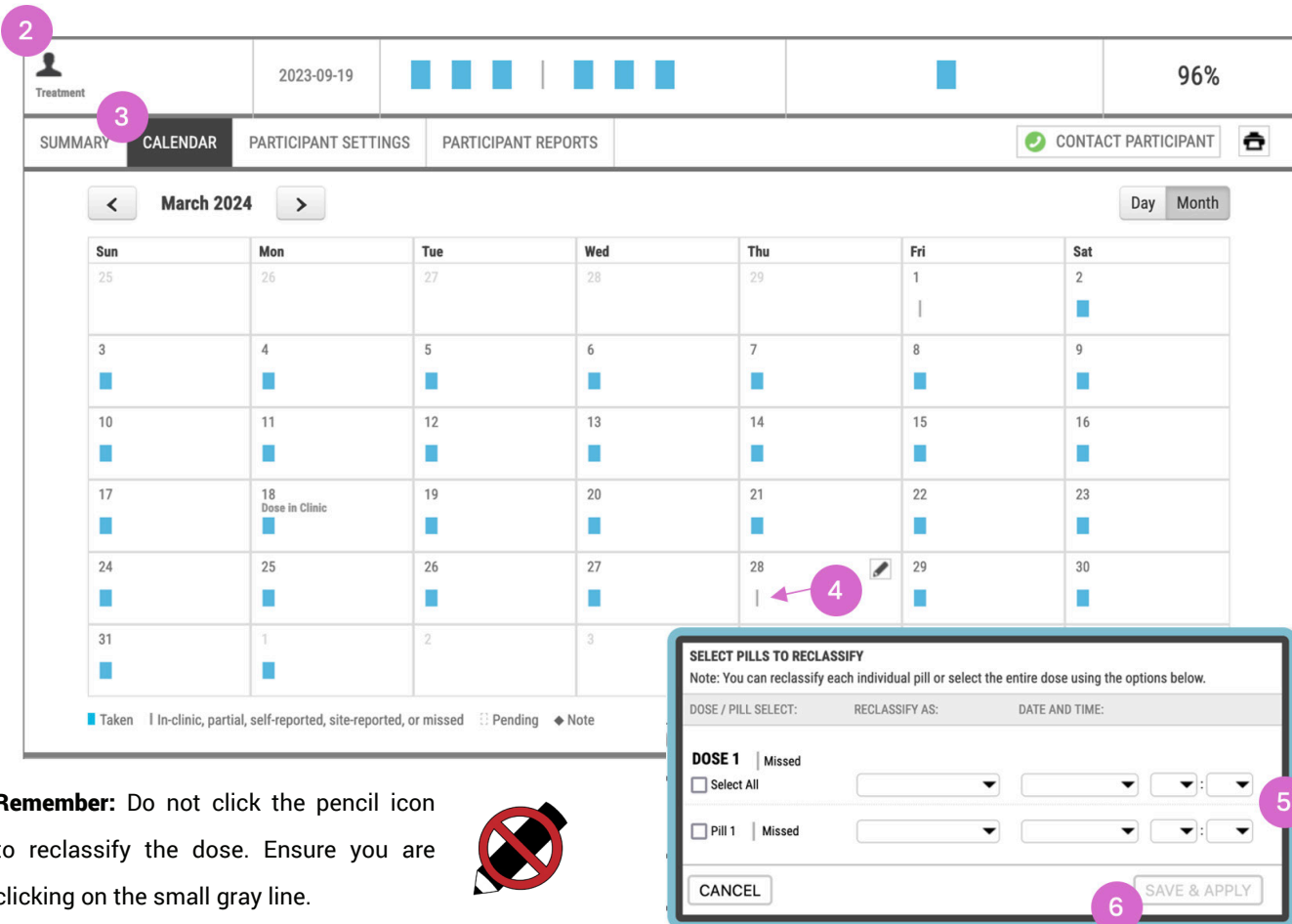


How to Reclassify a Dose on the Dashboard

Q. My participant has missed doses on the dashboard, but they confirmed that they dosed without the app. Can I reclassify them on the dashboard to reflect this?

A. Yes, you can reclassify them 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 reclassify doses for
3. Click on the **CALENDAR** tab
4. Missed doses are indicated by a small gray vertical line on the date it was recorded. Click on the small gray line on the date you would like to reclassify
5. Choose the classification, date and time of the dose
6. Click on the **Save & Apply** button to confirm the changes



Remember: Do not click the pencil icon to reclassify the dose. Ensure you are clicking on the small gray line.

Q. My participant accidentally recorded a confirmed “Taken” dose displaying with the blue dot. Can this be reclassified?

A. No, for data posterity, confirmed “Taken” doses cannot be reclassified. It is recommended to add a note to file to indicate what happened.

Q. Instead of a small gray vertical line, there is a rectangle with dashed lines on the date I would like to reclassify. How can I reclassify it?

A. The rectangle with dashed lines indicates that the dashboard is still waiting to connect to the participant’s device to confirm if they dosed or not. As such, doses for those days cannot be reclassified until the participant connects their device to the internet and opens the app and the dosing window for that day has closed.

If the dosing window for that day is still open, and the participant has already taken their medication without using the app, they can **Self-Report** it using the “**Medication Already Taken**” button on the app’s home screen

If they are having trouble connecting their device to the internet, please reach out to our support so we can assist.

Q. I accidentally reclassified the dose incorrectly. Can I fix it?

A. Yes, clicking on the small gray vertical line will allow you to reclassify it again. If the dose was reclassified as “No Dose Expected” please reach out to our AiCure Support Team for assistance reclassifying it.

Q. Is adding an Intervention the same as reclassifying a dose?

A. No, Interventions are notes you can add to a date indicating that you reached out to the participant to discuss any issues they were having dosing or using the app. Adding an Intervention to a date does not change the classification of the dose on that date. Reclassifying a dose updates what type of dose was recorded for that date and is only done using the steps outlined above.

Q. I reclassified the dose, but why hasn’t the Adherence percentage changed for my participant?

A. The Adherence percentage shown on the Site Coordinator Dashboard is only the percentage of doses that the were confirmed using the dosing steps in the app. It does not factor doses that were missed, Self-Reported, or reclassified.

- Q. I reclassified the dose, but it is still showing the grey line. Why isn't it showing the blue dot/square as "Taken"?**
- A.** The "Taken" classification with the blue dot/square is only reserved for doses that were confirmed by the participant going through the dosing steps in the app. All other doses (Self-Reported, Site-Reported, In-Clinic, or Missed) are indicated by the gray line.