

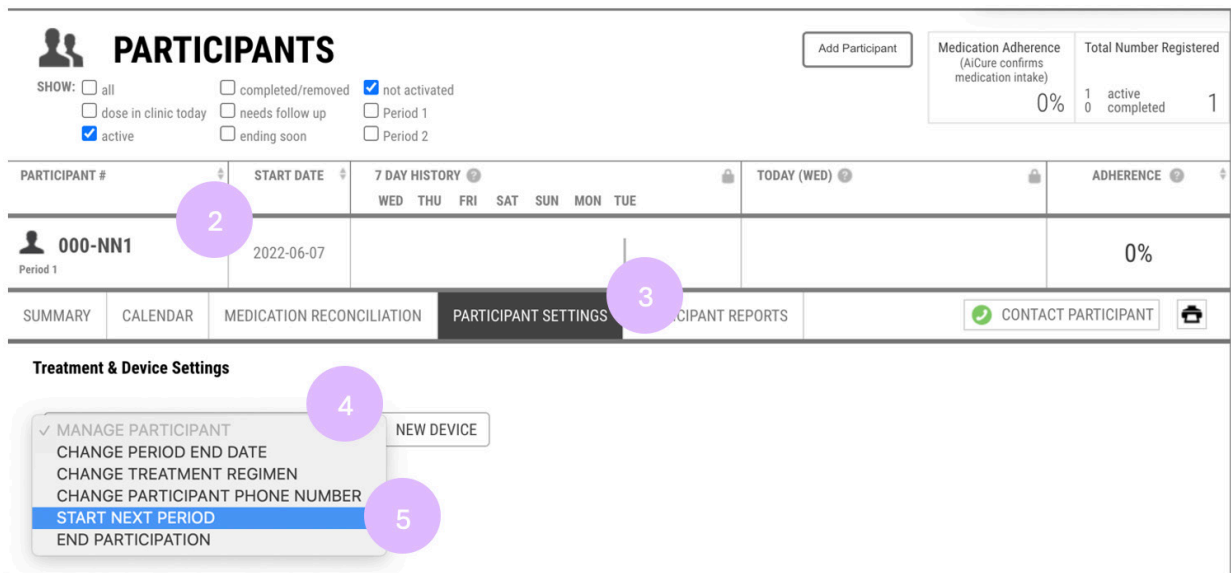
How to Start Next Period on the Dashboard

Q. My participant has completed their period and is ready to move to the next. How do I start the next period?

A. This change cannot be reverted if all steps are followed, so please ensure the participant is ready to be moved into the next period before proceeding. If the participant is ready, they may be moved to the next period by following the steps below:

Part 1: On the Dashboard

2. Log into the AiCure portal (login.aicure.com) and select your study
3. Click on the Participant ID to get the dropdown menus
4. Click on **PARTICIPANT SETTINGS**
5. Click on the **MANAGE PARTICIPANT** dropdown
6. Select **START NEXT PERIOD**
7. A window will open providing you with instructions to configure the participant in the new period. Follow the onscreen prompts (*these may vary by trial*)
8. Select the period you would like to switch to
9. Select the date of the last expected dose
10. Set a reminder time for when the participant should be notified to dose
11. Review your changes to ensure they are correct, then click **START NEXT PERIOD** to save the changes. This will send the update to the participant's device



The screenshot shows the 'PARTICIPANTS' dashboard. At the top right, there are summary statistics: Medication Adherence (0%) and Total Number Registered (1 active, 0 completed). Below this is a table with columns for PARTICIPANT #, START DATE, 7 DAY HISTORY, TODAY (WED), and ADHERENCE. The first row shows participant ID 000-NN1 with a start date of 2022-06-07. Below the table is a navigation bar with tabs for SUMMARY, CALENDAR, MEDICATION RECONCILIATION, PARTICIPANT SETTINGS (highlighted), and PARTICIPANT REPORTS. A 'CONTACT PARTICIPANT' button is also visible. Under the 'PARTICIPANT SETTINGS' tab, a dropdown menu is open, listing options: MANAGE PARTICIPANT, CHANGE PERIOD END DATE, CHANGE TREATMENT REGIMEN, CHANGE PARTICIPANT PHONE NUMBER, **START NEXT PERIOD** (highlighted in blue), and END PARTICIPATION. A 'NEW DEVICE' button is also present.

Part 2: On the Participant's Device

1. Instruct the participant to close and reopen the app to apply the dashboard update
2. When the app is reopened, it will display an "Update in progress" screen
3. Once the update completes, the app will confirm there was an update made to "Study Schedule" and "Visit Schedule"



Q. I mistakenly initiated the Start Next Period update prematurely and the participant downloaded the update on their device. Can this be undone?

A. If this is the case, it is **strongly** recommended to reach out to our support at support@aicure.com or via the portal. We cannot revert them to a previous period, but we will be able to provide you with guidance and possibly modify the start date of the period they were moved into and the end date of the previous period to correct this retroactively.

Q. I mistakenly initiated the Start Next Period update prematurely, but my participant has NOT yet downloaded the update on their device. Can this be undone?

A. If the participant has not yet started downloading the update, you can use the **REMOVE UPDATE** button to cancel it. For further instructions please refer to our article entitled: How to Remove a Pending Update