How-To Update the Study Status in Velos

Steps to follow

1. Open an Internet Browser (*Internet Explorer is the preferred browser*) and type <u>https://velos.med.miami.edu</u> into the address bar.

2. Enter your Cane ID and Password

*If you experience any technical difficulties logging into Velos, please contact Research IT (305-243-2314; <u>Resinfo@med.miami.edu</u>).

3. Search for your study by entering the eProst study ID number into the field and clicking Search.

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Search a	Study	mepage	Search Advanc	Advanced Search					
Last Modified Studies									
Quick Access			Study Number	Study Title					
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4. Click the status link under the "Study Status" column

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20001234)	Search Advanced Search						
your search criteria: "20001234" irs to sort)						=		
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20001234 - SU load testing - PI		UMH Integrated Testing Study. 8/29/2017.	test		Active/Enrolling	×		
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5. Select "Add New Status"

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Current Status			tus	Study Start Date		Study End Date		
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Status Valid From	Valid Until		Meeting Date		Notes	[
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6. Select the Desired Status from the "Status" Dropdown menu & Enter the Status Date

Personalize Manage Libraries Data Extraction Current Page: Study >> Status Details You are working on study: 20001234 - SU load testing - PI		The Good Clinical Trial Disclosure Practice Document (<u>LINK</u>) suggests using the following		
Summary Versions Admin Schedule Study Setup Study Start Date :02/19/2015 S Please enter status details: Organization * Organization * Status Type * Study Status * Documented By * Assigned To Status Valid From * Status Valid I From * Status Valid Outil Meeting Date Review Board Outcome Notes	Budget Milestones Notifications itudy End Date : University of Miami ✓ Default ✓ Select an option Heather Osorio Select an option ✓ Select an option ✓	Study Status Reports	Study Team Broad	 study statuses: IRB Approved (system generated) Active/Enrolling Active/Closed to Enrollment Study Completed (system generated)** ** Although the Study Completed status is system generated, Research IT suggests manually updating this status to not delay the notification.
*Be sure the box checked or the prior status will remain.				e-Signature * Submit

7. Enter your e-Signature and Submit.