

How to Extend the Period Duration on the Dashboard

Q: How do I extend the duration of my participant's current period on the dashboard?

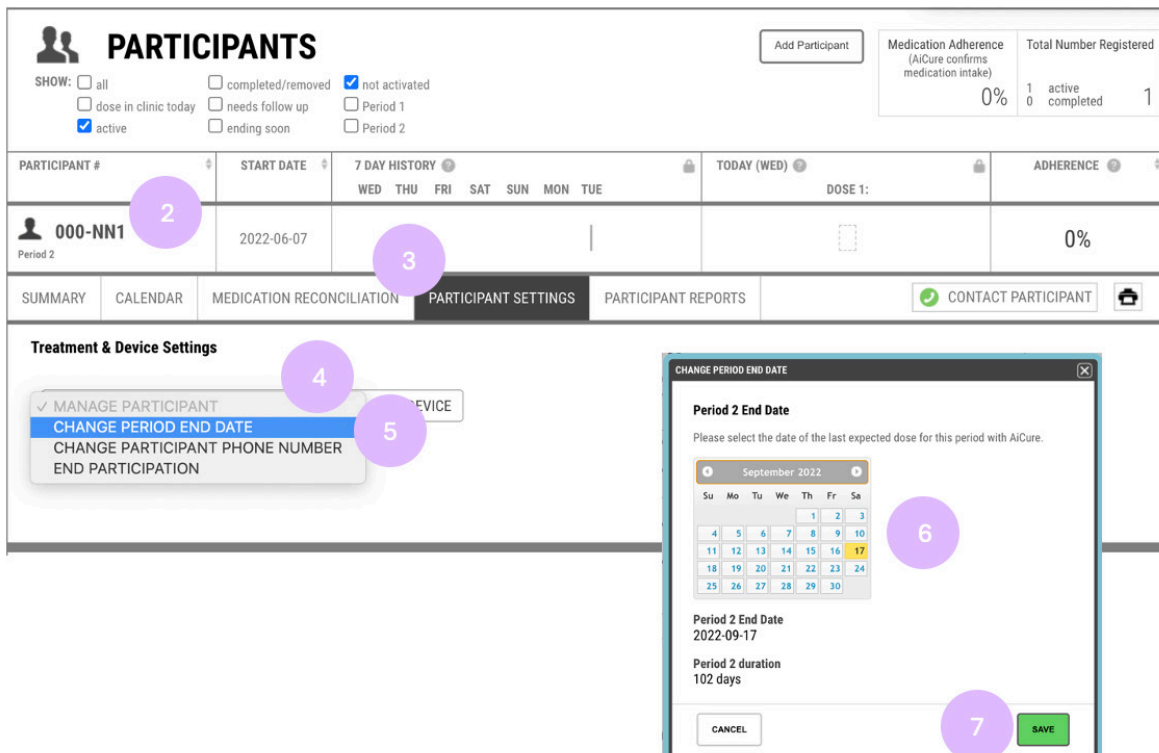
A: This is useful for changing the End Date/Randomization date for a participant prior to it passing.

Please follow the steps below to change the End Date of their current period:

Part 1: On the Dashboard

1. Log into the AiCure portal (login.aicure.com) and choose your study
2. Click on the Participant ID to get the dropdown menus
3. Click on the **PARTICIPANT SETTINGS** tab
4. Click the **MANAGE PARTICIPANT** dropdown
5. Select **CHANGE PERIOD END DATE**
6. Select the new desired **END DATE** for the current period in the calendar
7. Click **SAVE** to confirm your changes.

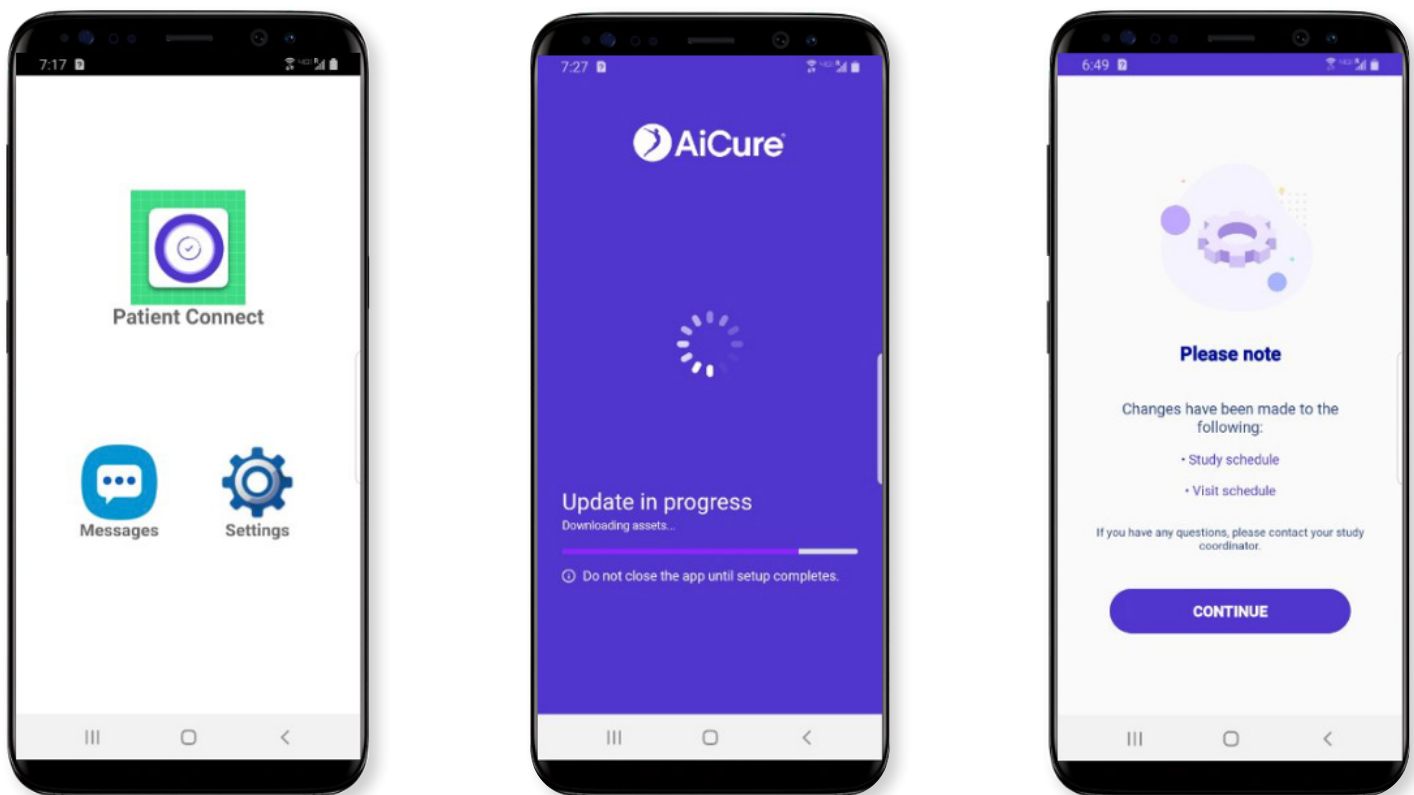
An update will be sent to the participant's device



The screenshot displays the AiCure dashboard interface. At the top, there is a 'PARTICIPANTS' header with filters and summary statistics. Below this is a table with columns for 'PARTICIPANT #', 'START DATE', '7 DAY HISTORY', 'TODAY (WED)', and 'ADHERENCE'. The first row shows a participant with ID '000-NN1' and a start date of '2022-06-07'. Below the table are tabs for 'SUMMARY', 'CALENDAR', 'MEDICATION RECONCILIATION', 'PARTICIPANT SETTINGS', and 'PARTICIPANT REPORTS'. The 'PARTICIPANT SETTINGS' tab is active, showing a 'Treatment & Device Settings' section with a dropdown menu. The dropdown menu is open, showing options: 'MANAGE PARTICIPANT', 'CHANGE PERIOD END DATE', 'CHANGE PARTICIPANT PHONE NUMBER', and 'END PARTICIPATION'. A modal window titled 'CHANGE PERIOD END DATE' is open, showing a calendar for September 2022. The date '17' is selected. Below the calendar, it shows 'Period 2 End Date: 2022-09-17' and 'Period 2 duration: 102 days'. At the bottom of the modal are 'CANCEL' and 'SAVE' buttons.

Part 2: On the Participant's Device

1. Instruct the participant to open the app while connected to the internet to download the update (if the app is already open, instruct them to close and reopen it)
2. Please wait while the update downloads
3. Once the update completes, the app will confirm there was an update made to “Study Schedule” and the participant can proceed to using the app as normal



- Q. My participant has already been randomized/moved into the next period, or the current End Date/Randomization Date has already passed. Can the date still be changed?**
- A.** This requires assistance from our Support team. Please reach out to us via email (support@aicure.com) or our online form to submit a Data Change Request (DCR). For more information regarding what a Data Change Request is, please see our article *What is a DCR?*