



Getting started with Zamplo Research

A step-by-step guide



Zamplo Research

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PARTICIPANT TRACKING

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STUDY SETUP

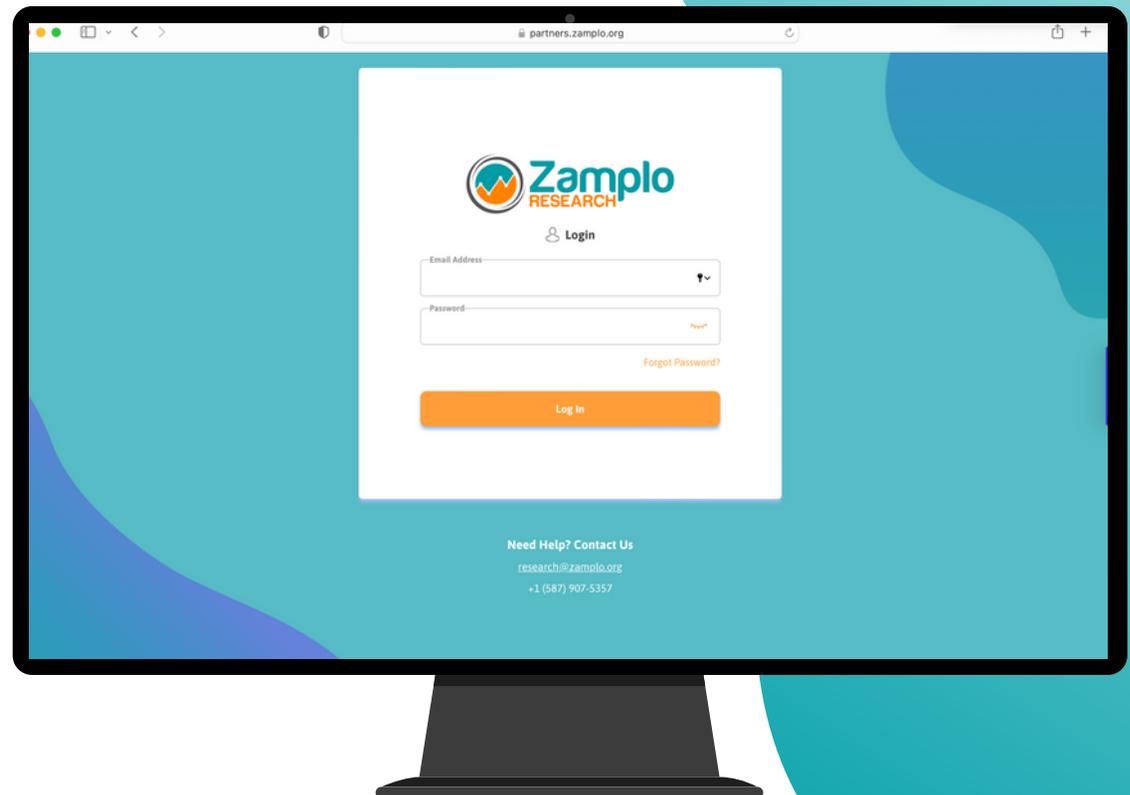
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Setting up your Zamplo Research Account

The first step to getting started is logging in to Zamplo Research

1. Open your email inbox
2. Find an email from "**no-reply@zamplo.org**" with a temporary password; check your spam folder in case you don't see it
3. Use your email and the temporary password to log in at **<https://partners.zamplo.org/login>**
4. You will be prompted to create a new password at first login
5. A 2 step-verification code will be sent to your email inbox
6. Enter that verification code to verify your account

Once you have logged in, created a new password, and verified your account, you will be taken to the **dashboard**.



Get to know the Dashboard

Participant Subscription Overview **Your Project Profiles** **Dashboard**

Your Profile **Manage Participants** **Main Menu** **Log Out**

Extract project data **Participant Tracking Overview (Routines & Surveys)**

Dashboard (top bar)

Subscription Tokens (97)

Total Sent	29	Pending	8	Activated	17	Expired	0	Withdrawn	4	+ Add Participant
------------	----	---------	---	-----------	----	---------	---	-----------	---	-------------------

Routine - My Mental Health

Completed WEEK OF SEP 19' 2022

10 OF 1

Routine - Symptom Monitoring

Completed WEEK OF SEP 19' 2022

10 OF 1

Surveys

Participant Demographic and Clinical Data Questionnaire

Completed	WEEK OF SEP 23' 2022	Incomplete	WEEK OF SEP 23' 2022
0		0	

Feedback (vertical button)

Main Menu (left sidebar):

- Manage Participants
- Participant Tracking
- Routine Tracking
- Survey Tracking
- Study Setup
- Study Groups
- Routines
- Surveys
- Medications/Supplements
- Activity
- Symptoms
- Health Data
- Health Library
- Devices
- Extract Data
- Help and Support

Dashboard Key Words

Subscription Tokens (97)

Total Sent	29	Pending	8	Activated	17	Expired	0	Withdrawn	4	
------------	----	---------	---	-----------	----	---------	---	-----------	---	---

Subscription Tokens: the number of subscriptions purchased

Total Sent: the number of participant subscriptions sent

Pending: the number of participant subscriptions that are pending

Activated: the number of participant subscriptions that have been activated

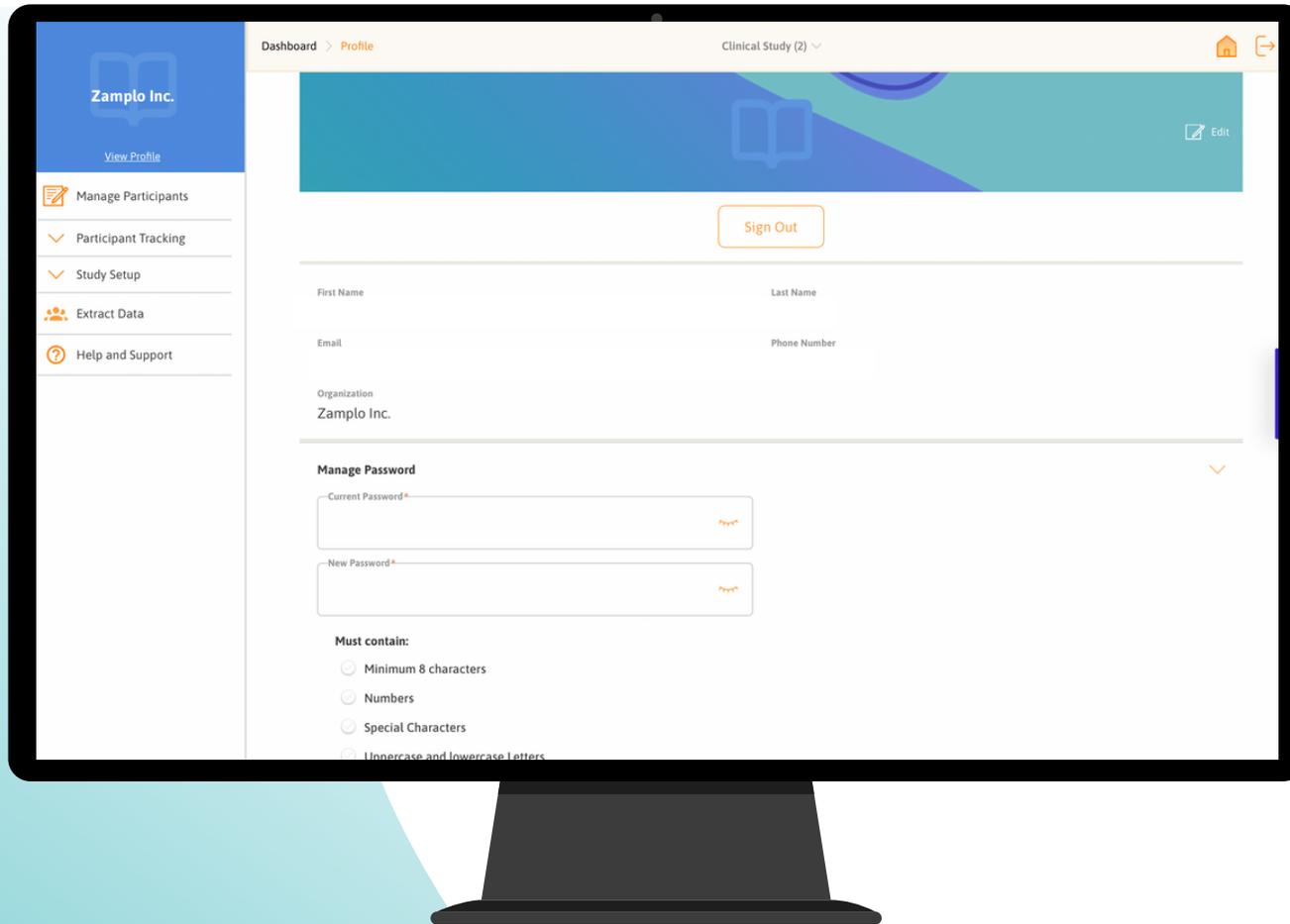
Expired: the number of participant subscriptions that have expired

Withdrawn: the number of participant subscriptions that have been withdrawn

Add Participant: add a new participant to the study

Profile

With your profile, you can view your name, email, phone number, and organization that is linked to your Zamplo Research account. You can also edit your name, email address, and manage your password.



How to edit your profile:

1. Click on **View Profile** at the top left of the dashboard screen
2. Click on **Edit** on the right side of your profile picture*
3. Edit your picture, name and email as needed
4. When you are done editing, press

Save

*Note that your profile picture will be displayed to participants

How to manage your password:

1. Click on **View Profile** at the top left of the dashboard screen
2. Click on **Manage Password** at the bottom of the page
3. Type in your current password and your new password*
4. Confirm your password
5. Click on **Change Password**

*Note that your password should be a minimum of 8 characters, and include numbers, special characters, upper case and lower case letters

Manage Subscriptions

Manage subscriptions is where you can invite participants, view participant information, and manage enrolment,

Manage Participants

3 Participants

Participant ID	Access Code	Arm/Cohort	Subscription Status	Signed Up	Last Reminded	# Reminder	Reminder	Action
	MAG338699	Unassigned	Registered	22/09/2022		0		⋮
00AA2	MAG477217	Unassigned	Pending			0		 ⋮
00AA3	MAG418983	Unassigned	Pending			0		 ⋮

Filter



View participant information:

- Name and Email
- Participant ID
- Access Code
- Status (Registered, Pending, Not Contacted, Withdrawn, Expired)
- Sign up Date
- Last Reminder and # of Reminders

How to filter

You can filter participants by clicking on the filter icon and through a keyword search, by "**Subscription Status**", or by "**Study Group**."

How to withdraw participants

1. Option 1

- a. Click on the **three dots** to the right of the screen
- b. Click on **Withdraw**

2. Option 2

- a. **Checkmark** a participant
- b. Click the "**minus**" button at the top of the screen

How to Export Participants

1. Click on **Export List**
2. Give your report a name
3. Click **Export (csv)**

How to send invitation reminders

1. Select the participant you would like to remind
2. Click on the orange email icon 

Manage Subscriptions - Adding and Inviting Participants

Manage Participants > Edit Participants Clinical Study (2)  

Edit Participants

<p>First Name *</p> <input type="text" value="First Name"/>	<p>Last Name *</p> <input type="text" value="Last Name"/>
<p>Email *</p> <input type="text" value="Email"/>	<p>Participant ID# (Optional)</p> <input type="text" value="Participant ID#"/>
<p>Study Arm/Cohort</p> <input type="text" value="Unassigned"/>	

Feedback

How to add participants:

1. **Manually**
 - a. Click on **+Add Participants**
 - b. Enter the participant's information
2. **Bulk Upload**
 - a. Click on **Import** on the Manage Subscriptions screen
 - b. Click on **"Download a Sample File"**
 - c. Enter all of your information and save the .csv file
 - d. Upload the file to Zamplo Research

How to invite participants:

1. **Inviting right away**
 - a. You can use the option **Send & Save** when adding a participant
2. **Inviting at a later time**
 - a. If you have entered a participant's information, but are not ready to invite them, click **Save**
 - b. When you are ready to invite a participant, select the **three dots** to the right of the main screen
 - c. Click on **Send**

Note:

- **Save** will only save the participant's information
- **Save & Send** will save the participant's information and, at the same time, send an invite

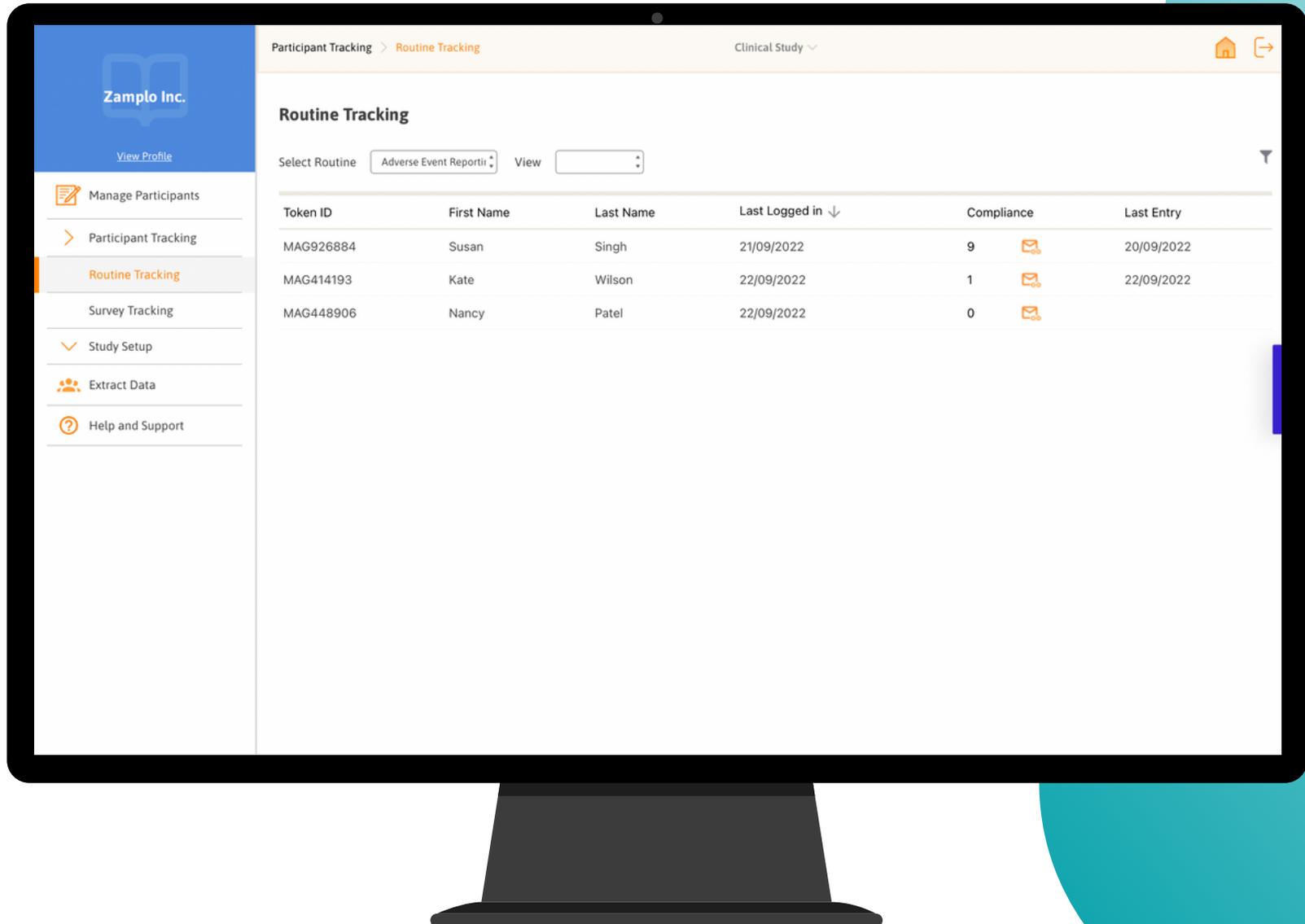
How does the access code work?

New participants will be sent an invitation email that includes an access code. This access code links participants to **Zamplo Research** and connects them to their data.

Participant Tracking

Participant Tracking allows for monitoring patient activity with regards to the **Surveys** and **Routines** (journal templates) that registered patients are expected to complete.

Compliance count provides an observed/expected score for participant completion.



The screenshot displays the Zamplo Inc. Participant Tracking interface. The left sidebar contains navigation options: Manage Participants, Participant Tracking, Routine Tracking (highlighted), Survey Tracking, Study Setup, Extract Data, and Help and Support. The main content area shows the Routine Tracking page for a Clinical Study. It includes a breadcrumb trail (Participant Tracking > Routine Tracking), a home icon, and a refresh icon. The page title is "Routine Tracking". Below the title, there is a "Select Routine" dropdown menu set to "Adverse Event Reportin" and a "View" dropdown menu. A table displays the tracking data for three participants.

Token ID	First Name	Last Name	Last Logged in ↓	Compliance	Last Entry
MAG926884	Susan	Singh	21/09/2022	9 	20/09/2022
MAG414193	Kate	Wilson	22/09/2022	1 	22/09/2022
MAG448906	Nancy	Patel	22/09/2022	0 	

Participant Tracking - Routine Tracking

Participant Routine Tracking allows for monitoring patient **Routines** activity that registered patients are expected to complete and their level of compliance.

How to track participant Routines:

1. Click on **Participant Tracking**
2. Click on **Routine Tracking**
3. Select the **Routine** and **View** to be tracked
4. Participant Token ID, First and Last Name, Last Logged In Date, Compliance, and Last Entry will be displayed
5. Send participants a **Reminder** to complete a "**Routine**" by clicking the **orange email button** under "**Compliance**" to send them an email notification

Note:

Clicking on the "**column headers**" will sort items by ascending or descending order.

The screenshot displays the Zamplo Inc. Routine Tracking interface. The left sidebar contains navigation options: Manage Participants, Participant Tracking, Routine Tracking (selected), Survey Tracking, Study Setup, Extract Data, and Help and Support. The main content area shows the Routine Tracking page with a breadcrumb trail 'Participant Tracking > Routine Tracking' and a 'Clinical Study' dropdown. Below the breadcrumb, there are fields for 'Select Routine' (set to 'Adverse Event Reporti...'), 'View', and a search bar. A table lists participants with columns for Token ID, Last Name, Last Logged in, Compliance, and Last Entry. A dropdown menu is open over the 'Select Routine' field, showing options: 'Adverse Event Reporting', 'Smart Garment', and 'Symptom Reporting'. An orange envelope icon is visible in the Compliance column for each row.

Token ID	Last Name	Last Logged in	Compliance	Last Entry
MAG926884	Singh	21/09/2022	9	20/09/2022
MAG414193	Wilson	22/09/2022	1	22/09/2022
MAG448906	Patel	22/09/2022	0	

Filter

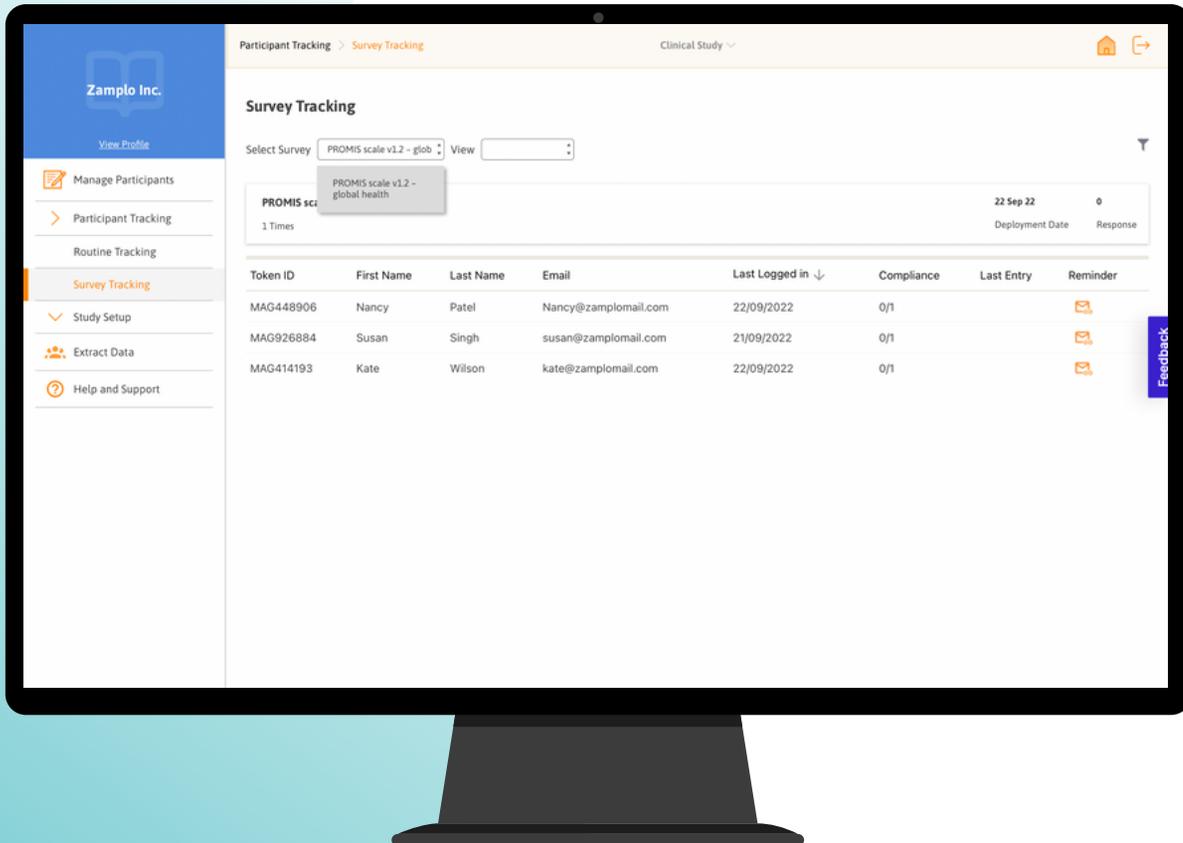


Participant Tracking - Survey Tracking

Participant Survey Tracking allows for monitoring patient **Survey** activity that registered patients are expected to complete and their level of compliance.

How to track participants Surveys:

1. Click on **Participant Tracking**
2. Click on **Survey Tracking**
3. Select the **Survey** and **View** to be tracked
4. The specified survey will be displayed with the number of completion Times, Deployment Date, and number of Responses
5. Participant Token ID, First and Last Name, Email, Last Login Date, Compliance, Last Entry and Reminder will be displayed below the survey
6. Send participants a **Reminder** to complete a "**Survey**" by clicking the **orange email button**  under "**Reminder**" to send them an email notification



Token ID	First Name	Last Name	Email	Last Logged in ↓	Compliance	Last Entry	Reminder
MAG448906	Nancy	Patel	Nancy@zamplo.com	22/09/2022	0/1		
MAG926884	Susan	Singh	susan@zamplo.com	21/09/2022	0/1		
MAG414193	Kate	Wilson	kate@zamplo.com	22/09/2022	0/1		

Note:

Clicking on the "**column headers**" will sort items by ascending or descending order.

Participant Tracking - Filtering

Participant Tracking views can be filtered to support customized searches, allowing for more efficient analysis of participant data.

How to filter Participant Tracking views:

1. Click on the **Filter Icon** in the top right
2. Type in specific keywords to specify searches
3. Click on the dropdown menu **Select Routine** or **Select Survey** to select a specific routine or survey to filter
4. Select a view by clicking on **Last Entry** or **Last Logged In**
 - a. Select a time filter from **All**, **1 month**, **3 months**, or **Custom**
 - b. Select to filter from **Newest to Oldest** or **Oldest to Newest**
5. Click on **Filter**

Filters



Select Survey:

All



View By:

Last Entry

Last Logged In



All



1 month



3 months



Custom

Sort By:

Newest to Oldest

Oldest to Newest

Cancel

Filter

Study Setup

Study Setup is the core **Survey** and **Routine** builder.

Here, the researcher or organization admin designs templates for patients to track their data, either in the form of **Routines** (journal entry templates) or **Surveys**.

What Is the Difference Between Routines and Surveys?

Routines use journal entry templates to track any data from participants such as what medications they take to what symptoms they are experiencing. Because the data entered is by each individual, **Routines** can help to gain more personal data or insight outside of standardized questionnaires.

Surveys can be created for **Forms** and **Questionnaires**. **Surveys** are sent out as a standardized set of questions for each individual to answer. Responses from **Surveys** help researchers or health care providers obtain information and identify quantitative research strategies to gain insight into suitable recommendations.

>	Study Setup
	Study Groups
	Routines
	Surveys
	Medications/Supplements
	Activity
	Symptoms
	Health Data
	Health Library
	Devices

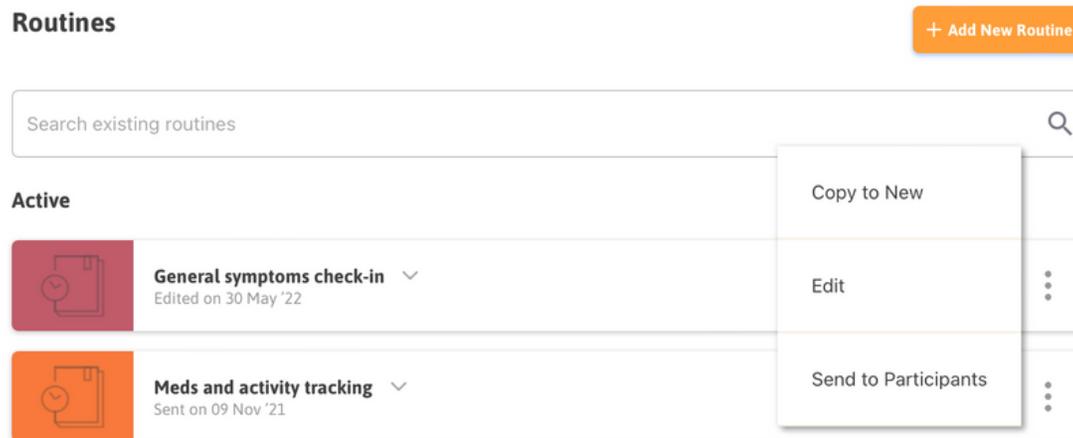
Routines

Routines can be created for anything. **Routines** can help you gain insight outside of standardized questionnaires. It is also a tool that allows you to easily schedule reminders for the daily, weekly, or monthly Routines.

When adding a new Routine, there are five categories to choose from:

- Medications and Supplements
- Activity
- Symptoms
- Health Data
- Reminder

This feature allows admins to add more granular information about specific elements inside the **Routines**.



How to edit Active Routines:

Select the **three dots** to **Copy to New**, **Edit**, or **Send to Participants**

- **Copy to New:** Create a new copy of the same **Routine**
- **Edit:** Change or add to any **Routines**
- **Send to Participants:** Push the **Routine** to the participants Zamplo account

Routines: Create a new Routine

How to create a new Routine:

1. Click the **Study Setup** drop-down menu and select **Routines**
2. Click on **Add New Routine** button
3. Create a **Routine Name** and add a **Description**
4. Click on **Upload Logo** to add a customized image or choose a colour to associate your routines with
5. Enter the **Routines** to track, this can include **Medicines/Supplements, Activities, Symptoms, or Health Data**
6. Once **Routines** have been added, set a **Reminder** to **Daily, Weekly, or Monthly**
7. Click on **Save**

Note:

In the **Description**, you can add links to Youtube Videos, PDFs, lists, or any attachments needed

Include Note with data export: Turn on **Include Note with data export** to gain data insight from participants via notes or written sections. Participants must accept the terms and conditions of the data to be obtained

Create a routine

Routine Name

Description

Normal **B** *I* U     

OR v

Medications/Supplements >

Activity >

Symptoms >

Health Data >

Reminder >

Include Note with data export ?

Routines: Medications/Supplements, Activity and Symptoms

How to add a Medication or Supplement to a Routine:

1. Click on **Medications/Supplements** dropdown menu
2. Enter the medication or supplement, or select from "**My List**"
3. Enter the quantity and unit of the **Medication** or **Supplement**

How to add an Activity to a Routine:

1. Click the **Activity** dropdown menu
2. Enter the activity you will be completing, select from "**My List**" or **Create Custom**
3. Click the measure dropdown menu and select either hours, minutes, repetitions, or sessions
4. Depending on the measurement selected then choose the subsequent value needed for the activity

How to add a Symptom to a Routine:

1. Click the **Symptom** dropdown menu
2. Enter the **Symptom** you have been experiencing
3. Navigate to the measure section and select either Yes/No or 0-10

Create a routine

Routine Name
General symptoms check-in

Description
Normal **B** **I** **U** **S** **≡** **≡** **⌂** **⌂**

Upload Logo OR Choose Color v

Medications/Supplements v

Medication
VITAMIN B1 i x

Quantity - 1 + Unit
Units v

+ Add

Activity >

Symptoms >

Health Data v

Surveys - Navigate Surveys

Surveys can be created for **Forms** and **Questionnaires**. **Survey Responses** can help obtain information and identify quantitative research strategies to gain insight into suitable recommendations. It is also a tool that allows you to easily conduct different survey questions and build them all in one location.

Navigate to Surveys:

Surveys: You can create a new **Survey** or edit an existing **Survey** that is not yet published

Reminder: Once a **Survey** is published - it cannot be edited, but you can create a copy of an existing published survey, edit the copy and publish it.

Active Surveys - "green checkmark" surveys are still available to the participant

Inactive Surveys - "red circle" means the surveys are no longer available to the participants

The screenshot shows a 'Surveys' management interface. At the top, there are two orange buttons: 'Create New Survey' and 'Copy Existing Survey', separated by the word 'or'. Below these is a search bar labeled 'Search Surveys'. Underneath, there is a section titled 'Active' containing a table of survey entries. Each entry includes the survey name, the number of responses, a status indicator (a red circle with a slash for 'Stopped' or a green checkmark for 'Published'), the last saved or published date, and a three-dot menu icon.

Survey Name	Responses	Status	Last Saved / Published
Participant Demographic and Clinical Data Questionnaire	0	Active	22 Sep '22
Patient-Centered Communication-Cancer-6 Items (PCC-Ca-6)	2	Stopped	22 Sep '22
PROMIS scale v1.2 - global health	0	Published	22 Sep '22

How to edit Active Surveys:

Select the **three dots** to **Delete** or **Duplicate** a **Survey**

- **Delete Survey:** Remove an existing **Survey**
- **Duplicate Survey:** Make another copy of the same **Survey**

Click on a Survey to see a summary of the questions, the number of responses and the schedule.

Surveys - Create a New Survey

Click on **Create New Survey** (or edit unpublished) to open the **Survey** builder

Here you can create a **Survey** using different types of questions and also make it interactive

How to Create a new Survey:

1. Click the **Study Setup** drop-down menu and click on **Surveys**
2. Click on **Create New Survey** button to open the **Survey** builder
3. Create a **Survey Name** and add a **Description**
4. You have an option to **Add Image** and enter an **Estimated Duration** time
5. Choose from the **Select type** list and click the **Add new question** button
6. Once you have added your questions, **Schedule** your **Surveys** and set a **Reminder Frequency**
7. Select the option to **Notify by push-notification** or **Notify by email**
8. If you want to make a **Survey** for a specific **Study Cohort** click **Study Group**
9. Select the **Study Arm/Cohort** and set the **Schedule**
10. Click on **Save**

Surveys - Build a Survey

Set Schedule for Surveys: You will need to set up a schedule for notifications (at least 1) before you can publish the survey. The survey gets published only at the time of the notification (not before)

How to build a Survey schedule:

1. Set the **Start day number** to 1 to ensure the survey is active right away
2. Set the **Active days** for the number of days you would like this survey to be active throughout the study
 - a. We recommend setting a large number (like 3650 days)
3. Set up the reminder schedule for days, weeks, and months so the participants are nudged to fill out the survey
 - a. Choose one **Reminder Frequency:** Daily, Weekly, Monthly, or Custom (select a time and day/week)
4. Click on **Add a Schedule** button to build another **Survey Schedule**
5. Publish the survey when you would like it to be seen by participants
6. End the survey when it should no longer be visible

How Survey scheduling works

Start day number: The start day number is the offset from the day the survey is published to when the survey will start. E.g. if you publish the survey on June 1 and have an offset of 15 days, then the survey will be available on June 15.

Active days: The active days are the number of days it is active once the survey is published.

Survey Schedule for All Participants 🗑️
Schedules will be based on the individual participant signup date.

Study Arm/Cohort

All Participants ⋮

Schedule #1 🗑️

Start day number *

Active days *

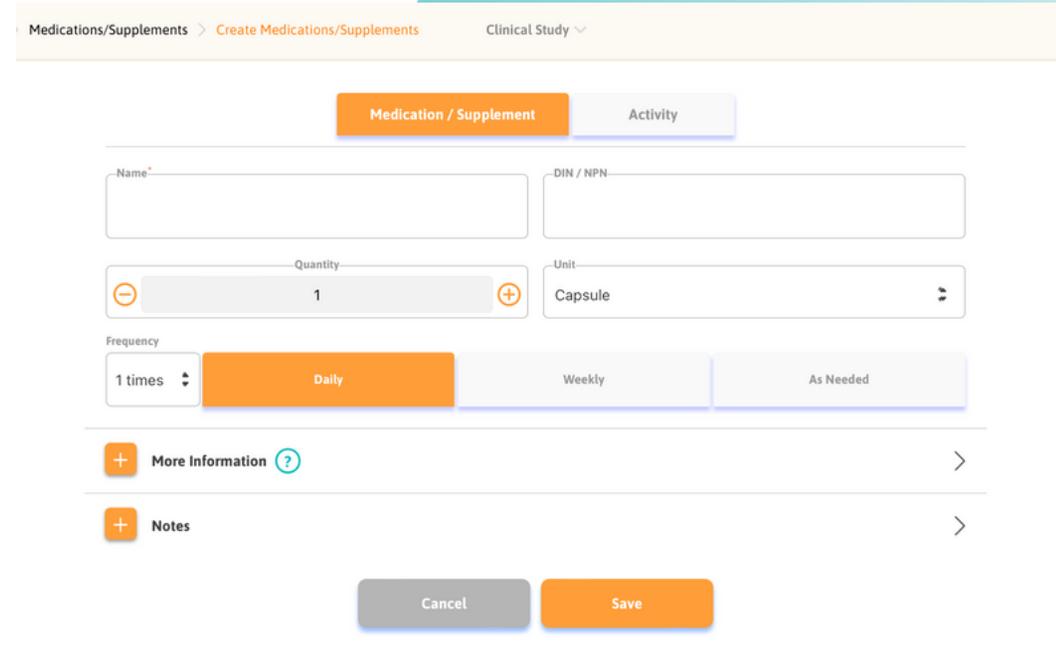
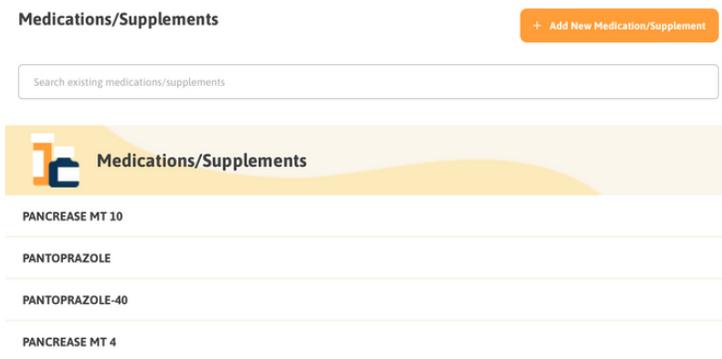
🔔 Survey Frequency:

+ Add a trigger

+ Add a Schedule

Medications and Supplements is where any medications or supplements that will need to be taken by individuals in a trial can be added. Further customization is available to include specific instructions to each entry.

The image below shows the main **Medications and Supplements** page. This is where all medications/supplements added can be seen, and where the prompt to add a new entry is located.

A screenshot of the 'Create Medications/Supplements' form. The form is titled 'Medications/Supplements' and 'Create Medications/Supplements' in the breadcrumb. It has a 'Clinical Study' dropdown menu. The form is divided into two tabs: 'Medication / Supplement' (selected) and 'Activity'. The 'Medication / Supplement' tab contains several input fields: 'Name*' (text input), 'DIN / NPN' (text input), 'Quantity' (a numeric input field with a value of '1' and minus/plus buttons), and 'Unit' (a dropdown menu with 'Capsule' selected). Below these is a 'Frequency' section with a dropdown set to '1 times' and three buttons: 'Daily' (selected), 'Weekly', and 'As Needed'. At the bottom of the form are two expandable sections: '+ More Information' (with a question mark icon) and '+ Notes'. At the very bottom are 'Cancel' and 'Save' buttons.

How to add a new Medication/Supplement

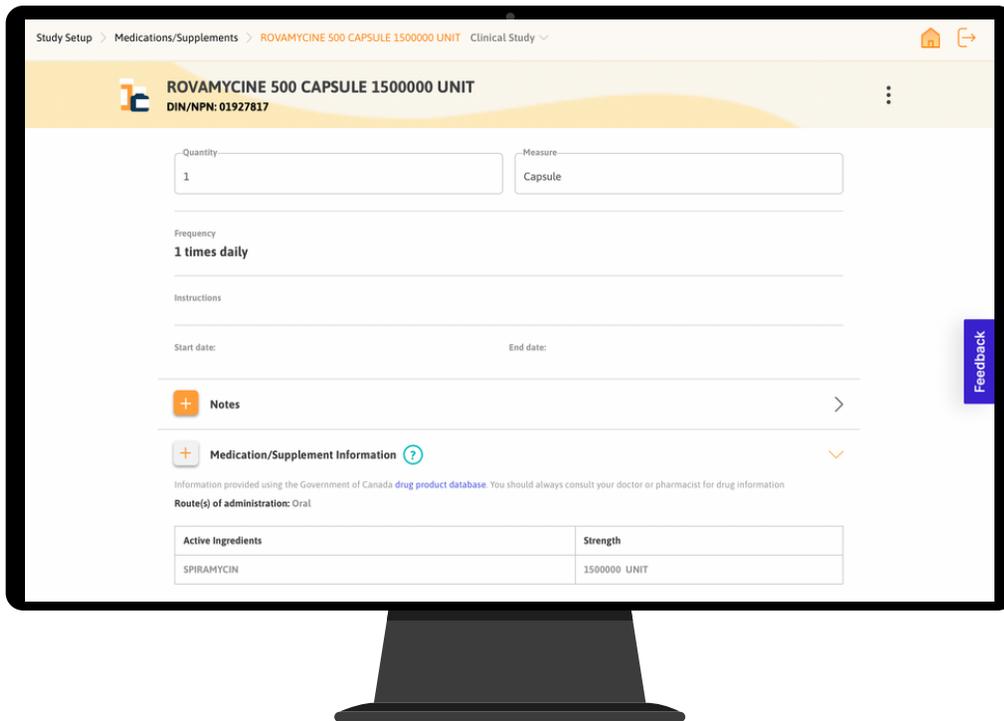
1. First select **Add New Medication/Supplement** from the main page
2. Type the name of the medication/supplement you want to add
 - Note: You can use a preset option that appears or make a custom entry or insert a DIN/NPN
3. Select the quantity that needs to be taken
4. Select the Unit that corresponds to the medication/supplement
5. Select the frequency and time frame that it needs to be taken
6. Add any additional information
7. Add any notes if needed
8. Click **Save**

Medications and Supplements - Entry Overview

This page is what will be seen for each **Medication and Supplement** that is inputted.

All the information inputted when originally creating a new medication/supplement will be found here

How to Manage Medications/Supplements: Select the **three dots** in the top right corner to Edit or Delete the medication/supplement inputted.



Activity is where any activities that are done by individuals in a trial can be added. Activities to be examined can be added here for participants to include in their journal entries. Further customization is available to include specific instructions to each entry.

The image below shows the main **Activity** page. This is where all activities that have been added can be seen, and where the prompt to add a new entry is located. To **Edit** or **Delete** an activity, click the **three dots** in the top right corner.

How to add an Activity:

1. Click **Activity** under **Study Setup**
2. Click the **Add New Activity** button
3. Enter the activity to be tracked
 - Note: You can use a preset option that appears or make a custom entry
4. Click the measure dropdown menu and select either hours, minutes, repetitions, or sessions
5. Depending on the measurement selected, choose the subsequent value needed for the activity
6. Set a "**Frequency**" from 1 to 12 times **Daily**, **Weekly**, or **As Needed**
7. Add any additional information or Notes
8. Click **Save**

Symptoms

Any **Symptoms** shown by individuals in a trial can be added and tracked. Common symptoms or symptoms that you want to examine for the study can be customized for participants to include in their journal entries.

The image to the right shows the main "**Symptoms**" page. This is where all added symptoms are shown and where the prompt to add a new entry is located. To Edit or Delete a symptom, click the **three dots** in the top right corner.

How to add Symptoms:

1. Select **Symptoms** under **Study Setup**
2. Click the **Add new Symptoms** button
3. Enter the name of the symptom to be tracked
 - Note: You can use a preset option that appears or make a custom entry
4. "**Select Measure**" of **Yes/No** or **0 to 10**
5. Once the symptom has been added, chose a colour and style to be associated with it. The colour and style chosen will show up on the **Graph** function
6. Click on **Save**

The image displays two screenshots of a software interface for managing symptoms.

The top screenshot shows the main "Symptoms" page. It features a search bar labeled "Search existing symptoms" and an orange button labeled "+ Add New Symptom". Below the search bar is a list of symptoms, each with a colored square icon to its left: Nausea (purple), Abdominal pain (yellow), Cough (blue), and Vomiting (red).

The bottom screenshot shows the "Create Symptom" dialog box. The breadcrumb navigation is "Symptoms > Create Symptom" and the current study is "Clinical Study". The "Symptom" input field contains "Headache". The "Select measure" section has two options: "Yes/No" (selected, orange button) and "0 to 10" (grey button). The "Graph properties" section includes a "Choose color:" dropdown with a red square selected, and a "Choose style:" section with "Line" (selected, orange radio button) and "Dash" (grey radio button) options. At the bottom are "Cancel" and "Save" buttons.

Health Data

Health Data is used to track specific health-related data such as blood pressure, weight, heart rate, hours of sleep, and even emotions.

The screenshot shows the 'Health Data' interface. At the top left is the title 'Health Data' and at the top right is an orange button labeled '+ Add New Metric'. Below the title is a search bar with the placeholder text 'Search existing metrics'. A list of metrics is shown below the search bar:

Fecal Fat	g/day
Lumps felt in scrotum	#
Blood Glucose	mg/dl

Below the list is a form to add a new metric. It has two input fields: 'Metric Name' with the value 'Blood Glucose' and 'Unit of Measure' with the value 'mg/dl'. Below these fields is a section for 'Graph properties' with two options: 'Choose color:' with a dropdown menu showing an orange color, and 'Choose style:' with radio buttons for 'Line' (selected) and 'Dash'. At the bottom of the form are two buttons: 'Cancel' and 'Save'.

How to add Health Data:

1. Chose **Health Data**
2. Click **Add New Metric**
3. Enter the **Metric Name**
 - Note: You can use a preset option that appears or make a custom entry
4. Select the unit of measurement you will be using (dependant on health data chosen)
5. Choose **Graph** colour and style
6. Click **Save**

The image to the left shows the add **Health Data** page. This is where all Health Data information can be added.

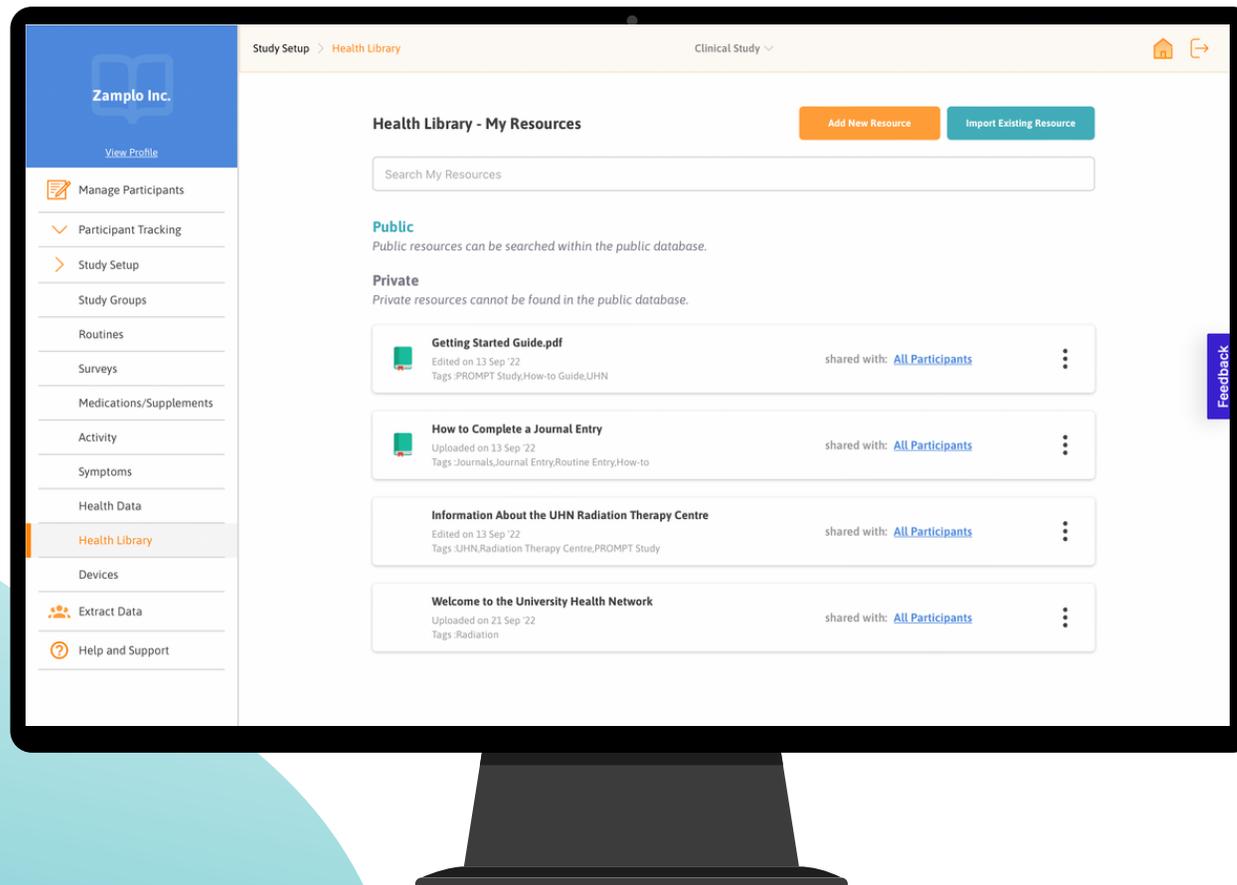
Health Library: Directory

The **Health Library** can be used to store resources. The resources stored here can be shared with all, or select individuals participating in a trial.

The **Directory** is where you can view all of your private or public resources, whom you have shared resources with, and where you can add new resources. You may choose to share stored resources with all participants within a trial or with a few selected individuals.

Public: Resources published into the public category can be searched for and seen within the public database and by participants in a trial

Private: Resources published into the private category are only visible to the participants you have selected to share with.

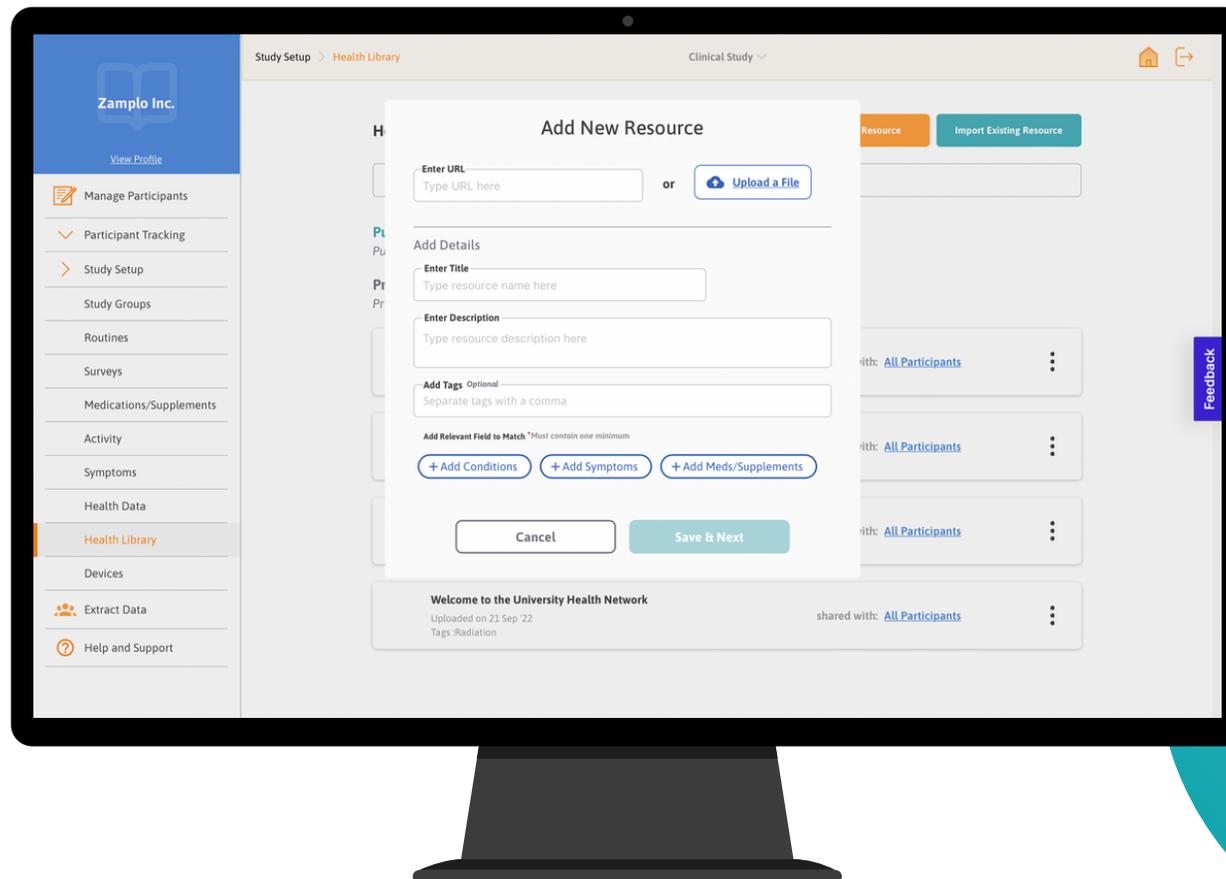


Health Library: Add New Resources

How to add new resources into the Health Library:

1. Select **Add New Resource** located on the **Directory** page
2. Enter the URL of the resource wanting to be added or upload a pre-existing file
3. Create a title for the resource being added
4. Create a description for the resource being added
5. Add in any relevant tags or fields to match that are associated with the resource
6. Select **Save & Next**

Note: If the resource being added is going to be open on the public database, be sure to include many tags (10 or more) as this will make it easier for individuals not participating in a trial to find these resources on the database.



Health Library: Add New Resources

Add New Resource



Symptom Video
Edited on 30 May '22
Tags: Symptoms




Add this resource to:

Profiles	Assign to:	
<input checked="" type="checkbox"/> Pancreatic Cancer	<input type="radio"/> Selected Participants	<input checked="" type="radio"/> All Participants
<input type="checkbox"/> Breast Cancer Therapeutics	<input type="radio"/> Selected Participants	<input type="radio"/> All Participants

Cancel

Save & Next

How to Send to All Participants

Under **Add this resource to:**

1. Select the profile/trial the resource will be shared to
2. Select **All Participants**
3. Select **Save & Next**

Select Participants To Share This Resource With



Symptom Video
Uploaded on 30 May '22
Tags: Symptoms

1 Participants Selected

First Name	Last Name	Email	Participant ID	Access C
<input type="checkbox"/> Choose All 4 Participants				
<input checked="" type="checkbox"/>	Paul	Carter	pancreaticca@zemplomail.com	EMR-ID#12345 NAT8242
<input type="checkbox"/>	Chris	Collins	chris@zemplomail.com	REGISTRY-ID# NAT6705
<input type="checkbox"/>	Robyn	Marks	pancreatic2@zemplomail.com	Sys-ID#-1245 NAT1706
<input type="checkbox"/>	Mark	Smith	markpancreas@zemplomail.com	EMRID# NAT2141

Back

Share 

How to Send to Select Participants

Under **Add this resource to:**

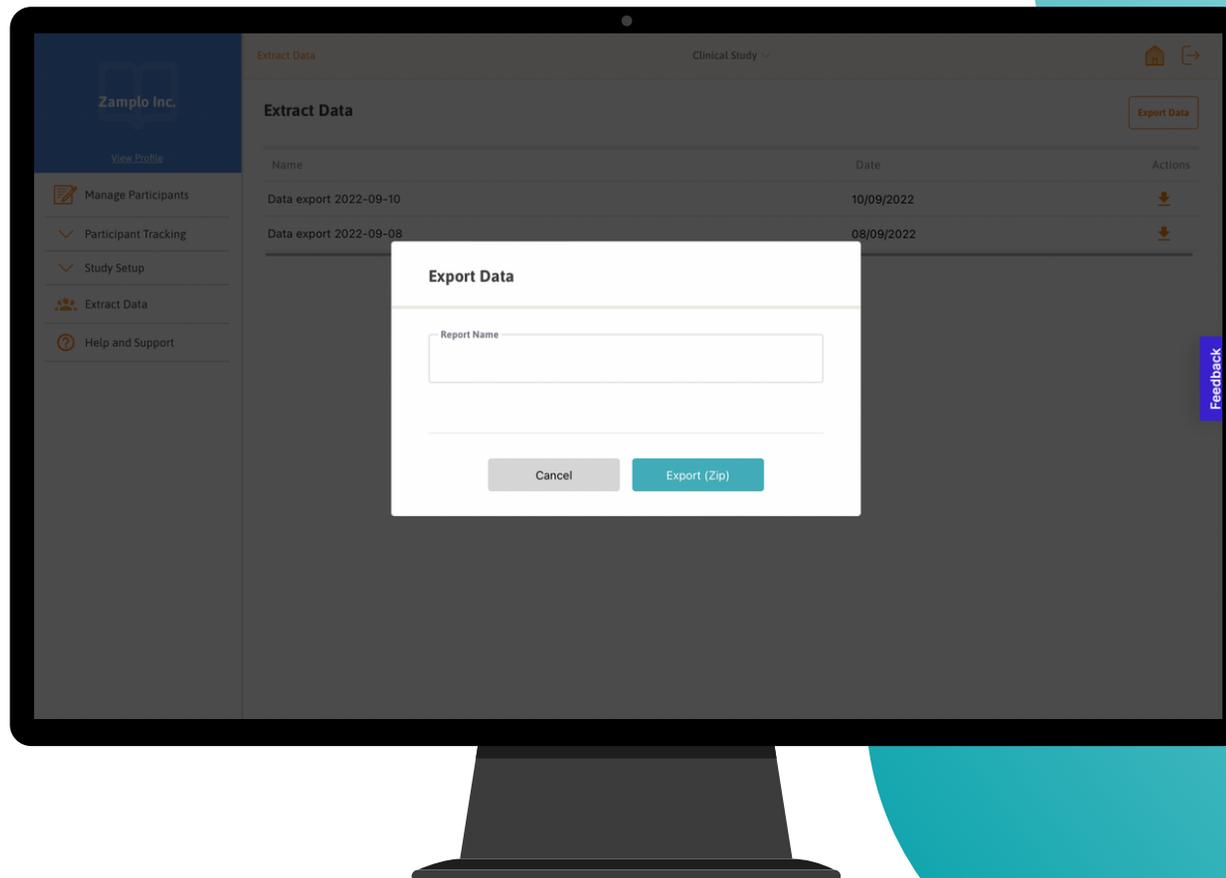
1. Select the profile/trial the resource will be shared to
2. Select **Selected Participants**
3. Select **Save & Next**
4. Choose the specific individuals the resource needs to be shared with
5. Select **Share**

Extract Data

Extract Data provides a secure way to easily extract participant data.

How to Extract Data

1. Select **Extract Data** located in the main menu
2. The **Report** can be downloaded by clicking the orange download button under "**Actions**"
3. **Reports** can also be searched by clicking on the **Export Data** button
 - a. Here you will be prompted to enter the "**Report Name**"
 - b. Click **Export (Zip)** to download the zip file and view participant data



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