries, upload completed forms, download documents provided by Bioclinica, and view or download submitted image files after they have completed the quality control process.

Depending on user role and trial configuration, the SMART Portal can also provide access to the SMART Submit system or the AG Mednet application to upload image files.

To learn more about SMART Submit, see:

- SMART Submit Knowledge Base

For more information on AG Mednet see:

- FAQ
- Quick Reference
- User Manual

3.29 Release Updates

- The QC status is now visible in the History tab
- Upload of forms is now restricted to PDF format only

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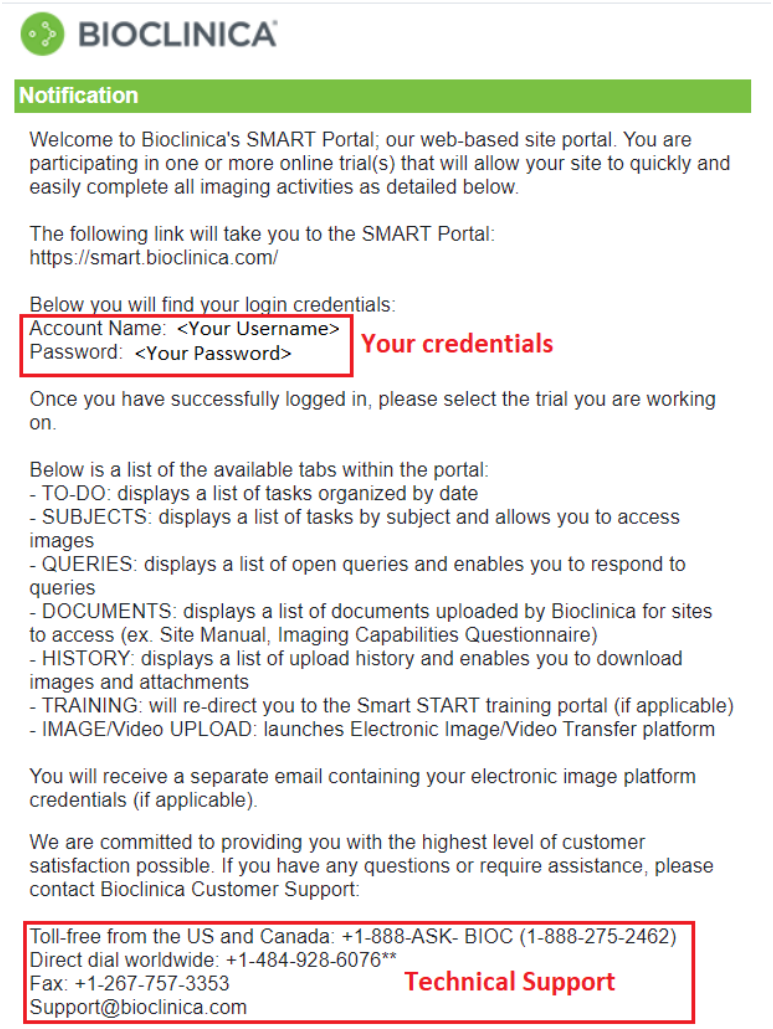
Getting Access

Welcome Email

Bioclinica sends each new SMART Portal user a "Welcome" email with their user id and password. This welcome email contains everything you need to get started.



BIOCLINICA

Notification

Welcome to Bioclinica's SMART Portal; our web-based site portal. You are participating in one or more online trial(s) that will allow your site to quickly and easily complete all imaging activities as detailed below.

The following link will take you to the SMART Portal:
https://smart.bioclinica.com/

Below you will find your login credentials:
Account Name: <Your Username>
Password: <Your Password>

Your credentials

Once you have successfully logged in, please select the trial you are working on.

Below is a list of the available tabs within the portal:
- TO-DO: displays a list of tasks organized by date
- SUBJECTS: displays a list of tasks by subject and allows you to access images
- QUERIES: displays a list of open queries and enables you to respond to queries
- DOCUMENTS: displays a list of documents uploaded by Bioclinica for sites to access (ex. Site Manual, Imaging Capabilities Questionnaire)
- HISTORY: displays a list of upload history and enables you to download images and attachments
- TRAINING: will re-direct you to the Smart START training portal (if applicable)
- IMAGE/Video UPLOAD: launches Electronic Image/Video Transfer platform

You will receive a separate email containing your electronic image platform credentials (if applicable).

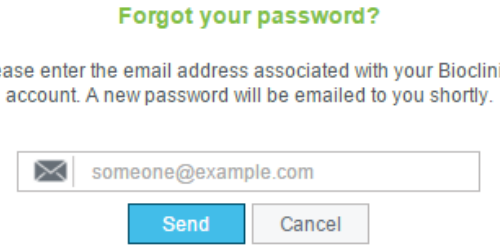
We are committed to providing you with the highest level of customer satisfaction possible. If you have any questions or require assistance, please contact Bioclinica Customer Support:

Toll-free from the US and Canada: +1-888-ASK- BIOC (1-888-275-2462)
Direct dial worldwide: +1-484-928-6076**
Fax: +1-267-757-3353
Support@bioclinica.com

Technical Support

Forgot Password

If you forget your password, click the Forgot Password on the login page, enter your email address and click **Send**.



Forgot your password?

Please enter the email address associated with your Bioclinica account. A new password will be emailed to you shortly.

someone@example.com

Send Cancel

If you've been expecting this information and it is not available to you, contact Bioclinica's help desk:

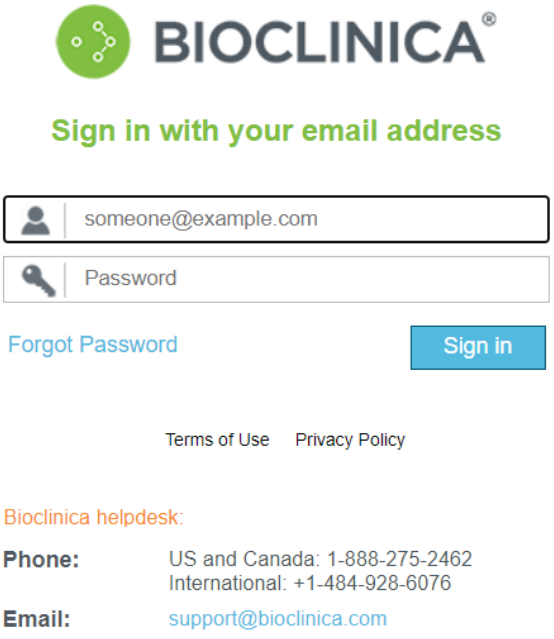
US and Canada: 1-888-ASK-BIO2 (1-888-275-2462)

International: +1-484-928-6076

Email: support@bioclinica.com

Logging In

Once you have received the welcome email, you will be able to log into the SMART Portal - https://smart.bioclinica.com- and change your default password.



BIOCLINICA®

Sign in with your email address

someone@example.com

Password

Forgot Password Sign in

Terms of Use Privacy Policy

Bioclinica helpdesk:

Phone: US and Canada: 1-888-275-2462
International: +1-484-928-6076

Email: support@bioclinica.com

1. **Enter** your email and password from the Welcome email.
2. **Click** Sign In.

   If this is the first time that you are logging on, the Change Password box automatically displays.

   If you have already changed your password, the Select a Study page displays.

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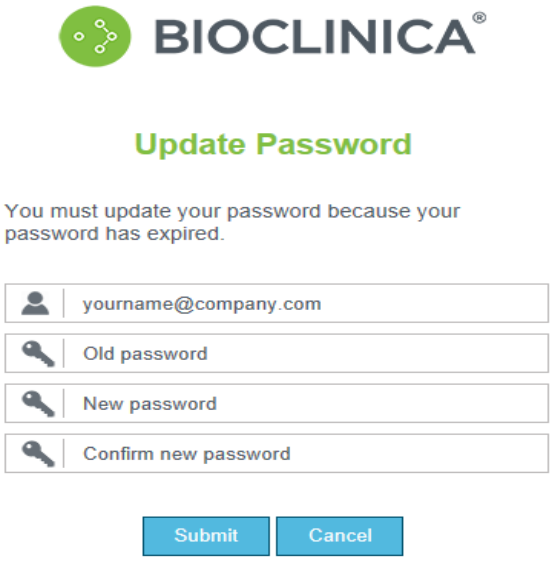
Changing Your Password

To ensure that your password is secure, you will be required to change your default password before you will be able to log in a second time. The Change Password screen automatically displays.

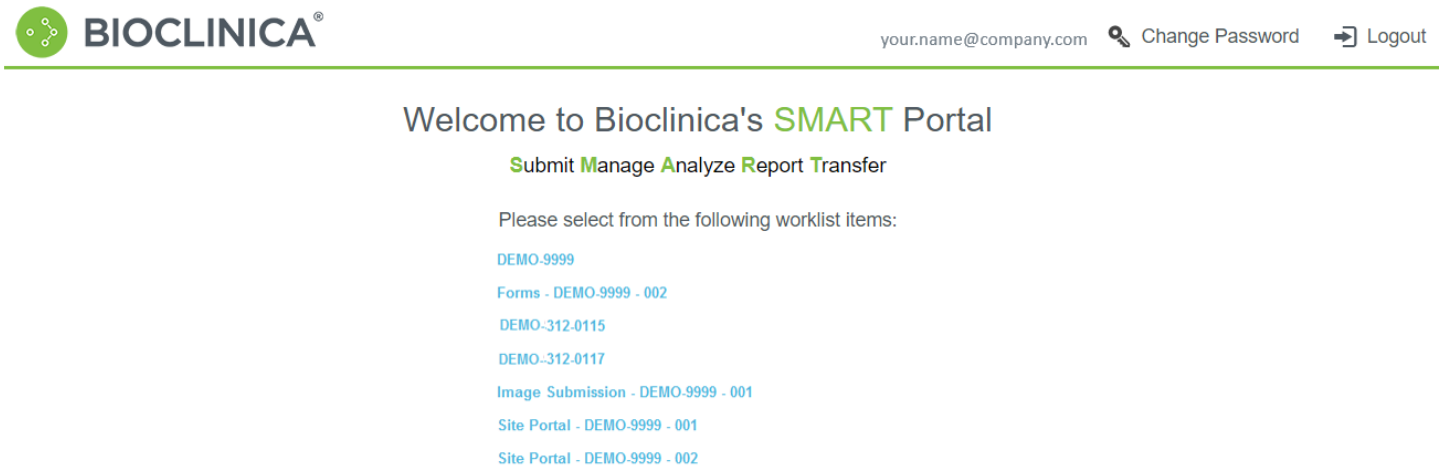


1. **Enter** your email and default password.
2. **Enter** a new password.
   The password must be at least 8 characters long and must contain at least three of the following: an upper-case letter, a lower-case letter, a number, and a symbol.
3. **Re-enter** the new password in the Confirm Password field.
4. **Click** Submit.

If you have access to multiple studies, the Select Study page displays. If not, the TO-DO page displays.

Select Study

If you have access to more than one study, or multiple sites within a study, the System displays a study selection dialog after login:



1. **Click** the study or study/site combination you wish to work with from the list.
   The TO-DO page displays.

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Logout

To logout of the SMART Portal, click **Logout** in the upper right corner of the screen. The system confirms that you have successfully logged out.

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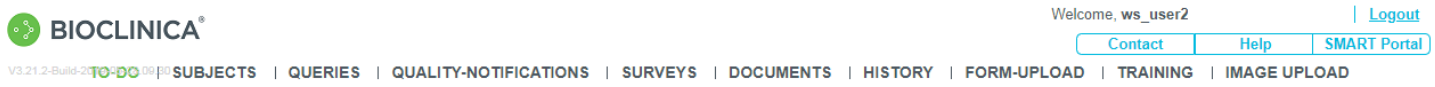
Using the SMART Portal



Link Menu

The link menu displays in the upper right corner of SMART Portal screens.

Contact - Displays phone, fax and email information.

Help - Displays online help.

SMART Portal - Returns to the study selection dialog for the SMART Portal.

Main Menu

- TO-DO – list of tasks and processing options organized by date
- SUBJECTS– list of tasks and processing options organized by subject
- QUERIES – list of queries and processing options (Only open queries are listed by default, but there is an option to include closed queries.)
- QUALITY NOTIFICATIONS – list of image quality notifications and processing options (Similar to queries, but do not require a response.)
- SURVEYS – list of surveys and processing options (Only published surveys are listed by default, but there is an option to include All queries.)
- DOCUMENTS – list of trial and site level documents uploaded by Bioclinica and available for you to download
- HISTORY - on-screen report that displays a list of files uploaded to Bioclinica for trials for which you are authorized
- FORM UPLOAD – tool for uploading PDF forms to Bioclinica
- TRAINING - provides access to the SmartStart training site
- IMAGE UPLOAD – launches the file upload application in a separate browser tab

Screen Panels

1. Left Panel: Filters – selections to narrow down what is shown in the center panel - See Working with Filters for more information.

2. Center Panel: List – contains rows that can be selected for processing

3. Right Panel: Details – displays data for selected row (first row selected by default

Action Icons

Action icons link to other pages for you to take a specific action. They display, where applicable, on list rows. They also display as buttons the bottom of any given list. The action buttons at the button may apply to the entire list (such as Export to Excel).

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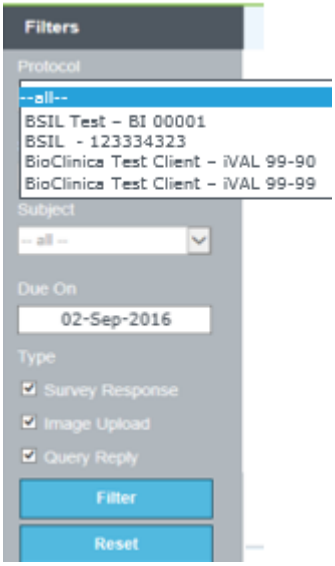
Filters

The Filters panel allows you to make selections to narrow down what is shown in the center panel. The parameters of the filters are depended on the columns and items that are displayed in the center panel.



Working with Filters

1. **Select** the parameters that you wish to use to filter the contents of the center panel.
2. When you are finished, **click** Filter.
3. To reset the filters at any time, **click** Reset.

Export to Excel

The Export to Excel button is available on most of the pages in the SMART Portal. This button allows you to export the displayed list to Excel.

Export to Excel

1. **Click** Export to Excel from any page.

   A message box displays at the bottom of the page asking if you want to open or save the list.

2. **Click** Open to open the list in Excel, **click** Save to save the file.

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Contact Information

We hope that this guide is helpful. If you have additional questions, feel free to contact us:

Address: Bioclinica, Inc.
211 Carnegie Center Drive
Princeton, NJ 08540

Phone: US and Canada: 1-888-ASK-BIO2
(1-888-275-2462)

International: +1-484-928-6076

Email: support@bioclinica.com

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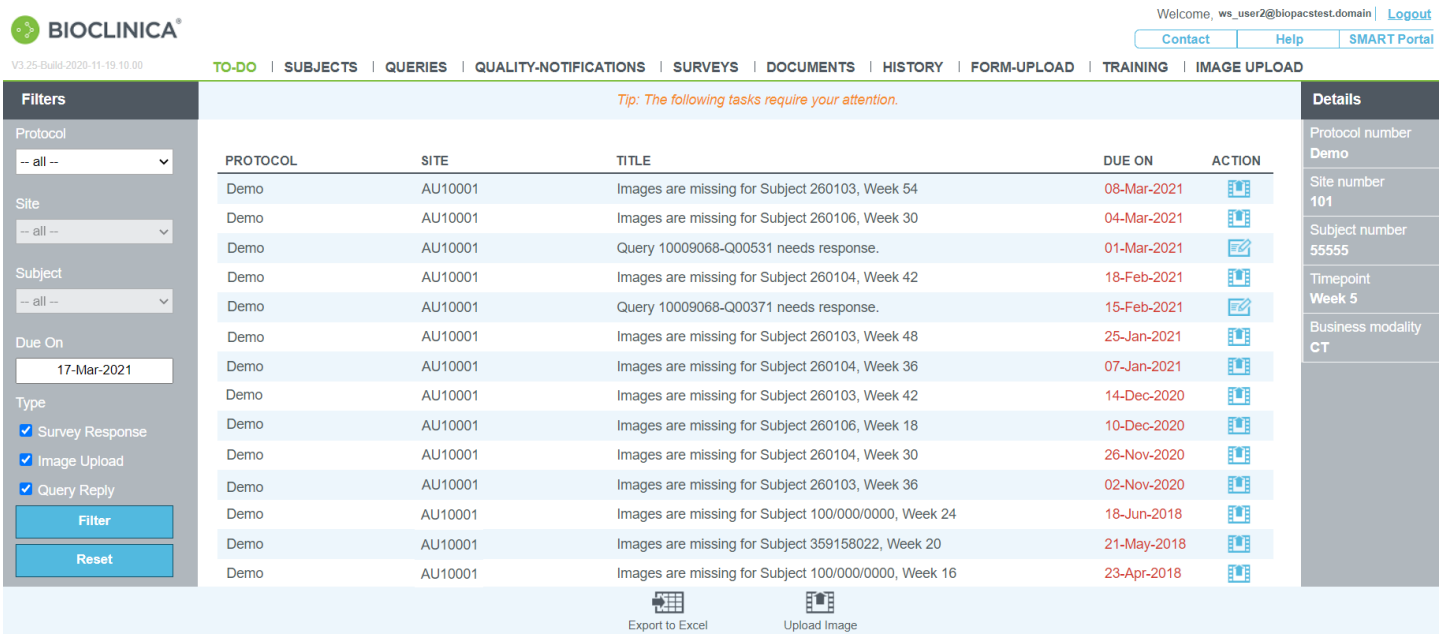
To-do List

The List of Tasks

The To-do list contains your imaging related tasks that are coming due or are overdue.

> **Note:** Overdue and expedited tasks are highlighted in red and require immediate attention.



Left Panel (Filters)

To filter the list, select filters and click **Filter** button. To clear filters, click **Reset** button.

Center Panel: The List

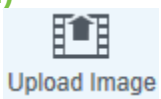
- **Protocol** – ID or # of the protocol with which the task is associated
- **Due On** – date by which the task must be completed
- **Site** – clinical site with which the task is associated
- **Title** – description of the task
- **Action** – symbols that link to specific processing options related to the task
  - - Upload Images
  - - Reply to Query
  - - Complete Survey

Right Panel: Details

This panel displays details (some also on the row and some additional) related to the currently selected row.

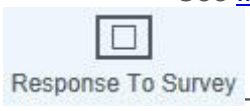
List Menu (Options vary based on the selected row.)

– See Export to Excel



-See Image Upload

See Reply to Queries (available for query tasks)



- See Response to Survey (available for survey tasks)

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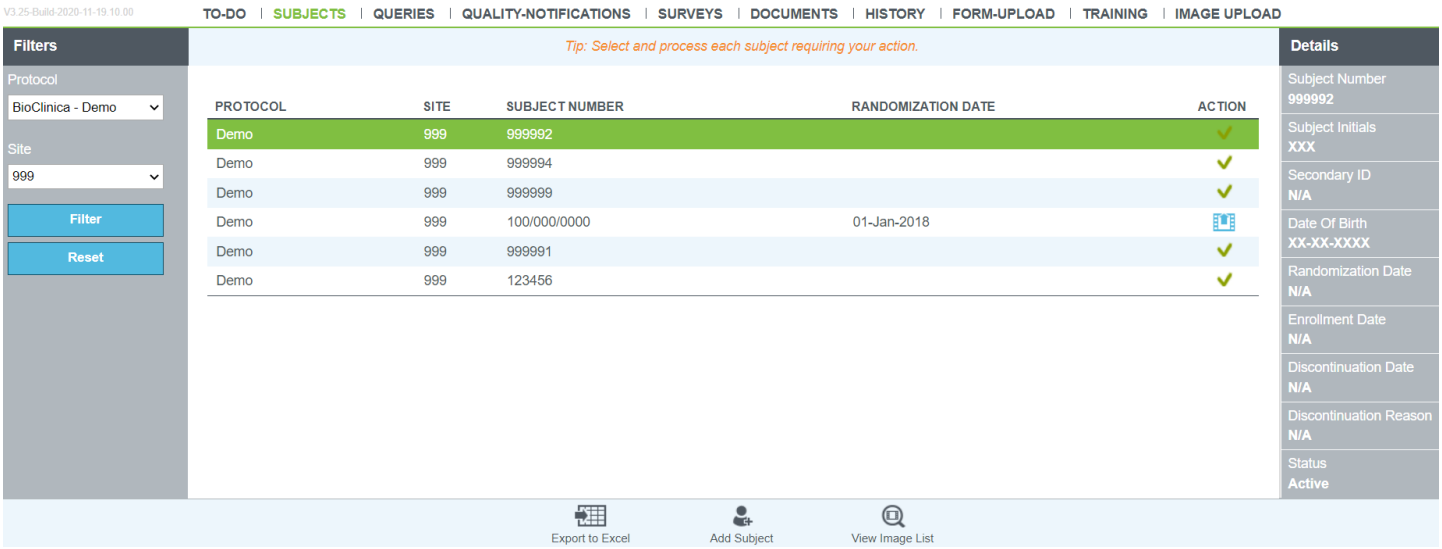
Subjects

The Subject List

The Subject list contains a list of tasks organized by subject. To add a subject, you must filter by site.



Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

Center Panel: The List

- **Protocol** – ID or # of the protocol with which the task is associated
- **Site** – clinical site with which the task is associated
- **Subject Number** – ID or # of the trial subject
- **Randomization Date** – date on which the subject was randomized for the study
- **Action** – processing symbols and the completed task symbol
  - - Upload Images
  - - View Query
  - - There are no outstanding items for this subject

Right Panel: Details

This panel displays details (some also on the row and some additional) related to the currently selected row.

List Menu (Options vary based on the selected row.)

Export to Excel - See Export to Excel

Upload Image -See Image Upload

View Image List - See View Image List

View Query - See View Query

Add Subject - *displays ONLY if a protocol and site have been selected* See Add Subject

View Queries - See Query List

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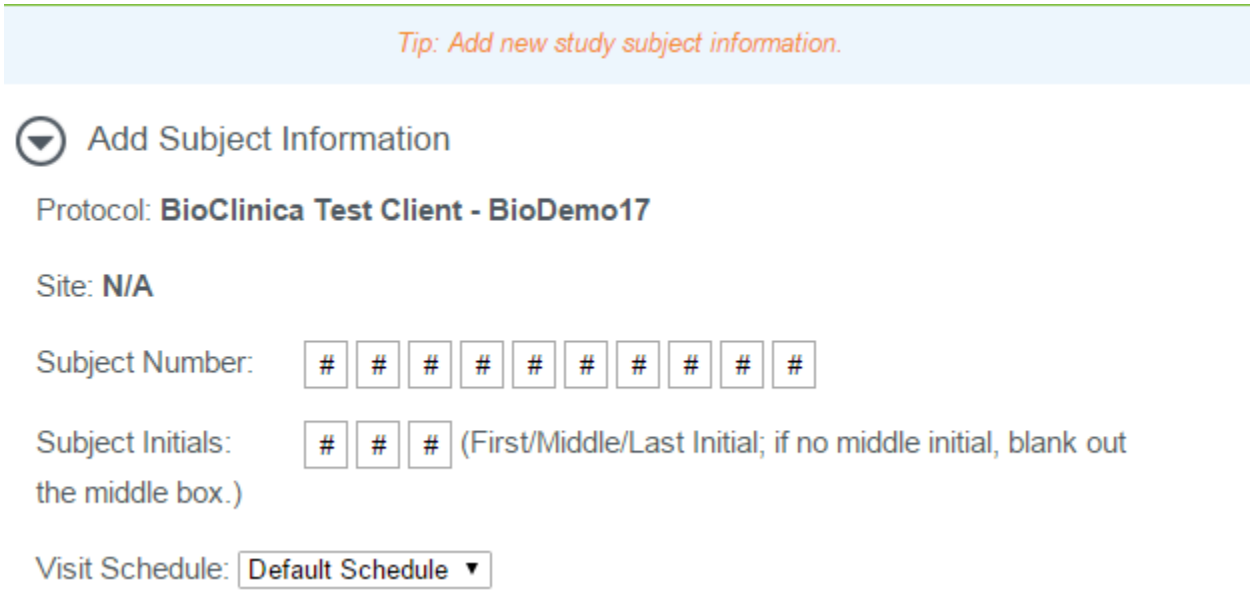
Add a Subject

The Add Subject page allows you to add new subjects to the protocol.



1. **Type** the subject number (one number per box).
2. **Type** the First/Middle/Last Initials of the subject. If the subject has no middle initial leave the middle box blank.
3. **Select** the Visit Schedule.
4. **Click**

.

The subject is added to the list.

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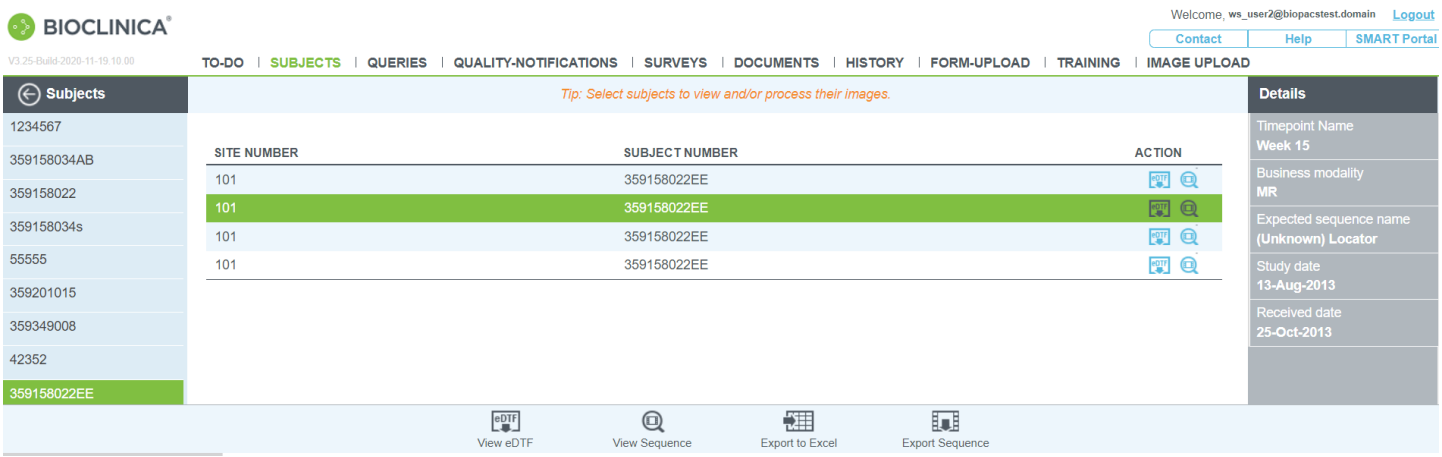
Subject Image List



Left Panel (Subject)

Click one of the other Subject Numbers listed to display the image list for the selected subject.

Center Panel: The List

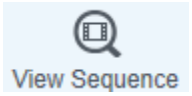
- **Site Number** – clinical site with which the subject is associated
- **Subject Number** – the current subject number
- **Action** – symbols that link to specific processing options related to the images
  - - View eDTF
  - - View Sequence

Right Panel: Details

This panel displays details (some also on the row and some additional) related to the currently selected row.

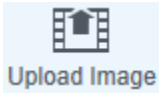
List Menu (Options vary based on the selected row.)

– See Export to Excel



- See View Sequence

- See View eDTF



-See Image Upload

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View eDTF

The View eDTF button and icon allow you to view the eDTFs created when the images were uploaded.

1. **Select** the row in the Subject Image List and **click** either or

.

   The View eDTF page displays with the file or files associated with the image upload.

2. **Highlight** a row and **click**

   The eDTF displays.

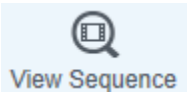
3. **Click** to save the file or **click** to print the eDTF.

4. When you are finished, **click**

.

View Sequence

The View Sequence button and icon allow you to view the sequences that were uploaded.

1. **Select** the row in the Subject Image List and **click** either or 

.

   The Image Viewer page displays with the thumbnail of the image in the left pane and the sequence grid on the right.

2. **Double-click** the thumbnail you wish to view.

   The sequence displays in the grid.

3. **Click** to display a single image in the grid.

   The thumbnail panel expands and displays all the images in the sequence. The image displayed in the grid is highlighted in green in the thumbnail panel.

4. **Double-click** a thumbnail to change to another image.

> **Note:** For more grid toolbar instructions, see Image Grid Toolbar.

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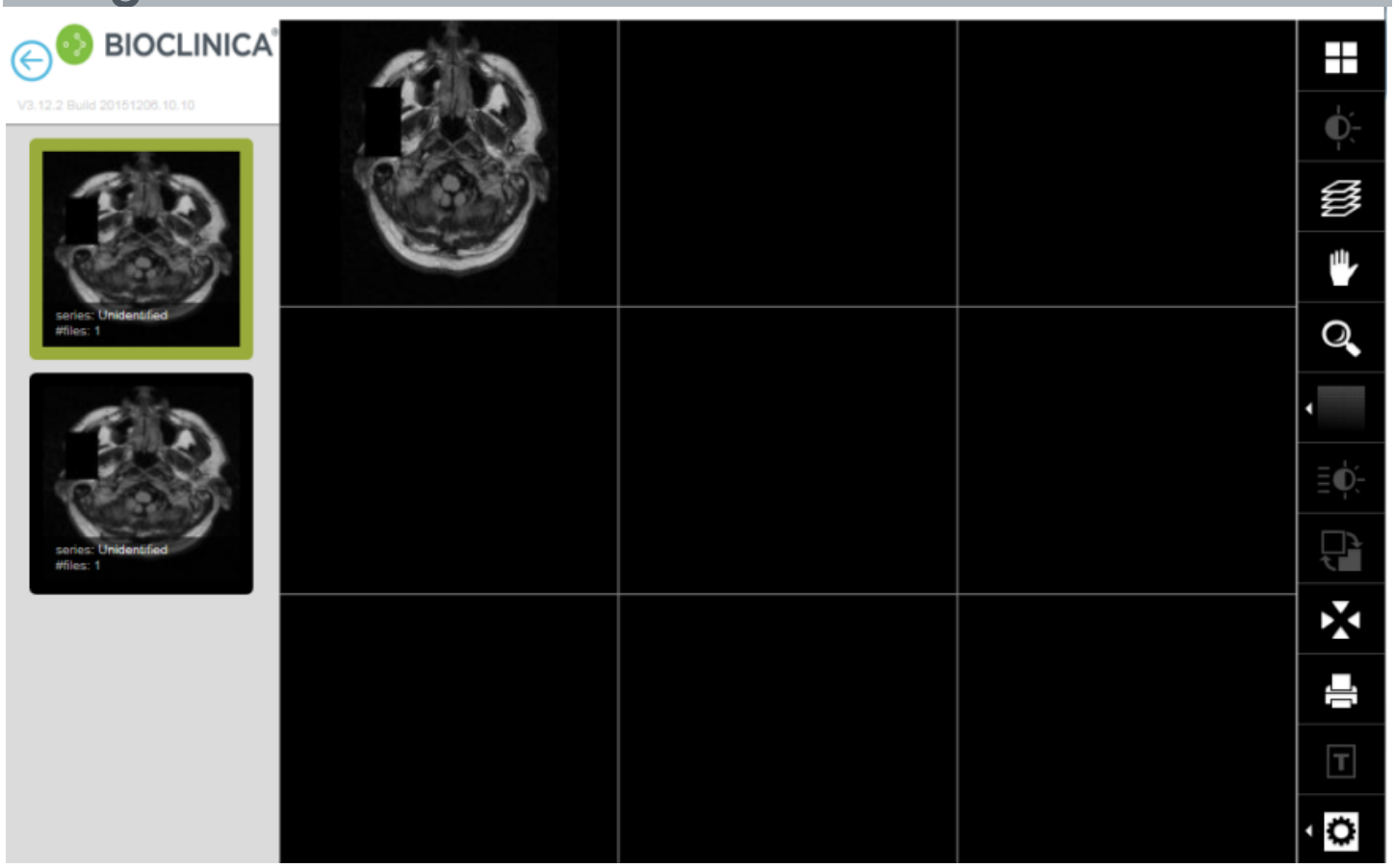
Image Grid



The left panel displays a thumbnail for each sequence. By default, the first (in this case only) sequence is selected.

Each image within the selected sequence is displayed within a square on the center panel.

The narrow panel to the right contains the toolbar for working with the images. (See next page for details.)

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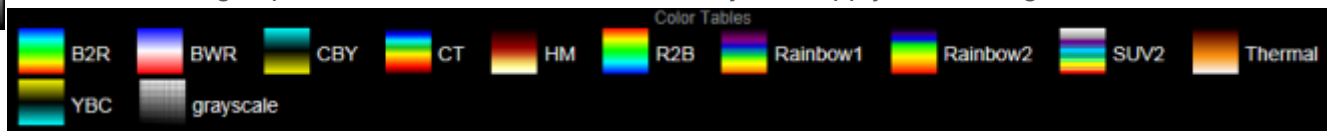
The Image Grid Toolbar

Icon	Description
	Display Mode enables you to toggle between showing all sequences and showing only the currently selected image within the sequence.
	Window/Level is available for a selected image in any of the available panels. When active, you can hold the left mouse button and drag to change the amount of contrast.
	Stacking, in a virtual sense, places one image (slice) beneath the next so that you can scroll back and forth through the slices (to scroll, use the left mouse button and drag.
	Pan allows you to move the entire image within the center panel. Hold the middle mouse button and shift key and drag in any direction.
	Zoom allows you to magnify or shrink the image. Hold the middle mouse button; drag up to magnify and down to shrink.
	Color Table brings up a sub-menu of color schemes for you to apply to the image.  Choosing gray scale brings up a different sub-menu.
	Predefined Window Level - displays a sub-menu where you can select preselected window/level adjustments to view the type of tissue in the image.
	Invert enables you to toggle between a black background with a lighter foreground and a white background with a darker foreground.
	Reset puts the image back to its original state before you used any controls.
	Print enables you to print the image or sequence of images.
	Text Overlay - This option is only available on any image that is selected. It enables you to toggle between viewing and not viewing image information text on an overlay.
	Options - This option is only available when one image is selected. It brings up a sub-menu to select the number of columns to show in the grid.

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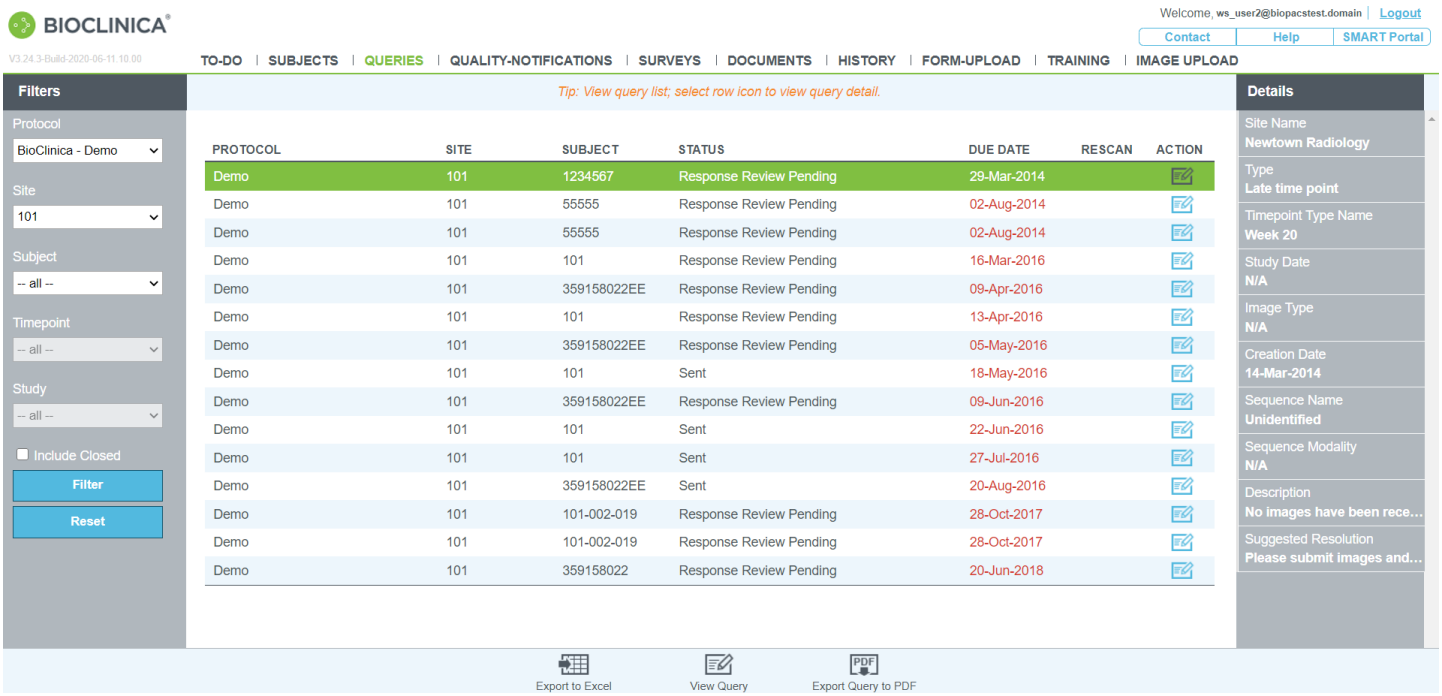
Queries

This page lists queries between your site and Bioclinica. Initially, the list excludes closed queries. An option on the Filters panel enables you to include closed queries.



Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

Center Panel: The List

- **Protocol** – ID or # of the protocol with which the query is associated
- **Site** – clinical site with which the query is associated
- **Subject** – ID or # of the trial subject
- **Status** – query status which can be any of the following:
  - Sent – The query has been sent.
  - Response Review Pending – The query response has been submitted and needs to be reviewed. Once Bioclinica's Core Lab has closed the query, the status changes to "Closed."
  - Overdue – The query response is overdue.
  - Expired – The date by which a response was due has passed without a response having been submitted.
  - Closed – The query response has been reviewed and accepted by Bioclinica.
- **Due Date** – date by which the query response is expected
- **Rescan** – used to indicate that the query is either requesting rescans of images or notifying you that Bioclinica has received the rescanned images
- **Action** – symbols that link to specific processing options related to the query
  - - Upload Images
  - - Query Details

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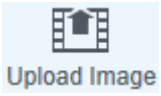
Right Panel: Details

This panel displays details (some also on the row and some additional) related to the currently selected row.

List Menu (Options vary based on the selected row.)

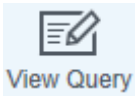
- See Export to Excel

- See Export Query



-See Image Upload

- See Reply to Queries (option available if no response has yet been submitted for the selected query)



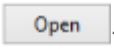
- See View Queries (option available if a response has been submitted for the selected query)

Export Query

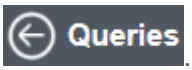
The Export Query to PDF button allows you to download the query details in report format.

1. **Display** query details and **click**

   The report is generated and a message displays on the bottom of the page asking if you want to open or save the report.

2. **Click** 

to open the report in a PDF viewer.

3. When you are finished, **click** 

.

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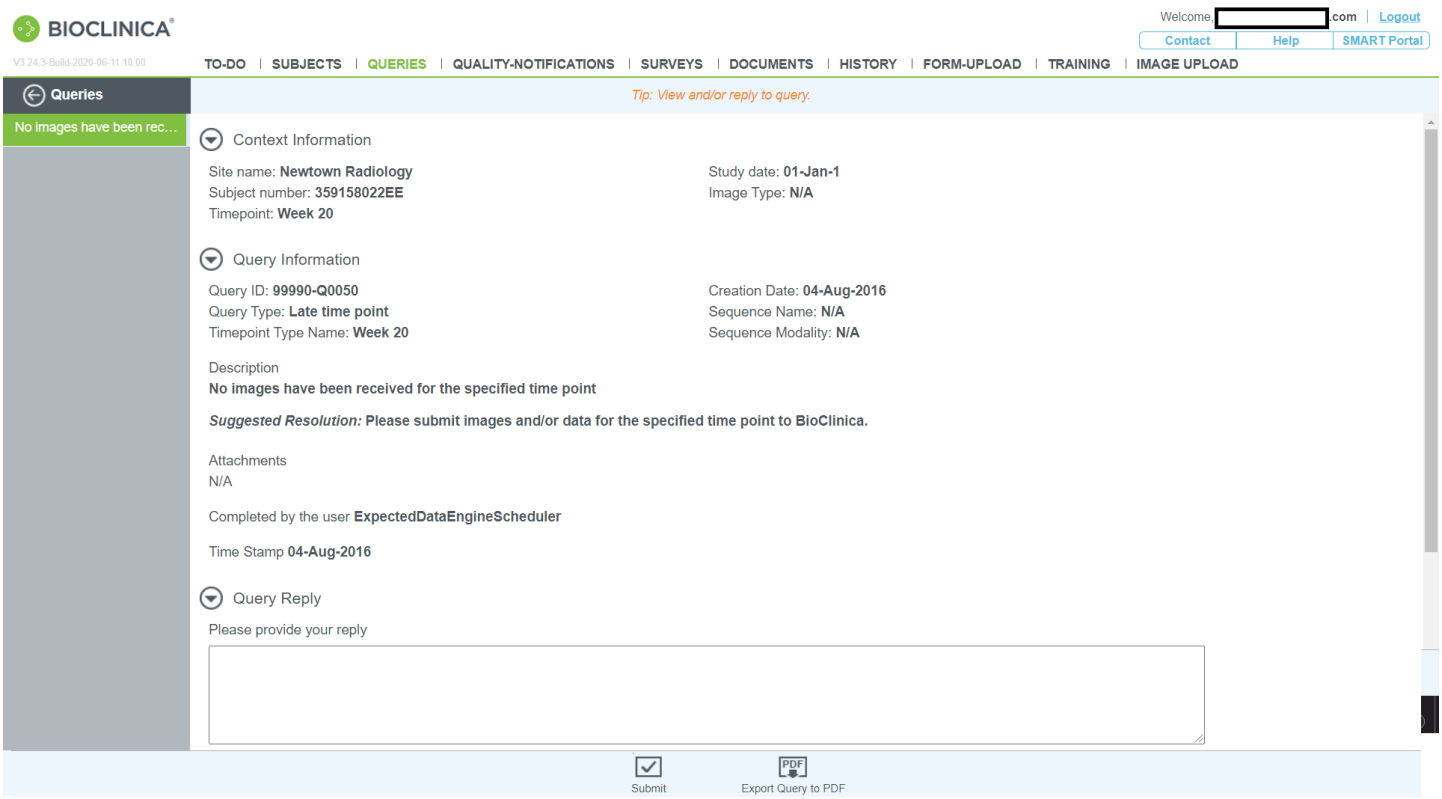
Query Details

The query form allows you to view the query details. If the site has already responded to the query, the query is in view only mode. If no response has been given, you can reply to the query.



Left Panel (Subject)

Click one of the other queries for the given site and subject.

Center Panel: Query Information

The query information is broken down into the following sections

- **Context Information** -lists the site, subject number, time point, study date and image type.
- **Query Information** - lists the details of the query
- **Query Reply** - lists any reply to the query

List Menu (Options vary based on query status)

- exports the selected query to a PDF document and brings up a set of Save/Open options at the bottom of the list

- See Reply to Queries .

- Submits the query response.

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View Queries

1. **Scroll** through the query.
2. **Click**

to return to the Queries list.

Reply to Queries

1. **Enter** the reply in the text area provided.
2. **Click**

.

   This sends the response to Bioclinica and sets the status to Response Review Pending.

3. **Click**

to return to the Queries list.

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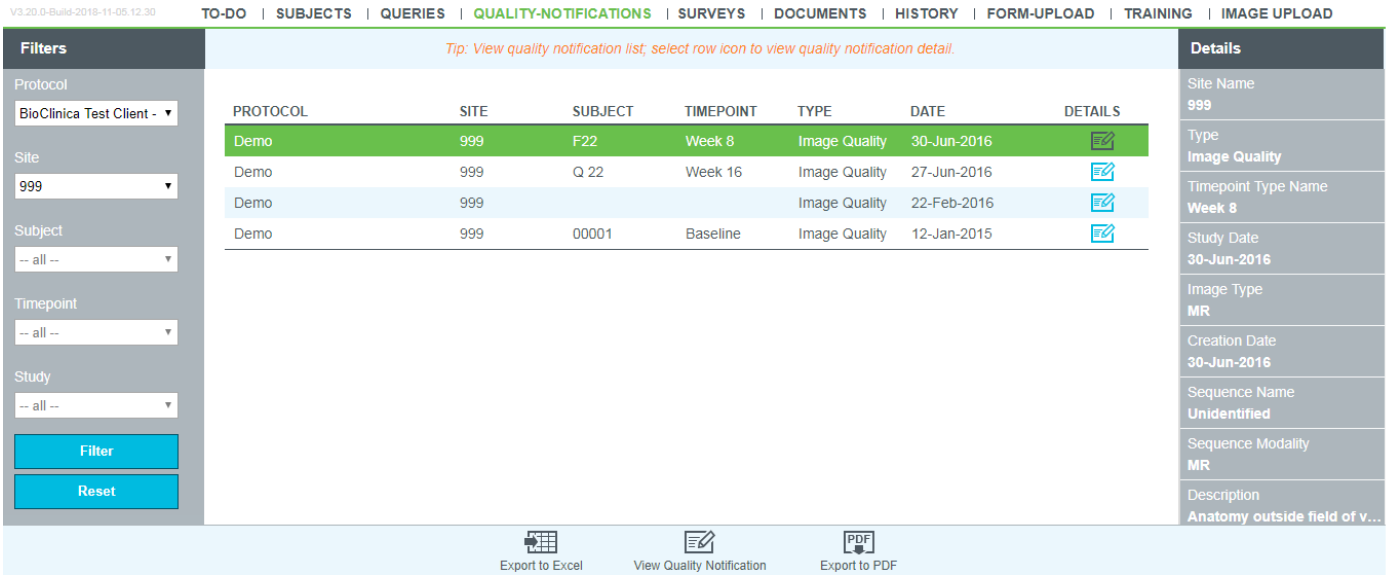
Quality Notifications

This page lists image quality notifications generated for your site. These are displayed in the same way as queries, but no response is expected from the site.



Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

Center Panel: The List

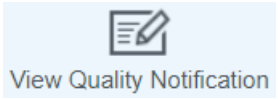
- **Protocol** – ID or # of the protocol with which the quality notification is associated
- **Site** – clinical site with which the quality notification is associated
- **Subject** – ID or # of the trial subject
- **Timepoint** – timepoint with which the quality notification is associated
- **Date** – date the quality notification was generated
- **Details** – symbols that link to additional details for the quality notification
  - - Quality Notification Details

Right Panel: Details

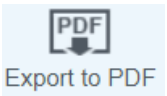
This panel displays details (some also on the row and some additional) related to the currently selected row.

List Menu

– See Export to Excel



– See Quality Notification Details



– See Export Quality Notification

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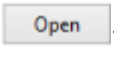
Export Quality Notification

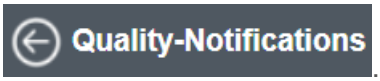
The Export to PDF button allows you to download the quality notification details in report format.

1. **Display** query details and **click**

   The report is generated and a message displays on the bottom of the page asking if you want to open or save the report.

2. **Click** 

to open the report in a PDF viewer.

3. When you are finished, **click** 

.

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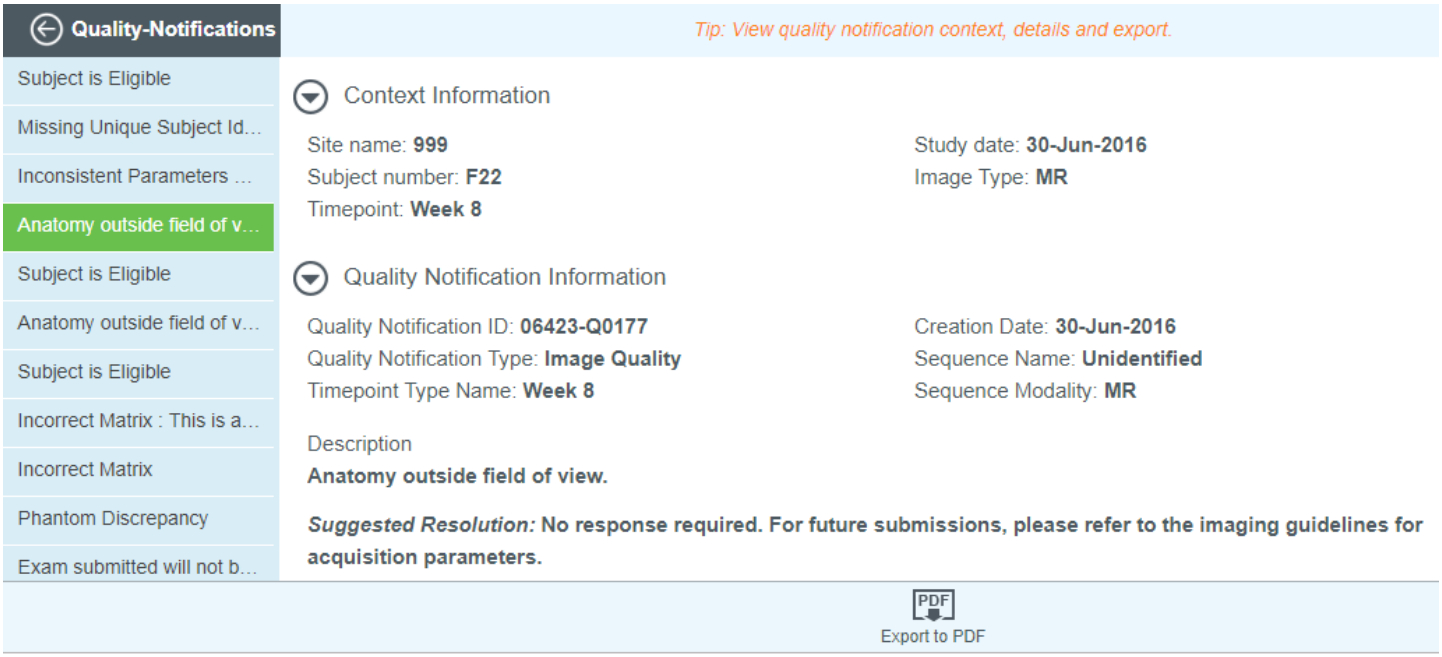
Quality Notification Details

The quality notification form allows you to view the full details for the quality notification. Unlike the query form, it is not possible to reply to a quality notification.



Left Panel

Click one of the other quality notifications listed with the current filter selections.

Center Panel: Quality Notification Information

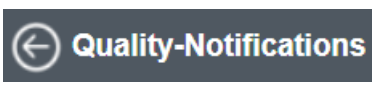
The query information is broken down into the following sections

- **Context Information** –lists the site, subject number, time point, study date and image type.
- **Quality Notification Information** – lists the details pertaining to the notification

List Menu

– exports the selected quality notification to a PDF document and brings up a set of Save/Open options at the bottom of the list

View Quality Notification

1. **Scroll** through the query.
2. **Click** 

to return to the Quality Notifications list.

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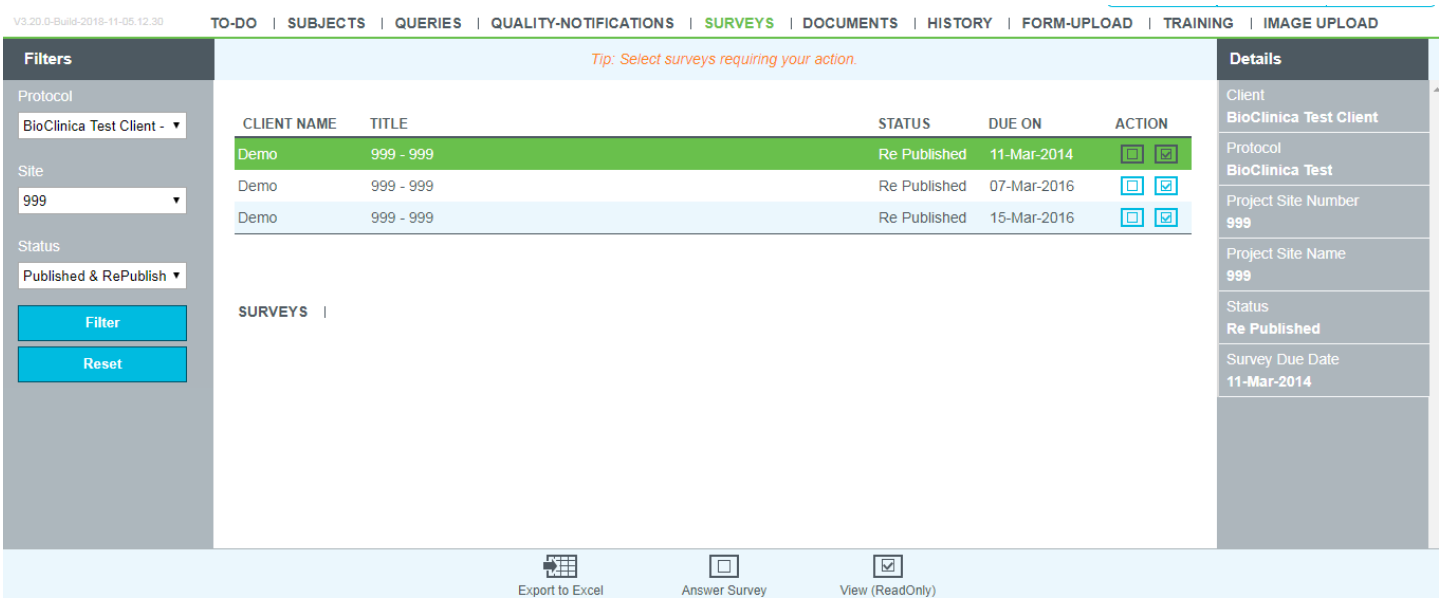
Surveys

The Survey List

If enabled for your protocol, this page will list surveys created by Bioclinica. The list initially includes only published surveys. The Status filter includes an option to list all surveys.



Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

Center Panel: The List

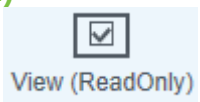
- **Client Name** – name of Bioclinica's client on whose behalf the survey was generated
- **Title** – Title of the survey
- **Status** – survey status which can be any of the following:
  - Published – The survey is available to be completed.
  - Answered – The survey has been answered (completed) by the site and requires review by Bioclinica.
  - Approved – The survey has been answered by the site and has been approved by Bioclinica.
  - Denied – The survey has been answered by the site and has been denied by Bioclinica
  - RePublished – The survey has been republished and needs to be answered by the site.
- **Due On** – date by which the answered survey is expected by Bioclinica
- **Action** – symbols that link to specific processing options related to the query
  - - Answer Survey – displays the survey form in edit mode (option only available for surveys with a status of Published or Republished)
  - - View Survey – displays the survey in view only mode

Right Panel: Details

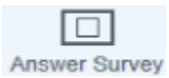
This panel displays details (some also on the row and some additional) related to the currently selected row.

List Menu (Options vary based on the selected row.)

- See Export to Excel



- See View Survey



- See Answer Survey

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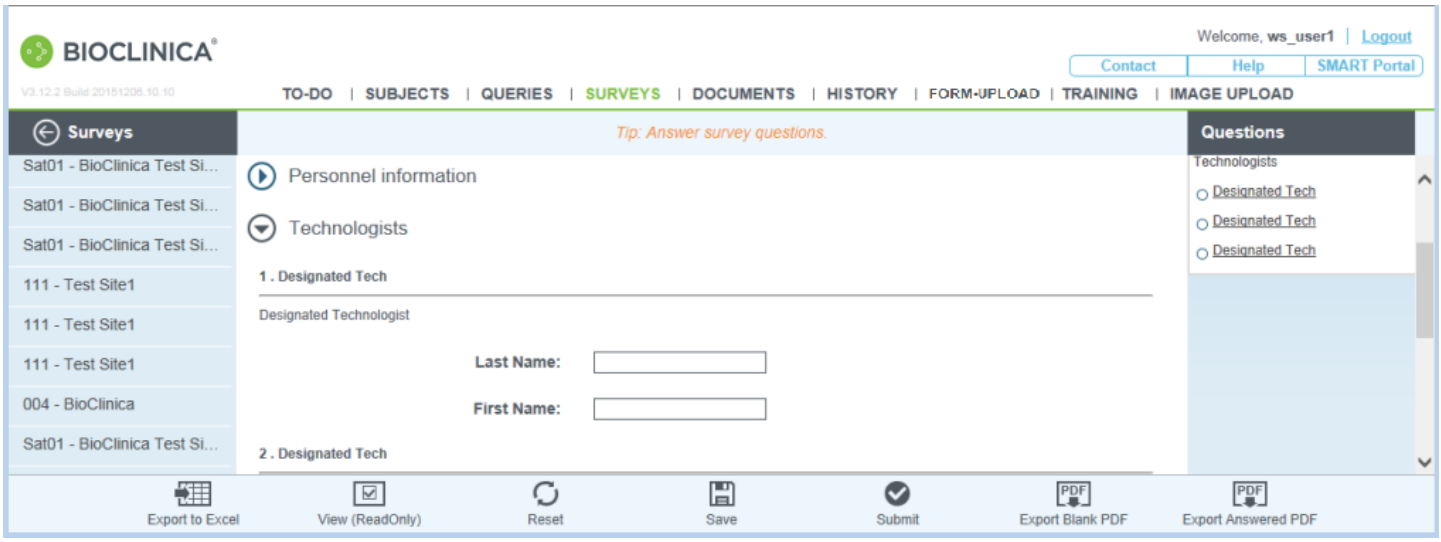
Survey Form



Left Panel (Surveys)

- allows you to go back to the Survey List.

Center Panel: Survey Form

The query information is broken down into the following sections

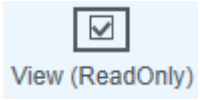
- **Context Information** -lists the site, time point, study date and image type.
- **Query Information** – lists the details of the query
- **Query Reply** – lists any reply to the query

Right Panel (Questions)

Links to all the questions that need to be answered in the survey.

List Menu (Options vary based on survey status)

- See Export to Excel

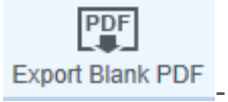


- See View Survey

- resets the survey to the last save.

- saves the survey.

- submits the survey.



- See Export Blank PDF

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View a Survey

1. **Scroll** through the survey.
2. **Click**

to return to the Survey list.

Answer a Survey

1. **Scroll** through the survey.
2. **Answer** each question.
3. You can **click**

at any time to save your progress.
4. When you are finished, **click**

.

> **Note:** A red error message displays next to a required answer that has been left blank.

5. **Click**

to return to the Survey list.

Export Blank PDF

The Export a Blank PDF button allows you to download a blank survey (no answers).

1. **Display** Survey Form and **click**

.

   The survey is generated and a message displays on the bottom of the page asking if you want to open or save the survey.

2. **Click** Open to open the survey in a PDF viewer.
3. When you are finished, **click**

.

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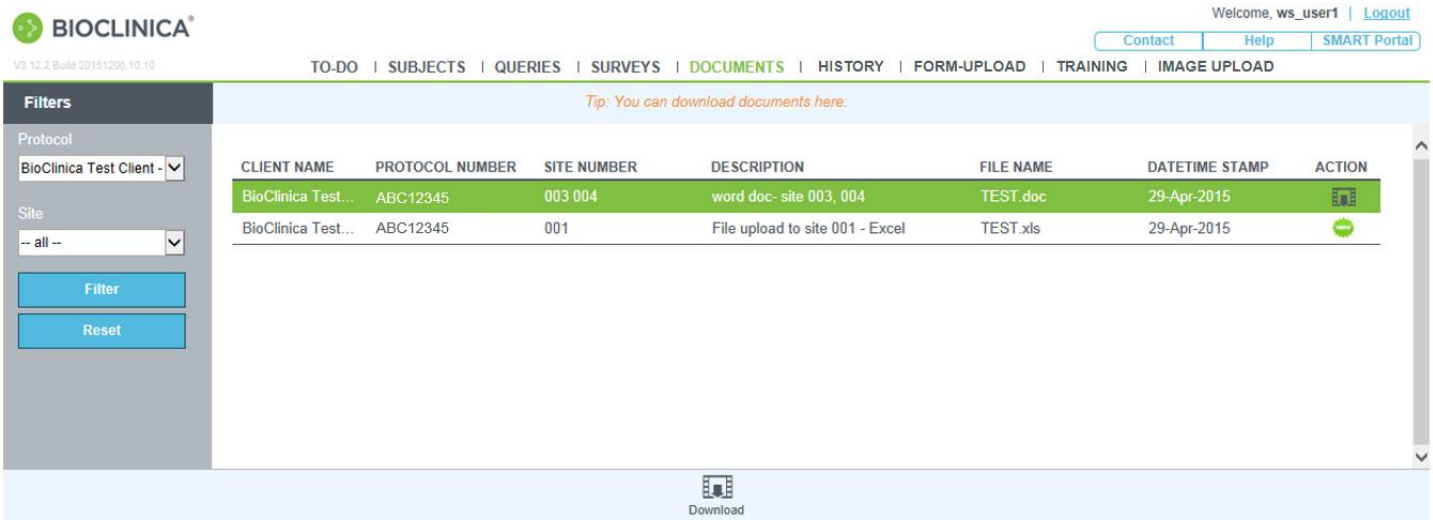
Documents

The Documents list contains files that Bioclinica has uploaded to the SMART Portal for one, some or all sites within a given trial. From the Documents list, site users can download selected documents.



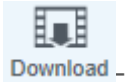
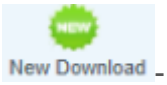
Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset** button.

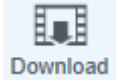
Center Panel: The List

- **Client Name** – name of Bioclinica's client on whose behalf the document was uploaded
- **Protocol Number** – ID or # of the protocol with which the document is associated
- **Site number** – clinical site
- **Description** of the document
- **File name** – file name including any extension (file type)
- **Datetime stamp**
- **Action** – symbols that link to specific processing options related to the task
  - - New Download
  - - Download

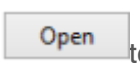
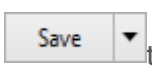
List Menu Options

-  – enables you to download the selected document
-  – enables you to download a selected document that is new.

Download a Document

1. **Highlight** the document you wish to download and **click** , , or  .

   A message box displays at the bottom of the page asking if you want to open or save the document.

2. **Click**  to open the document, or **click**  to save the file.

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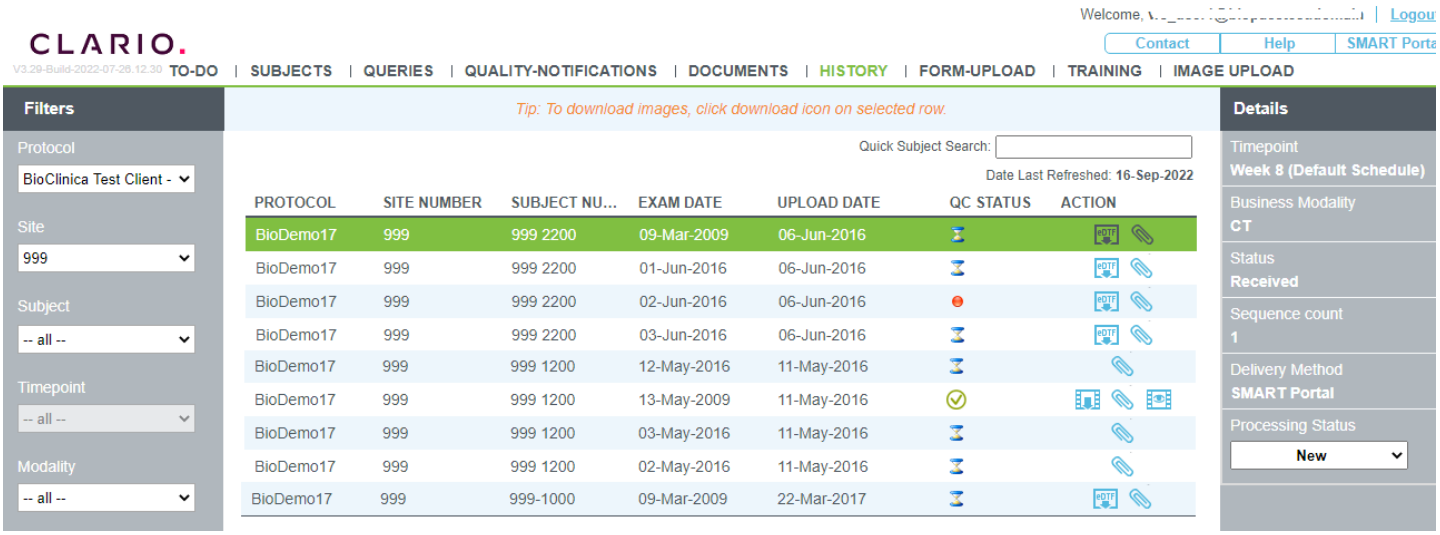
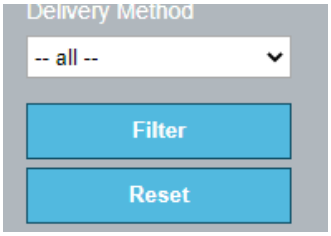
History

The History screen shows a list of prior uploads. Options to re-access previously uploaded data are available.



Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.



Center Panel: The History List

Subject Search

1. **Enter** all or part of the subject Id.
2. **Press** the Enter key.

The search goes across all authorized protocols to find matches.

> **Note:** A search for 001 returns 001 as well as 117001 as matches. The search is done for the string, not for a number.

- **Protocol** – ID or # of the protocol with which the upload is associated
- **Site** – clinical site with which the upload is associated
- **Subject Number** - ID or # of the trial subject
- **Exam Date** - Date the exam.
- **Upload Date** –Date the files were uploaded.
- **QC Status** – Status of the data QC (pending, passed or failed)
- **Action** – symbols that link to specific processing options related to the item
  - eDTF - View eDTF
  - - Download Image
  - - Attachments
  - - loads the images into the Image Grid.

Right Panel: Details

This panel displays details (some also on the row and some additional) related to the currently selected row. You can also set the processing status of the Upload if configured in BioPACS.

List Menu (Options vary based on the selected row.)

Export to Excel – See Export to Excel

eDTF View eDTF – See View eDTF

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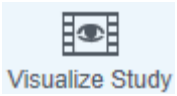
-See Download Image

- See Attachments (available only for protocols allowing attachments)



- loads the images into the Image Grid.

Set Processing Status

The details panel of the History screen allows you to set the processing status if one has been configured for the project in BioPACS.

1. **Select** the row in the Upload History List.

   The Processing Status displays in the Details panel.

2. **Select** a new status from the drop-down.

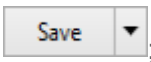
Download Image

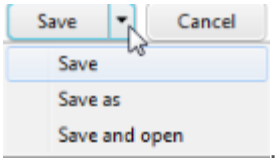
Images that have been uploaded to Bioclinica can be viewed and downloaded after the image QC process has been completed. The images are downloaded in their original format. *(If the images needed to be wrapped before being added to the SMART database, they are unwrapped before they are downloaded back to your machine).*

1. **Select** the row with the upload that you want to download.
2. Either **click** or

.

   An Open/Save menu displays at the bottom of the list.

3. **Click** 

; then **click** 

.

   A window listing the downloaded files is displayed.

The files are downloaded to a folder named using the following convention:

TrialName_Initials_SubjectNumber_TimePointType_ExamDate

Notes:
- The downloaded directory is automatically zipped and must be unzipped to access files.
- All images are downloaded in their original format.
- The subject initials displays as XXX when configured as non-display for the trial.

If configured for your trial and user account, the reader annotation files will be included in the downloaded directory. Annotations will be provided in separate folders for Reader 1, Reader 2, etc.

View eDTF

The View eDTF button and icon allow you to access the eDTFs created when the images were uploaded.

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1. **Select** the row in the Upload History List and **click** either or
.

   The View eDTF page displays with the file or files associated with the image upload.

2. **Highlight** a row and **click**

   The eDTF displays.

3. **Click** to save the file or **click** to print the eDTF.

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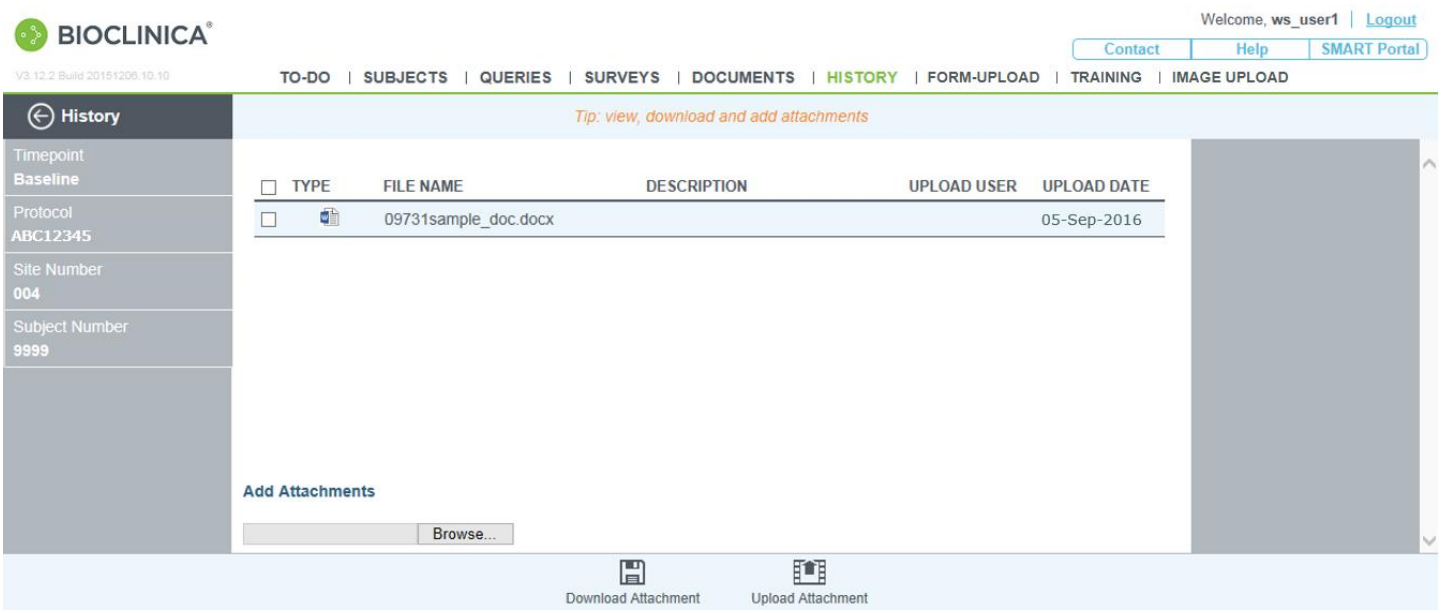
Attachments

The attachment screen allows you add new attachments and download existing attachments.

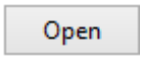


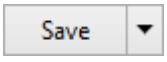
Download Attachment

Attachments that were added to an image upload can be viewed and downloaded.

1. **Select** the attachment you want to download from the upper table.
2. **Click**

   A message box displays at the bottom of the page asking if you want to open or save the attachment.

3. **Click** 

to open the document, or **click** 

to save the file.

   The attachment file is listed in a window.

4. **Double- Click** the file name to open the file for viewing and/or saving to a location other than the Downloads folder.

> **Note:** If you download a single document, that document type is downloaded. If you download multiple documents or images, a single .zip file is downloaded.

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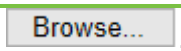
Add Attachments

1. Click 

.

   A browser box displays allowing you to search for the attachment.

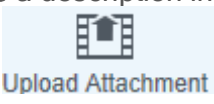
2. **Select** the Attachment and **click**

   The attachment displays in the lower table.

3. **Click** in the BCSP column if you want the attachment to be associated with the baseline time point.

   If you check the box, the document is automatically inserted in baseline time point, if you don't check the box, the attachment is inserted as general document.

4. **Type** a description in the Description field.

5. **Click** 

.

   The attachment file displays in the upper table.

5. **Click**

to return to the History page.

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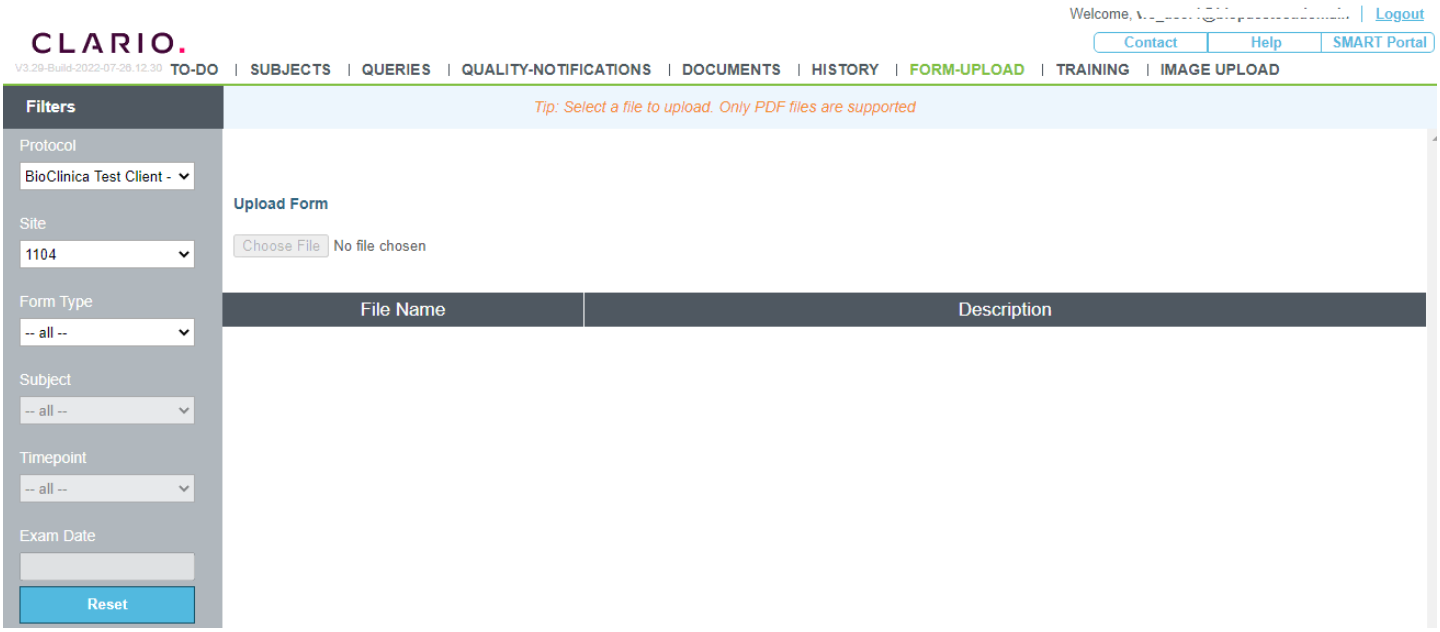
Form Upload

The Form Upload screen allows you to upload a document to Bioclinica for a specific subject and timepoint. Only PDF files are accepted.



Uploading a Form

1. **Select** the Protocol and Site, using the filters in the left panel.

2. **Select** a Form Type from the pull-down list. The following form types may be permitted, depending on the protocol:

   - DTF
   - Clinical Data
   - Biopsy Report
   - Phantom Data
   - BCSP
   - ICQ
   - Site Questionnaire
   - Certificate

Additional custom types may be presented, depending on the protocol; custom types will prompt you to **select** an exam date.

3. **Select** the Subject ID and Timepoint from the pull-down lists.

4. **Click** Choose File

   A menu opens to allow you to select a file from your hard drive. Only PDF format is accepted by default, your file may need to be converted before being uploaded.

5. **Select** the file to be uploaded. The file name is displayed under the File Name heading.

   The Upload Form icon is enabled at the bottom of the screen

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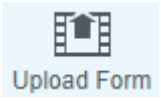
6. Click 

A confirmation message is displayed

BCSP Form Upload

When uploading a BCSP form, the Baseline timepoint is automatically selected.

ICQ Form Upload

When uploading an ICQ form, you will only be permitted to select a designated Qualification subject and timepoint configured for the protocol.

Site Questionnaire Form Upload

When uploading a Site Questionnaire form, you will only be permitted to select a designated Site Assessment subject and timepoint configured for the protocol.

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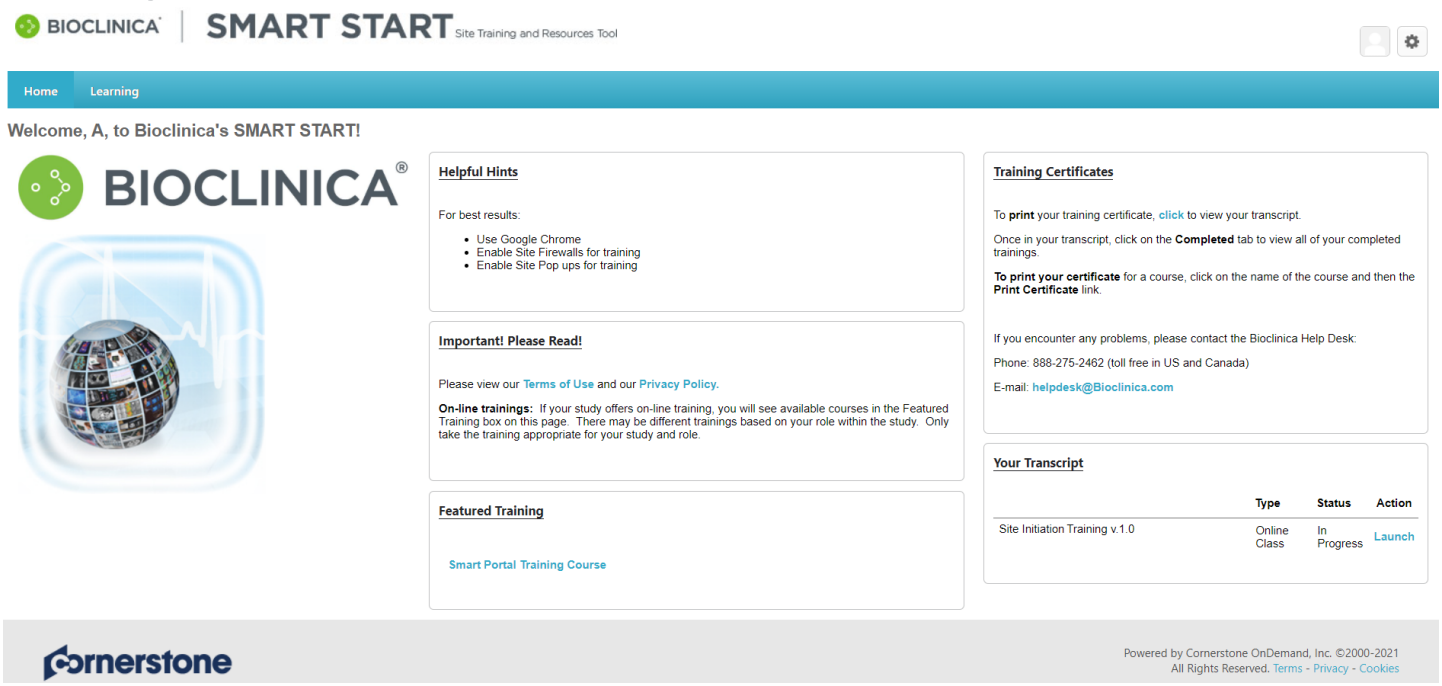
Training



The Training Tab gives you access to the training necessary for your specific protocol or for general SMART Portal training.

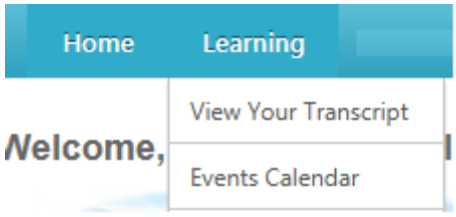
Featured Training

1. **Click** the course name of the training you need to take in the Featured Training pane.
2. **Click** Launch to start your training.

> **Note:** Once you launch your training, it will open in a different window. This window must be closed at the completion of your course in order for the Smart START site to be updated with your progress.

> **Note:** You need to enable pop-ups for this website in order to view the training. If you have any questions about how to do this, please contact our Help Desk at 888-ASK-BIO2 (888-275-2462).

3. If you stop the training before it is finished, you can later find the course on your Transcript. You can access all active trainings directly on the home page or you can access you full transcription by clicking the Learning tab at the top of your screen, and then the View Your Transcript link.



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SMART Portal Training

1. **Click** the Learning tab at the top of your screen and then select Events Calendar.

   The Events Calendar displays all of the available live training sessions that you may select from to attend.

2. **Click** the course name for the event you want to register for.

   The Training Details page displays with all the details of the course.

3. **Click** Request to register for this course.

   The course displays on your transcript with a registered status as well as on your home page in the Your Transcript pane.

4. To add the course to your Outlook calendar.

   a. **Click** Course name from your transcript.

      The Course details screen displays.

   b. **Click** Add to Calendar.

      The event is added to your calendar.

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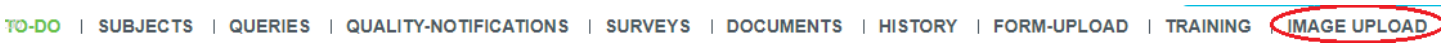
Image Upload

Overview

For users who are approved to submit images to Bioclinica, the IMAGE UPLOAD tab will redirect to the SMART Submit system or the AG Mednet upload client per trial configuration.



To learn more about SMART Submit, see:

- SMART Submit Knowledge Base

For more information on AG Mednet see:

- FAQ
- Quick Reference
- User Manual

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