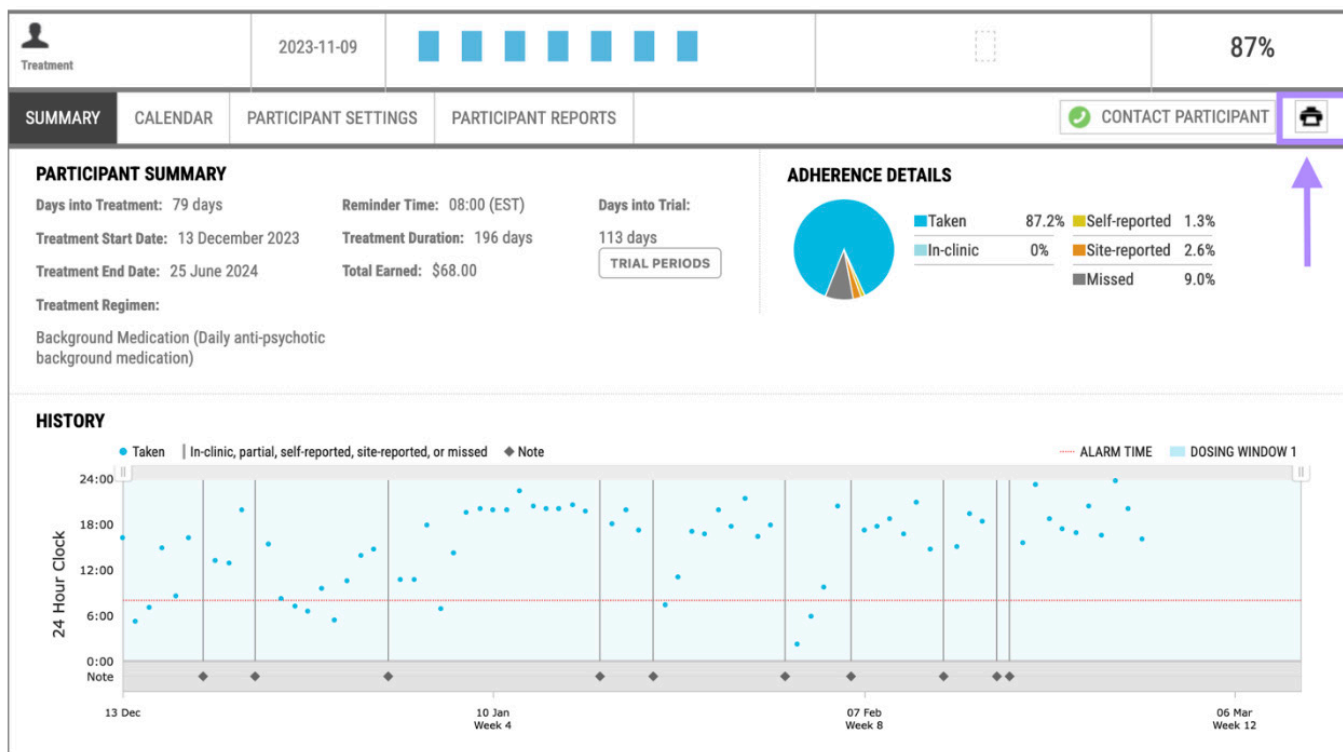


How to Print Reports from the Site Coordinator Dashboard

Q. How do I print a report from the Site Coordinator dashboard?

A. The SC dashboard is intended to be used as an e-diary. As such, the printable reports are a cumulative summary for each individual participant from the day they are registered to the day they are deactivated (or the day the report is printed, whichever comes first). You can a summary for a specific participant by following the steps below:

1. Log into the AiCure portal (login.aicure.com) and select your study
2. Click on the Participant ID you would like to print the report for
3. Click on the **PRINT** icon located on the far right
4. The Dashboard will take a minute to load all of the data from each tab into a report for you to download or print. Once done, it will allow you to print it out.



Q. Can I print reports for more than one participant at a time or filter the report for specific dates?

A. Since the printing function prints a cumulative summary for specific participants, they cannot be modified, filtered, or downloaded for multiple participants at once.