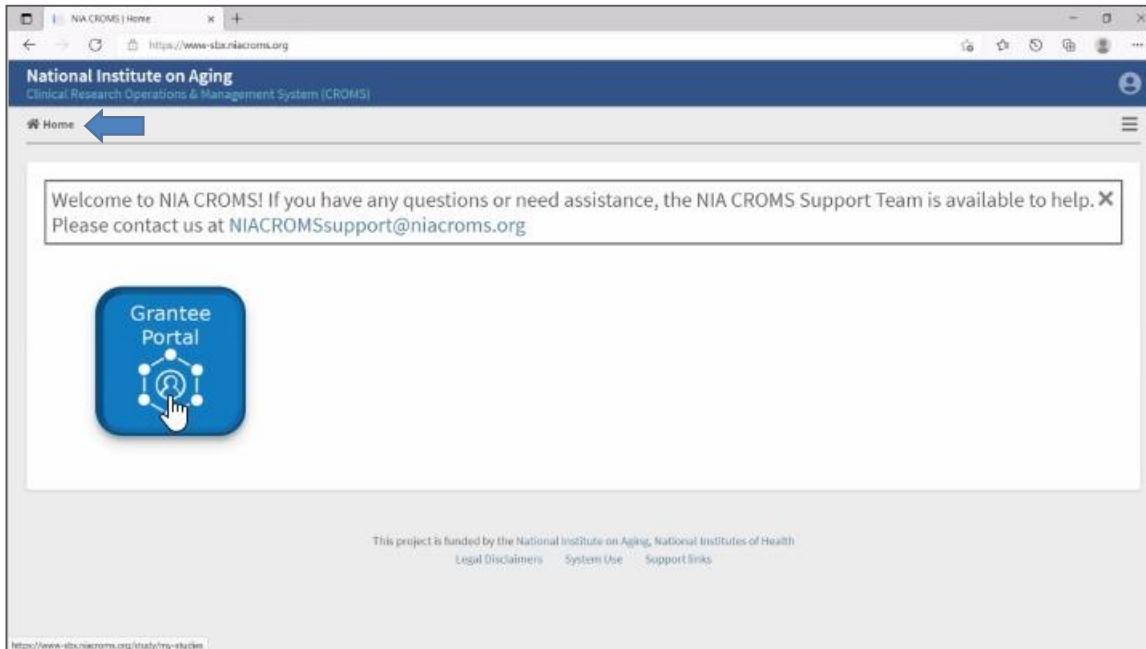


Welcome.

This video is a follow up to the previous video that covered information about what you need to do to prepare for uploading your trial's enrollment data in the new National Institute on Aging's Clinical Research Operations & Management System (or CROMS) using the excel file transfer method. In this video, we show you how to upload in CROMS the participant enrollment files that you recently created.

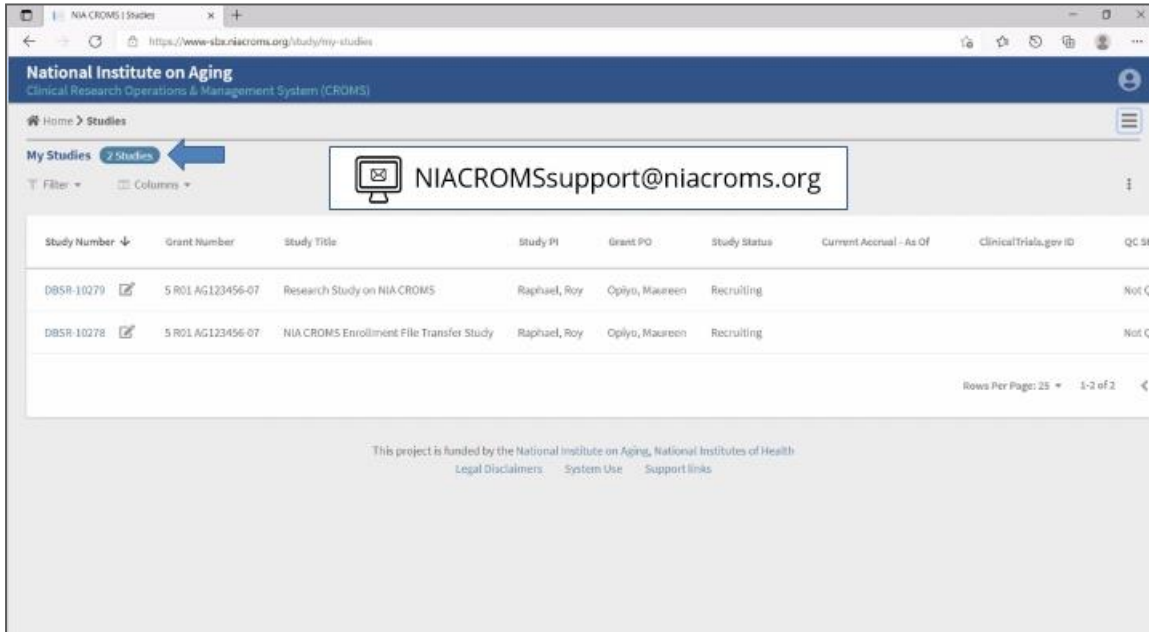
This video applies to you if you are a CROMS point of contact (or POC) for an NIA-funded clinical trial, and you have received notification that you are to begin providing your enrollment data on a monthly basis.

Before watching this video, you should have already followed the steps in the Welcome to NIA CROMS e-mail you received on July 31, 2021. While watching this video, we suggest that you have another window open where you are signed in to the CROMS system so that you can complete the upload process for all your studies while watching the video.



Once you have successfully signed in to CROMS, you will see the CROMS Home page as indicated by the word Home next to an icon of a house in the breadcrumb trail at the top of the page.

To see the list of NIA-funded studies currently tracked in CROMS for which you have been designated as a CROMS POC, click the “Grantee Portal” button.

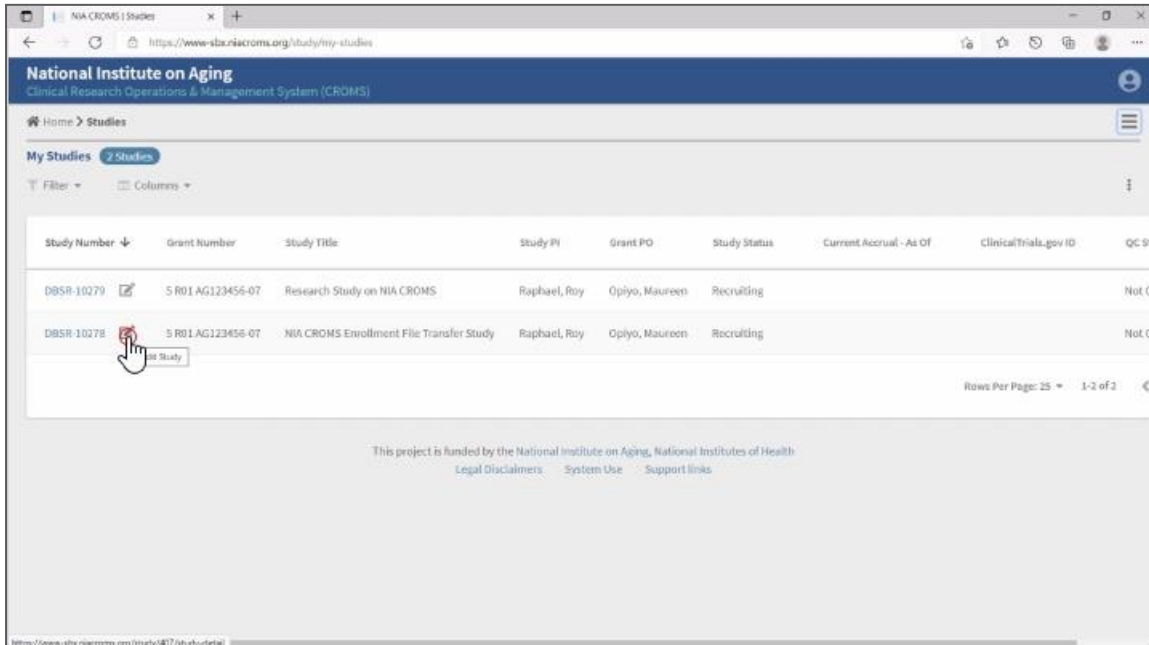


You now see the My Studies page which shows you the list of studies for which you have been granted access to view or edit.

Next to the page title, you will see the total number of studies for which you have access, below which you will see a table displaying rows with descriptive information about each of these studies.

You may need to horizontally scroll to the right to see all the columns of descriptive information.

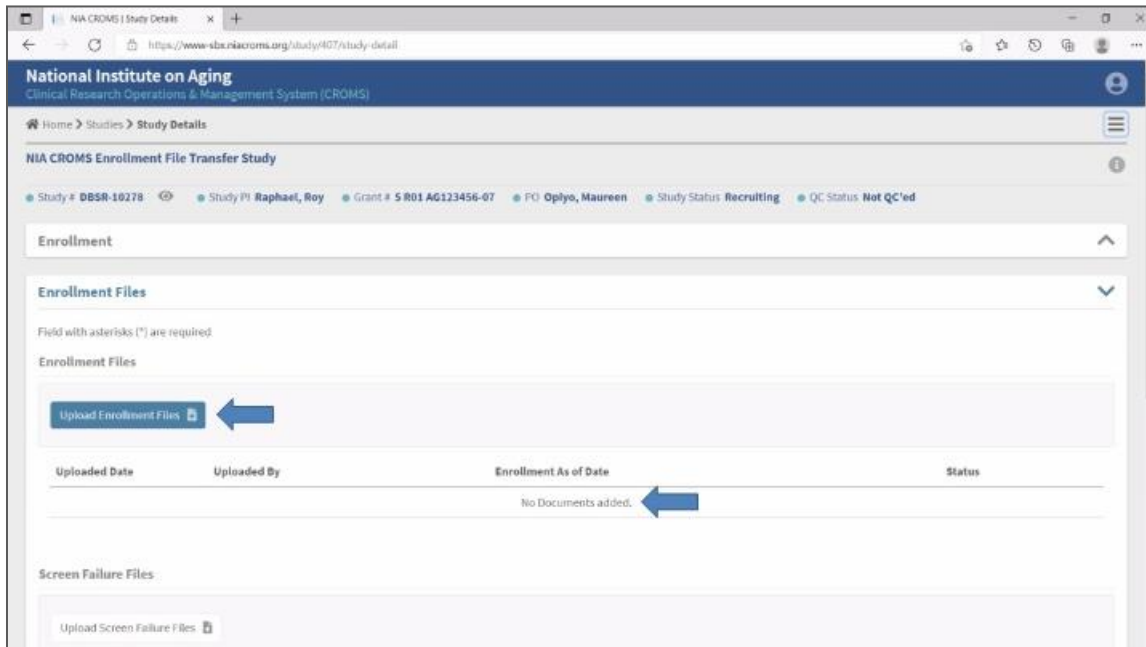
If you don't see any studies, or the list is missing a study to which you should have access, please email the CROMS Help Desk at [NIACROMSsupport@niacroms.org](mailto:NIACROMSsupport@niacroms.org) and someone from the CROMS team will work with you to resolve the issue.



For the purposes of this training, you can see that I have been granted access to two studies.

If you focus on the first column on the far left labeled “Study Number”, you will see that each row has a study number in blue text and an “edit” icon that looks like a pencil on top of a piece of paper. If you click the study number, you will be able to view more detailed information about the study, but to edit the study to provide enrollment data you must click the edit icon.

Click the “edit” icon next to the study for which you want to upload your files.

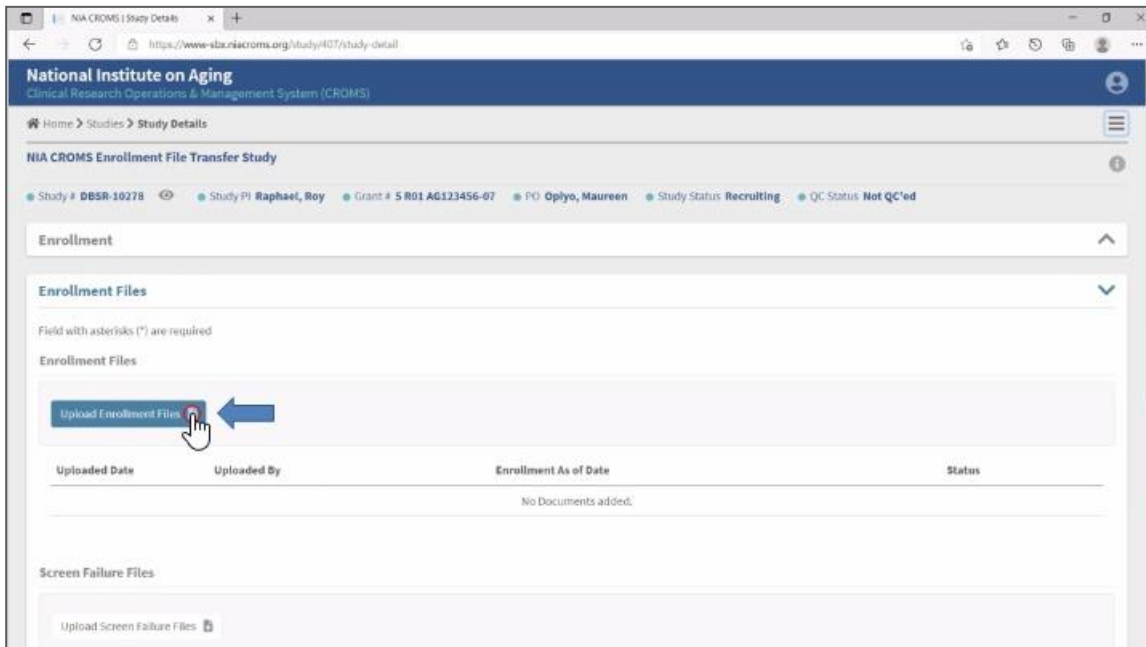


The Edit Study Details page now displays.

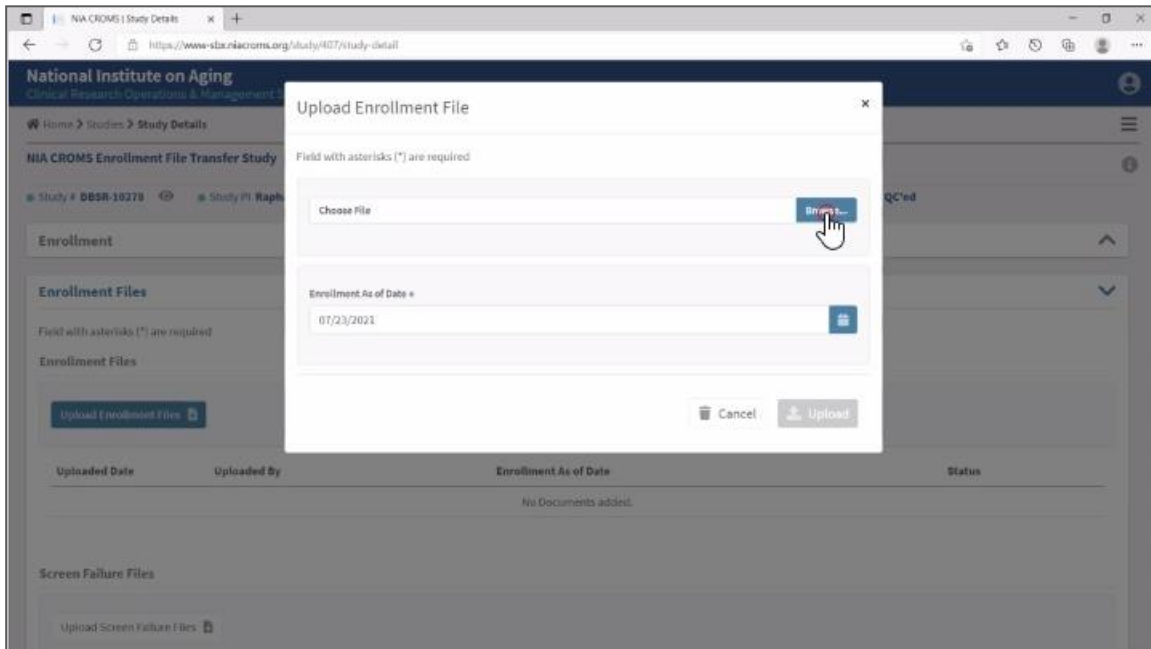
At the top of the page beneath the breadcrumb trail, you will see the title of the study, along with descriptive information about the study that stays visible when you scroll the page.

You will also see that the Enrollment Files panel is open. In this panel, you will see separate areas that are labeled to indicate where to upload enrollment files, screen failure files, and the data dictionary.

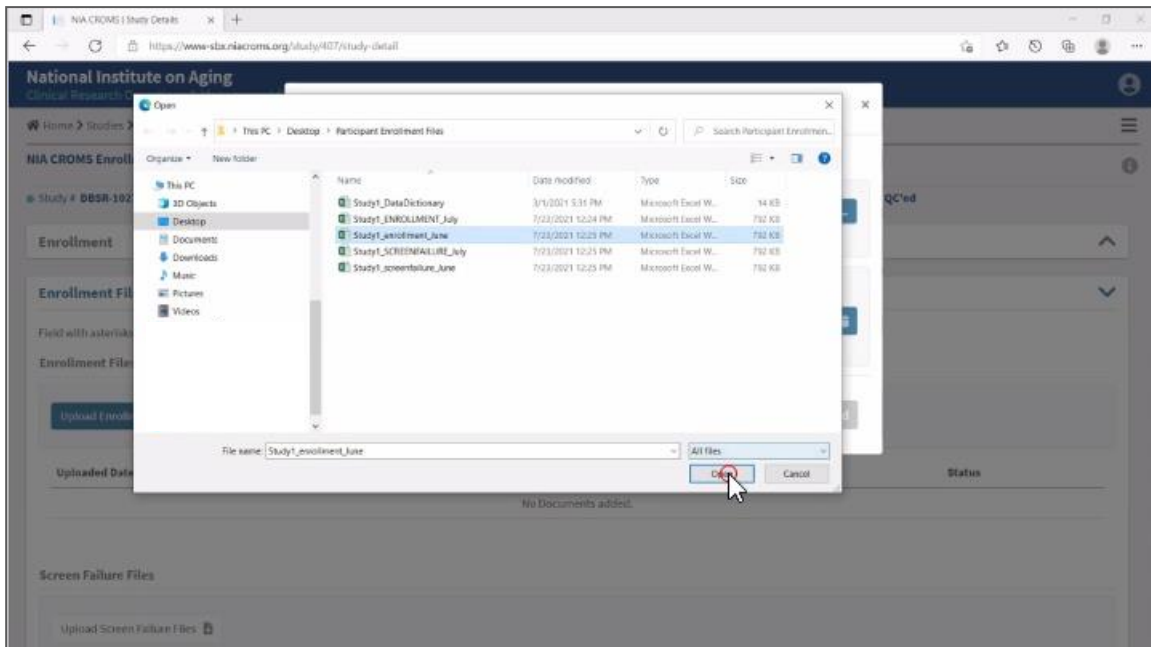
In each area, you will see a button to upload your files, as well as a table that shows a history of all documents uploaded. As this is the first time you are uploading files to CROMS, you will see the statement "No Documents added" in all three tables.



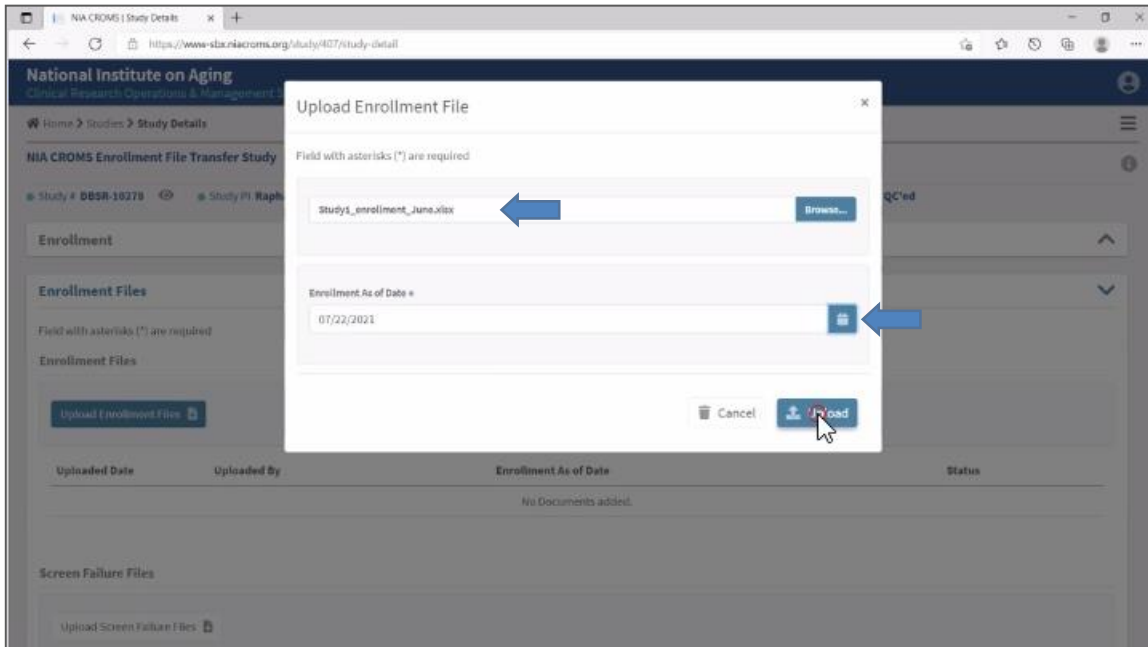
To upload your enrollment file, in the area labeled Enrollment Files, click the “Upload Enrollment Files” button that shows an icon of a file with an up pointing arrow.



In the Upload Enrollment File dialog box, click the “Browse...” button next to the Choose File input field.

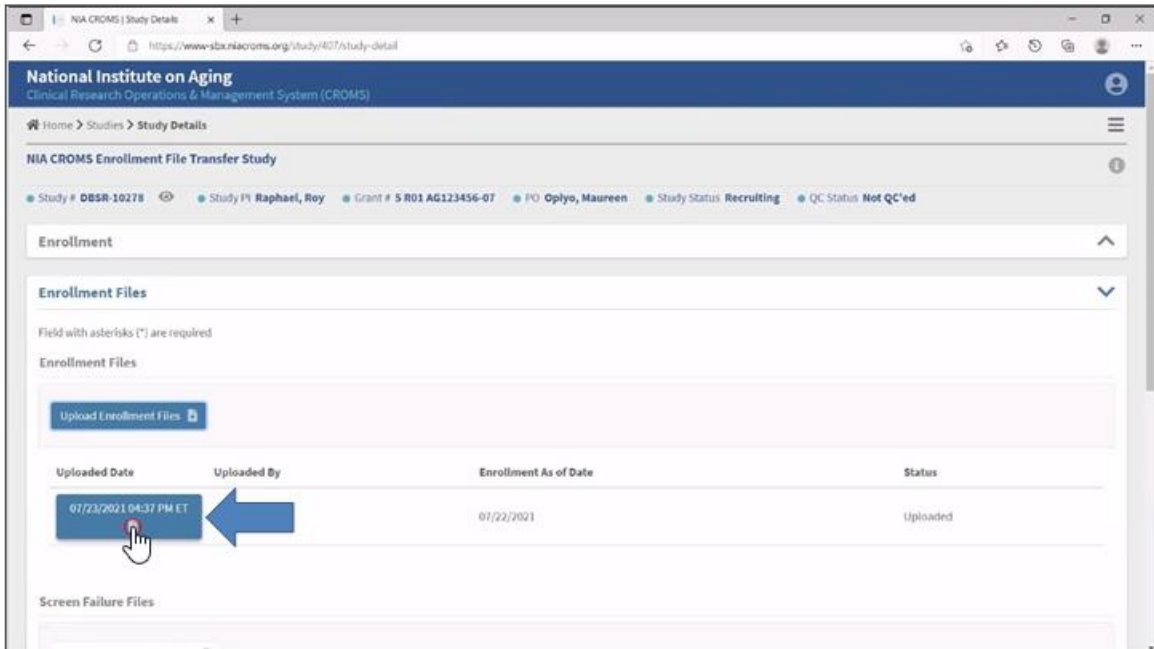


Navigate to the location where you have the file saved, select the file, and then click the “Open” button.



You should see the name of your excel file in the input field.

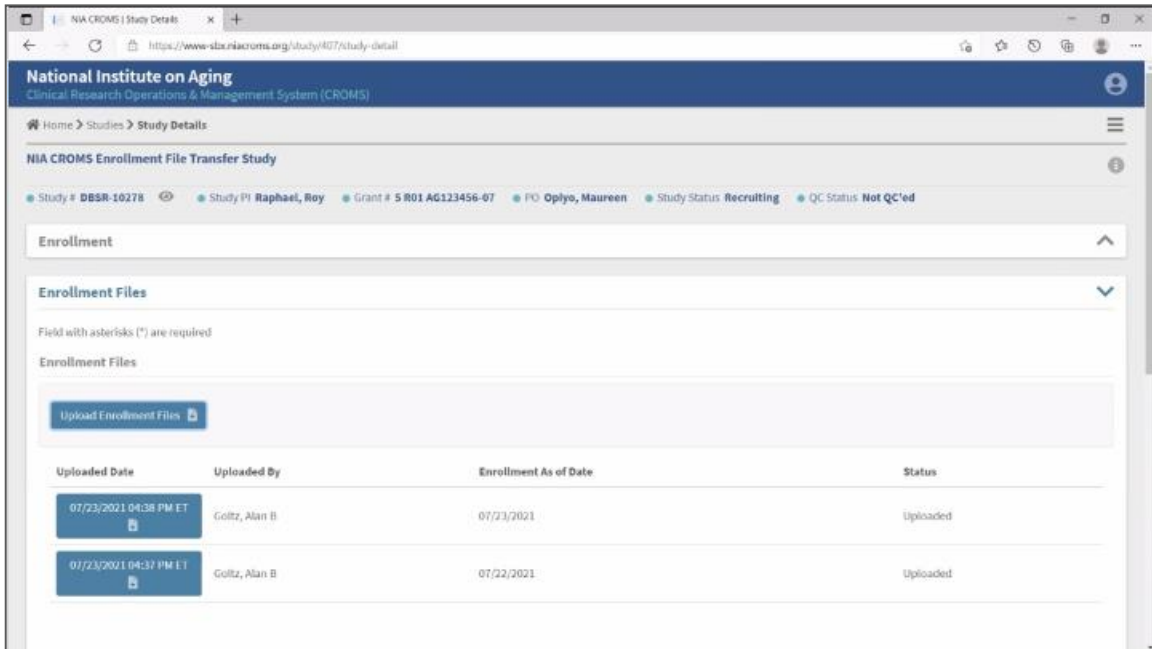
It is anticipated that the data are current as of the date you are uploading the file, so the system has pre-populated today’s date in the Enrollment As of Date input field. Unless there is a reason to change the date, you can click the “Upload” button at the bottom of the page. Otherwise, click the calendar icon next to the input field select the appropriate date, then click the “Upload” button to close the dialog box. The system will upload the file and you will see a success message at the top of the page.



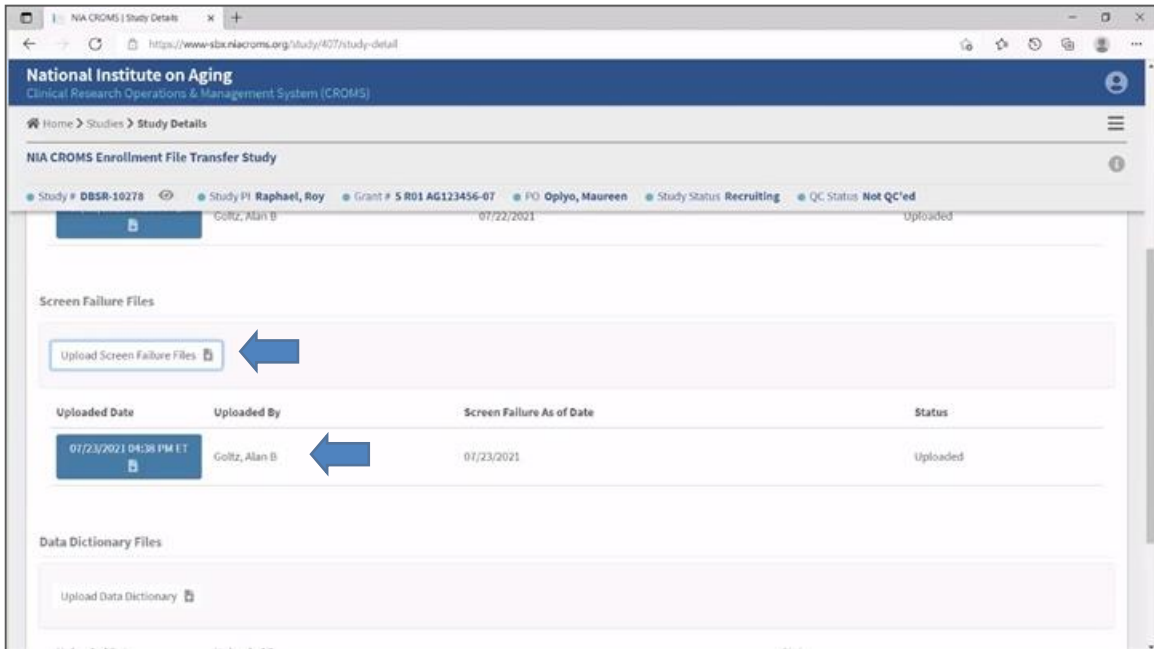
In the document history table of the “Enrollment Files” area, you will now see a row of data showing details about the file you uploaded. In the Status column, confirm the status shows “Uploaded”.

If you want to see the details of the file that you uploaded, in the Uploaded Date column, you will see that the cell that contains the date looks like a button showing an icon of a file with a down pointing arrow. Click this area to download a copy of the file and review the file.

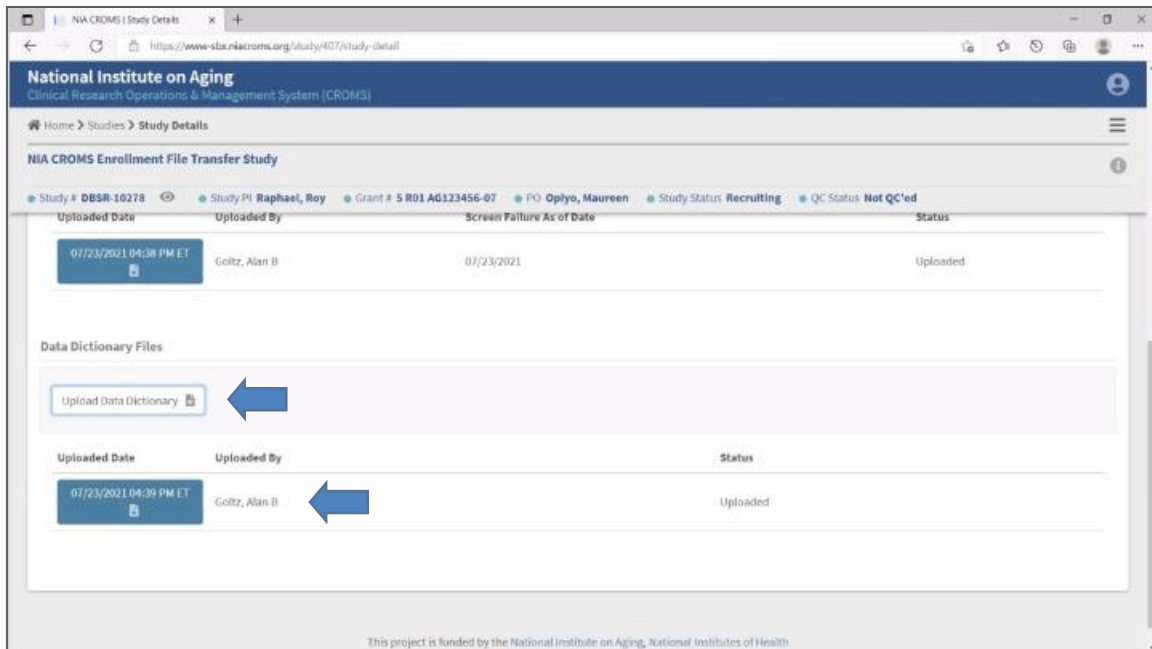
In the event you uploaded the wrong file, you will not be able to delete this file; however, you can follow the same steps to upload the correct file which will overwrite the data from the first file uploaded.



After you successfully upload the correct file, you will see another row added to the document history table with a more recent date stamp.



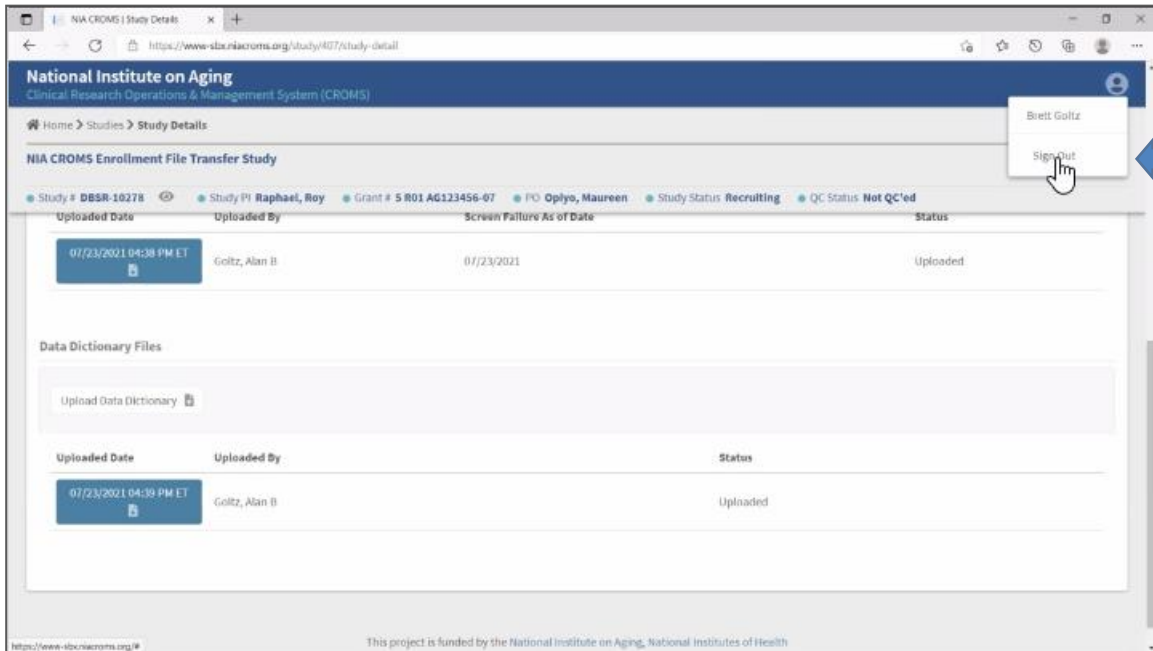
To upload your screen failure file, in the area labeled Screen Failure Files, click the “Upload Screen Failure Files” button and repeat the same steps to select the file, confirm the as of date and upload the file. The system will upload the file and you will see a success message at the top of the page. In the document history table, you will see a row has been added that shows details about the file you uploaded. In the Status column, confirm the status shows “Uploaded”.



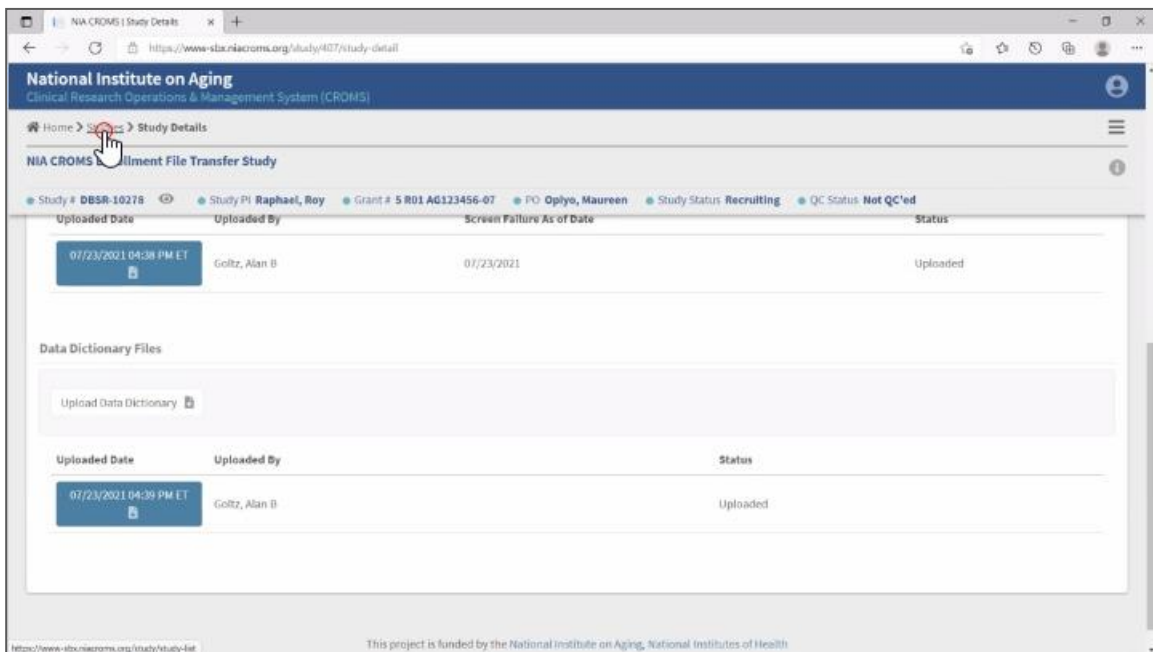
To upload your data dictionary file, in the area labeled Data Dictionary Files, click the “Upload Data Dictionary” button and repeat the same steps to select and upload the appropriate file. You do not need to provide an as of date for the data dictionary. The system will upload the file and you will see a success message at the top of the page. In the document history table, you will see a row has been added that shows details about the file you uploaded. In the Status column, confirm the status shows “Uploaded”.

As a reminder, you only need to upload your data dictionary this one time, but you will upload your enrollment files and screen failure files on the 15th of every month.

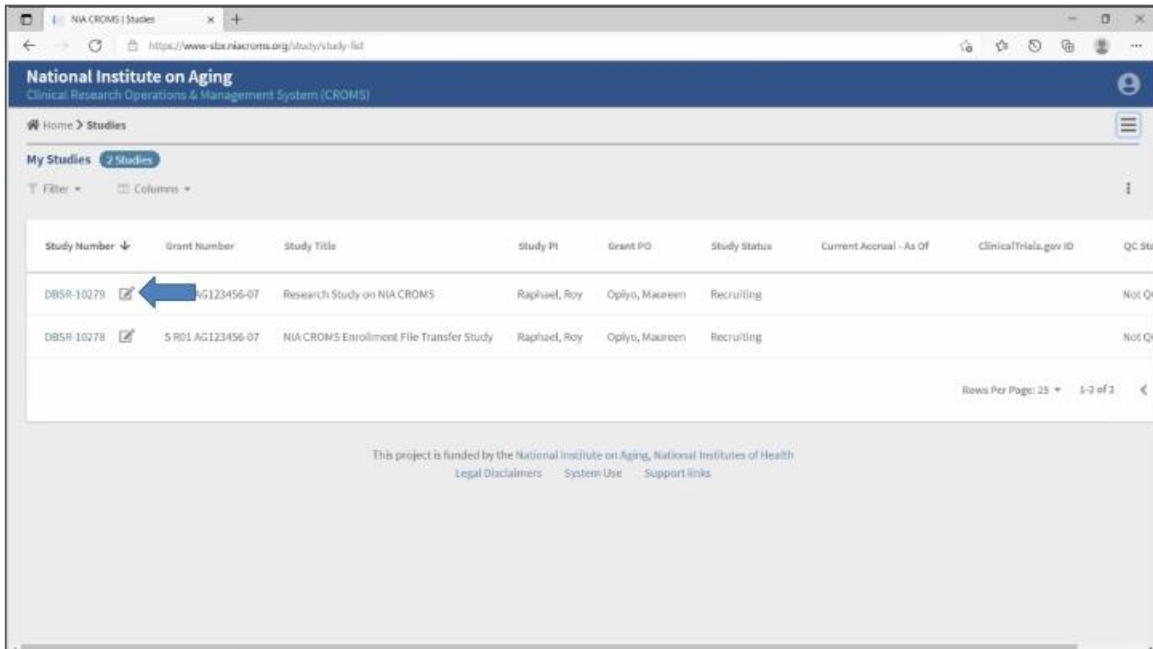
After you have uploaded your files, the CROMS Team will start to review your data dictionary, review and analyze the data in your files, and create the custom mapping for the system to process and import the data for your trial. The CROMS Team may reach out to you to ask questions, or, to discuss changes that need to be made to the files and then uploaded, in order to successfully complete the mapping process. The CROMS Team will perform this custom mapping process for every trial as files are uploaded, so it could take up to several weeks before you see the status change for your trial. Once the custom mapping is implemented for your trial, the system will automatically process the files that have been uploaded and you will see the status of your files in the document history table changed to “processed”.



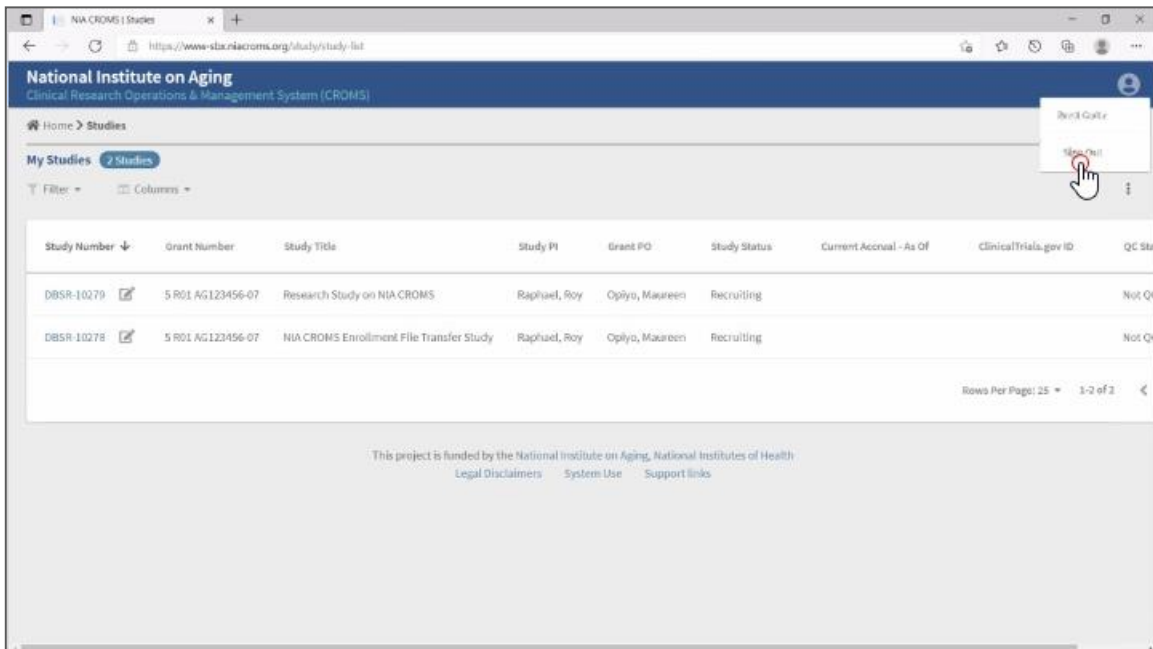
If you only need to upload files for one study, then you can sign out of CROMS by clicking the profile icon in the header and selecting Sign Out.



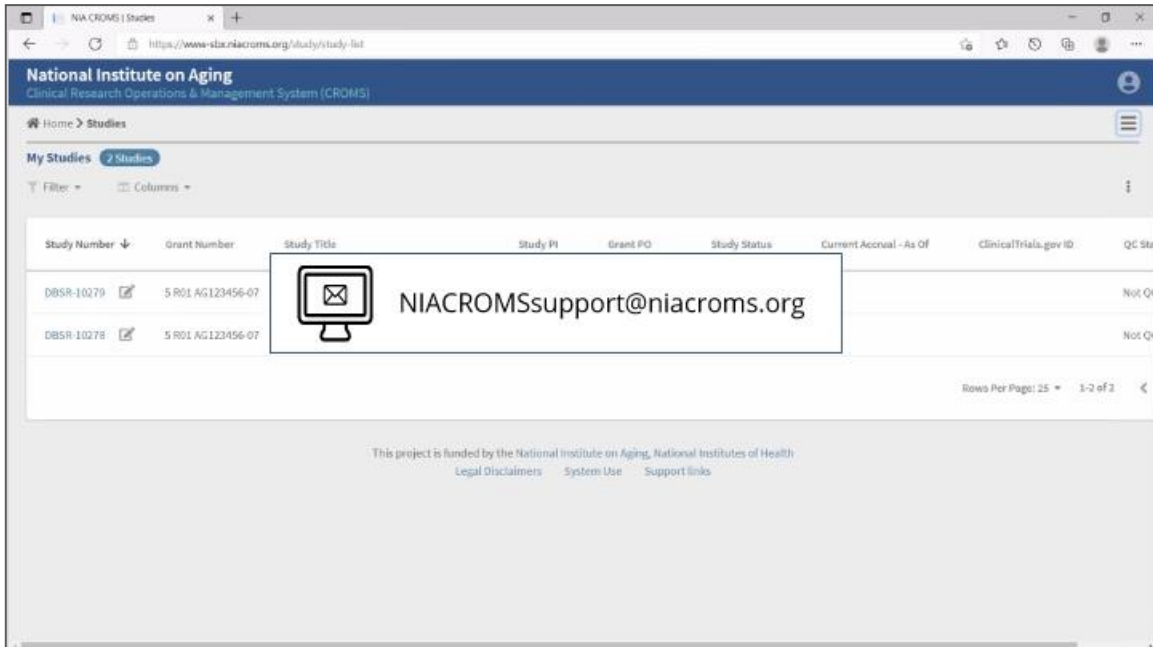
If you need to upload files for another study, click the "Studies" link in the breadcrumb trail at the top of the page.



When you see the list of your studies, click the “edit” icon next to the study number of another study and upload the necessary files for that study. Repeat this process until you have uploaded your files for all studies listed.



When you have finished uploading files, click the profile icon in the header and select Sign Out.



If you have any questions or concerns, please email the CROMS Help Desk at [NIACROMSsupport@niacroms.org](mailto:NIACROMSsupport@niacroms.org) and someone from the CROMS team will provide guidance and answer your questions.

Thank you for taking the time to watch this video. This concludes the video.