

1. How to Upload and Access Supporting Documents (Title Slide)

2. Topic Overview

This video tutorial covers the following topics:

- Uploading Supporting Lab Documents, and
- Accessing Submitted Supporting Lab Documents.

3. Uploading Supporting Lab Documents

During the laboratory activation process, you may be asked by the Laboratory Center to provide documents that verify your compliance with certain elements of DAIDS GCLP. We refer to these as Supporting Documents.

In order to upload a new document under the Supporting Lab Documents section, select the button "Create New." In the submit new documents window, you can either drag and drop the document file onto the white section or upload the file from your local desktop or folder. Then, complete all of the required fields, including the document type. Here you are presented with a scroll down list of options. Type in the document name. So, please note that the file name that you upload will not transfer, so we ask that you retype the document name in this section. Identify the affiliated laboratory for which that document applies. If there are any effective dates of the document or expiration dates of any training certificates, for example IATA Dangerous Goods Training, you would enter that here. If you have any comments for the Laboratory Center prior to submission, you can put them in this section. And then if the document is specific to any protocol for which you are engaged in, you can select from the dropdown menu, the appropriate protocol number. So, once all the fields are completed, again doublecheck for accuracy, and select Submit.

4. Accessing Submitted Supporting Lab Documents

Any supporting documents that have been submitted can be easily reviewed under the Supporting Lab Documents tab just by simply scrolling. This will list all of your supporting documents, however, you can filter the documents if you are looking for something specific, by either the affiliated laboratory or by the type of document.

So, for example, if I am only looking for CAP Certification, I would select that document and all of the CAP Certificates that have been uploaded would be listed. If I am looking for only the current, you have the option to select the tab of "Current Only." That will reduce and filter your list further to only the current effective CAP Certificates. So, this is just a quick example of how to use the Supporting Lab Documents. You can contact the Lab Center if you have any specific questions about any particular study related documents.

5. How to Upload and Access Supporting Documents (End Slide)

This concludes the How to Upload and Access Supporting Documents video tutorial. Additional information about using MiLab is available on the ACTG IMPAACT Laboratory Center website, which is available at www.actg-impaaact-lc.org/.