Castor

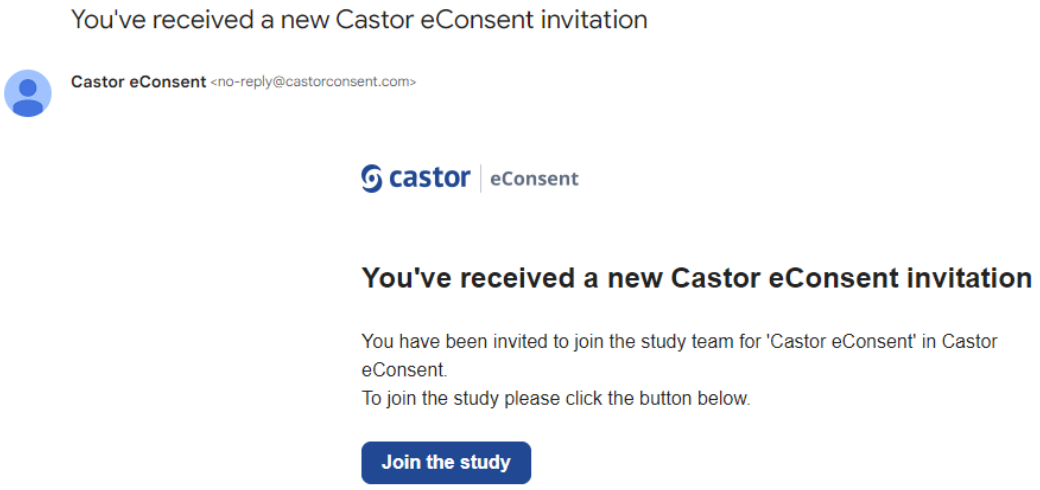
Castor eConsent Study Admin User Guide

Version 2022.5

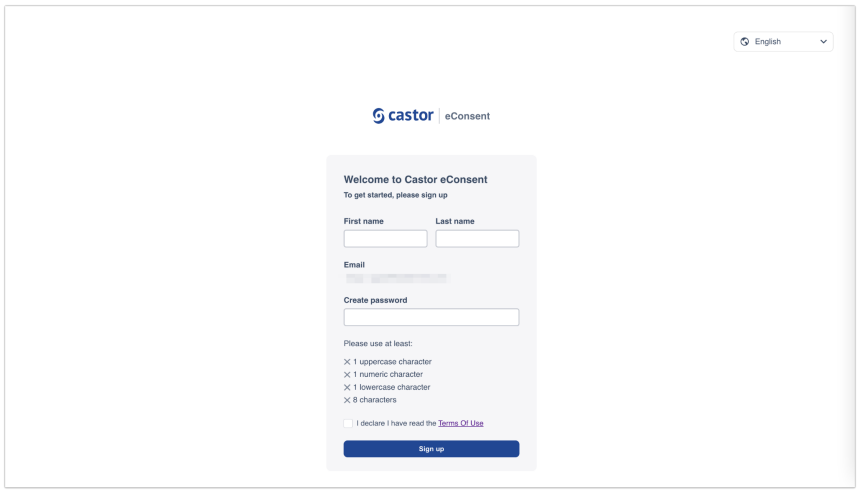
1. Register an account

Before you are able to access your eConsent study you will first need to be invited and create an account for eConsent.

Invited users will receive an email with a link.



By clicking the 'Join the Study' link provided in the email, you will be directed to the registration page:



You will need to accept the Terms of Use and provide the following details when registering the account:

- First name
- Last name
- Email will be automatically pre-filled
- Create password

After filling out the details and accepting the Terms of Use, click on the 'Sign up' button to complete the registration.

Should you already have an account registered in eConsent, you will be directed to the eConsent login page where you can log in with your eConsent credentials.

2. Log In

In order to access your eConsent study after registration has concluded you will need to access the following url's bases on the location of your study, US or Europe:

- US eConsent - https://us.castorconsent.com/
- EU eConsent - https://eu.castorconsent.com/

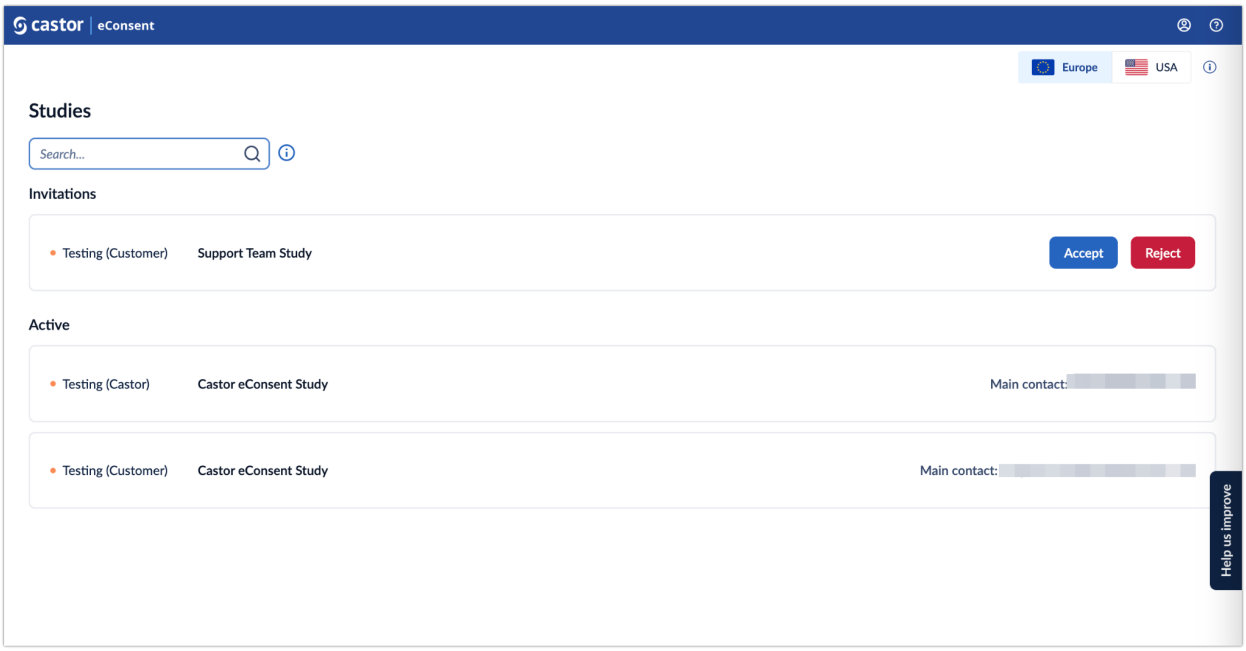
Study data is only stored on one of these servers and only one server location can be accessed at a time. If you don't see any studies listed please make sure to check our other server location.

You can toggle between the two study locations by selecting the Europe or USA icons at the top of the page.

3. Open a study

After logging in, the 'Studies' overview will be displayed with two sections, 'Invitations' and 'Active'. The 'Invitations' section will only appear if you have been sent an invitation and have not yet accepted or rejected the invitation.

Before accessing any studies you will first need to accept the invitation by pressing the 'Accept' button. Rejecting the invitation cannot be undone and you will need to contact the study admin to request a new invite.

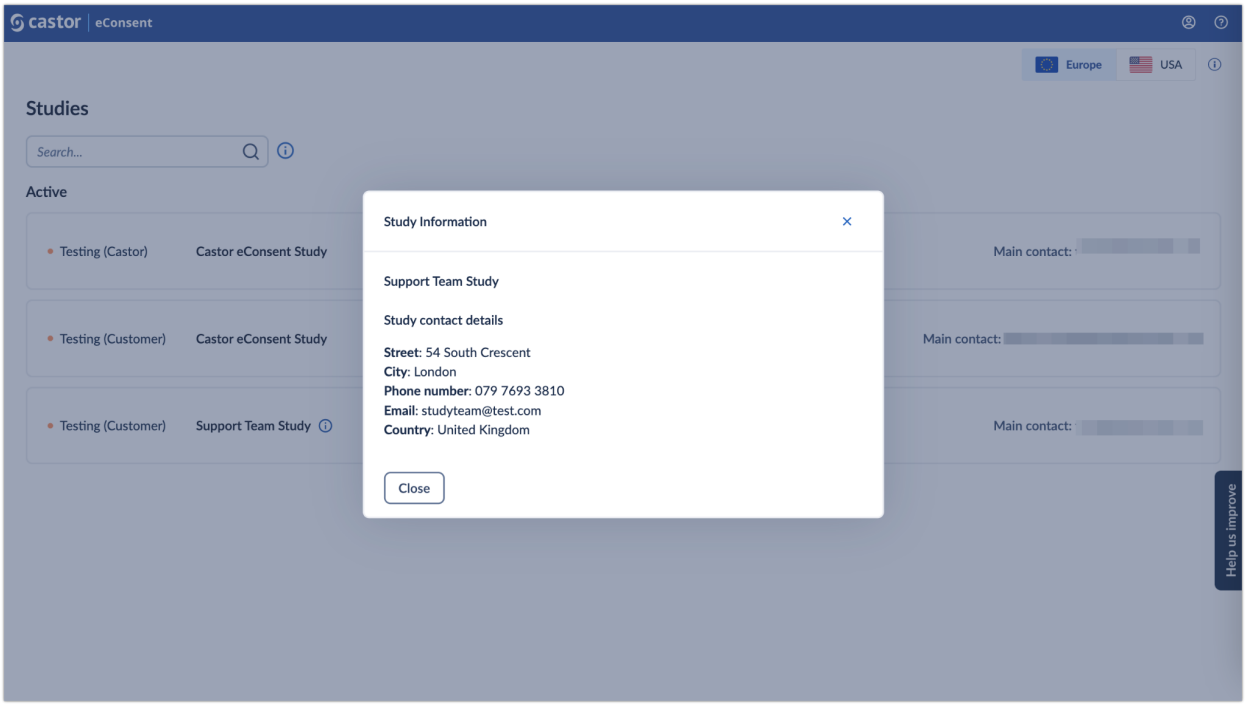


Studies overview consists of the following elements:

- **Servers**: Here the data storage locations are displayed. There are two server locations available: Europe and the United States. Study data is only stored on one of our servers and only one server location can be accessed at a time. If you don't see any studies please make sure to check a different server location.
- **Search bar**: it is possible to search by organization name, study contact email address or study name
- **Invitations**: If you are invited to a study, but you have not accepted the invite yet, the study will be listed in the top panel. It is possible to either accept or reject an

invitation to a study. Once you have accepted the invitation, you will be able to open a study.

- **Active**: once you have accepted an invitation to a study, it will appear in the 'Active' list. The list displays all studies you have access to. For each study, the following information is shown:
    - **Status**: Testing (Castor), Testing (Customer), Live. Read more about what each status means in the article: Study status in eConsent
    - **Study title**: name of the study
    - **Main contact**: main contact of the study. If the main contact has been invited to the study, but have not accepted the invitation yet, the status will be 'Main contact invited'
    - **Study information**: by clicking on the(i) icon, it is possible to view additional study information



Studies for which an invitation has been accepted will appear in the 'Active' section and it is possible to access the study by clicking on the study row.

4. Study Settings

After opening the study, on the left hand side of the screen you will see the navigation panel.

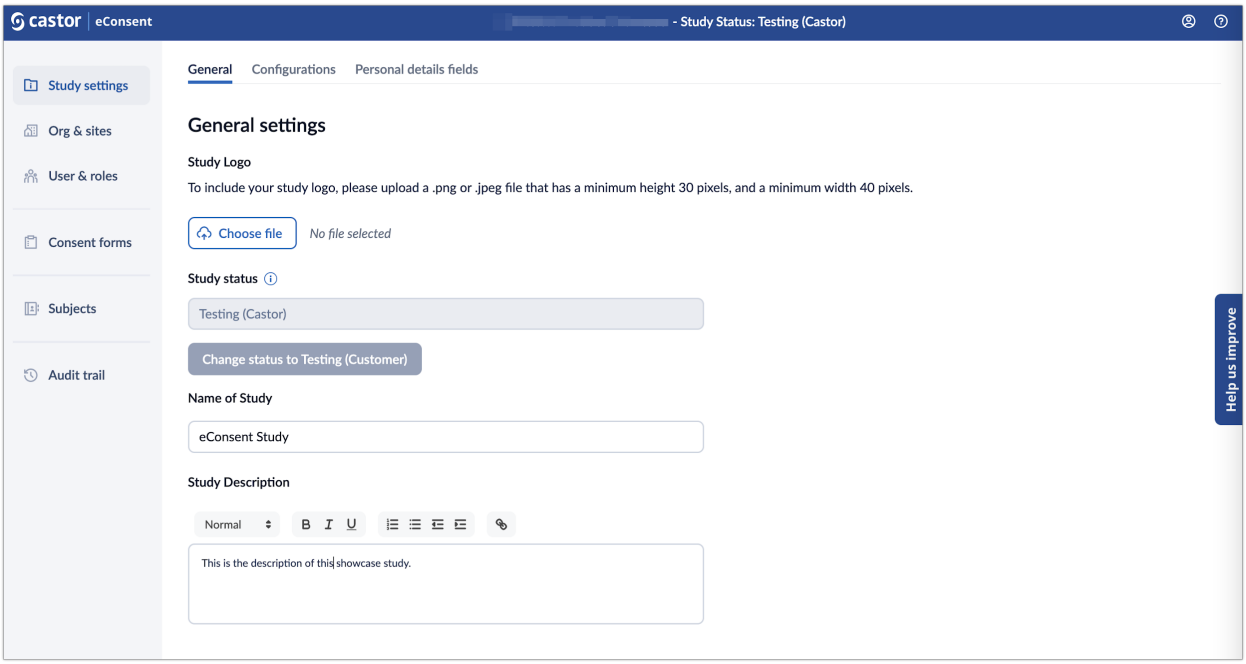
The ‘Study settings’ tab allows configuring the main study details. The tab contains the following sub-tabs:

- General
- Configurations
- Personal details fields

Below we will go into detail about each sub-tab's options.

4.1 General settings

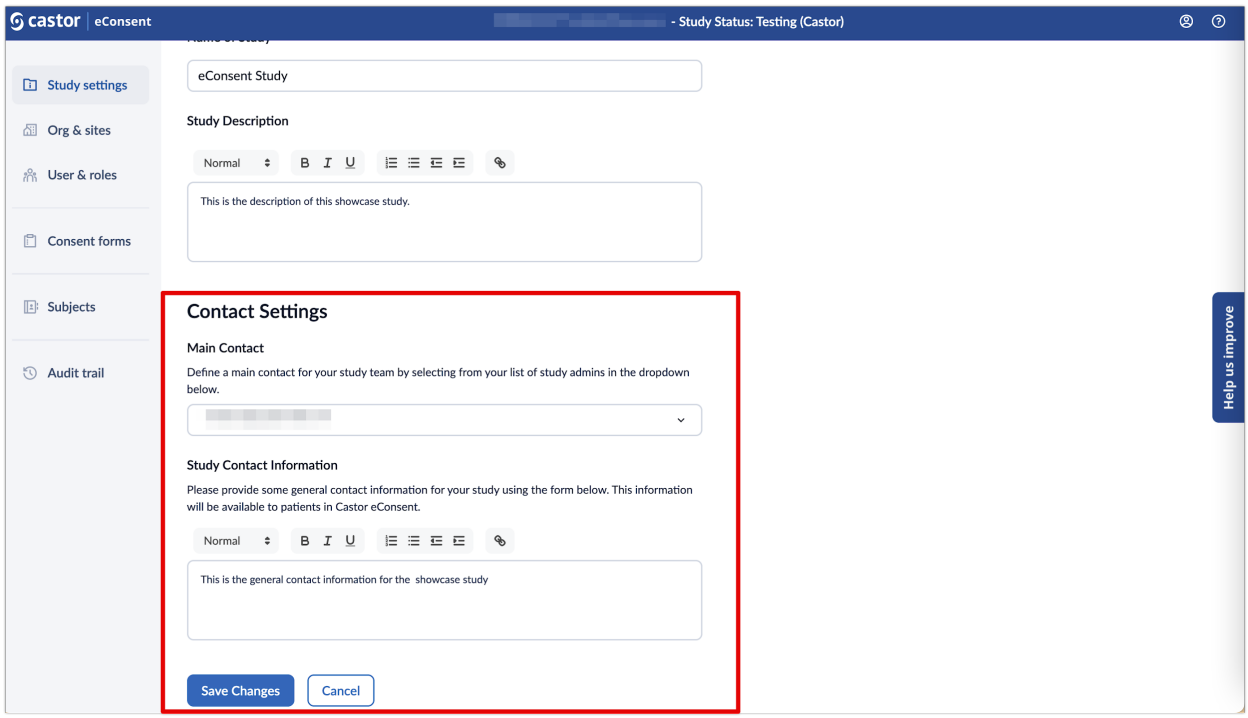
Use the General settings to **configure settings that cover basic aspects of your study**, for example the study title and logo, study description. This is also the tab that you see when you open your study.



- **Study logo:** To include your study logo, please upload a .png or .jpeg file that has a height between 30 and a minimum width 40 pixels. To remove the logo, click on the 'Clear' button.
- **Study status:** This field displays the study status information. A study goes through the following statuses: Testing (Castor), Testing (Customer), Live. To learn more about what each status means, read the article 'Study status'.
- **Name of the study:** The title of your study.
- **Study description:** Description of the study. The study description will be displayed to patients in Castor eConsent.

4.1.1 Contact settings

In the 'Contact Settings' section, you can add some general contact information for your study. This information will be available to patients in Castor eConsent.



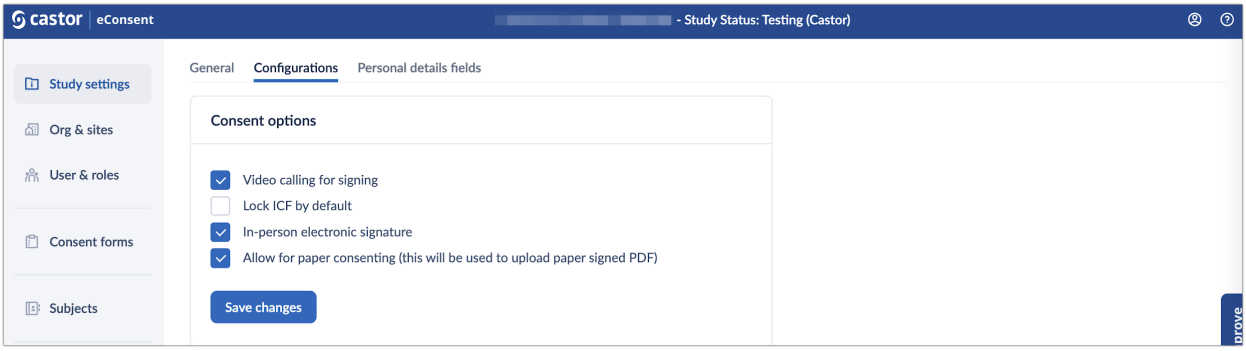
- **Main contact**: This field allows you to add a main contact for your study team by selecting them from your list of study admins in the dropdown. The main contact is visible for study team members only.
- **Study contact information**: This field allows adding some general contact information for your study. This information will be visible to patients in Castor eConsent when they login and access your study.

4.2 Configurations

By accessing the 'Configurations' tab, you are able to define properties related to consent, screening and subject ID's for your study.

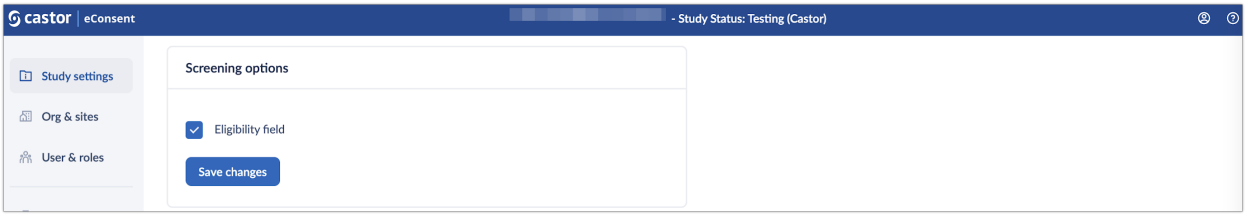
4.2.1 Consent options

The ‘Consent options’ section allows to enable the following features:



- **Video calling for signing**: This will activate the possibility to perform a video call.
- **Lock ICF by default**: When the ICF is locked by default, it will first have to be unlocked by a study team member to allow for the participant to sign. To enable or disable these features, check the checkbox accordingly and click the button ‘Save changes’ to apply the changes.
- **In-person electronic signature**: This feature allows signing of the consent forms in-person.
    - The in-person signing process is started by the user that is conducting the consent procedure by selecting the ‘Sign in-person’ ICF option from the subject.
    - The study team member that is conducting the consent procedure first has to confirm the subject's identity before the in-person signing could kick off. This identity confirmation step is logged in the audit trail.
    - When handing over the device to the subject, the subject can directly sign the ICF without having to create an eConsent account.
- **Allow for paper consenting (this will be used to upload paper signed PDF)**: when this setting is enabled, study admins can create paper ICFs which will allow for uploading of a signed PDF.

4.2.2 Screening options

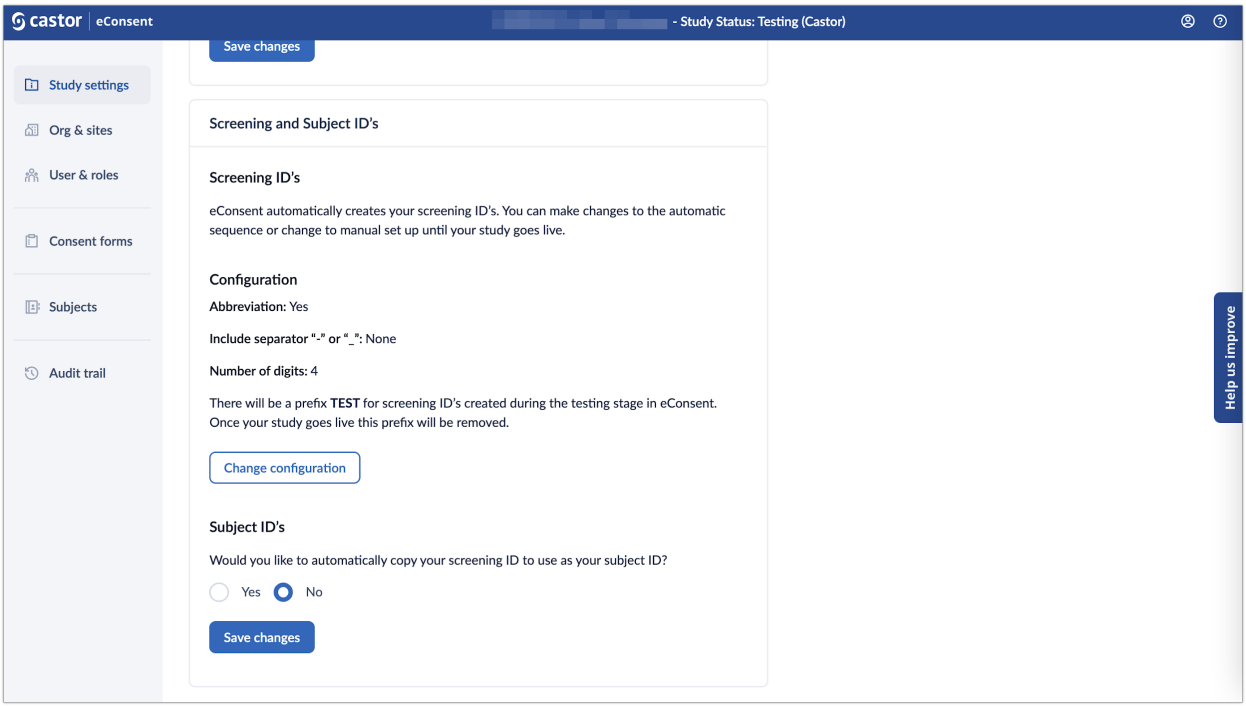


Subject eligibility can be captured in eConsent using the 'Screening options' section:

- A study setting '**Eligibility field**' allows the collection of your subject eligibility status (available statuses are: pending, pass, and fail) including the timestamp of when this was updated.
- The eligibility status can be updated manually, or automatically based on the outcome of a screening survey that is filled in by the subject.

4.2.3 Screening and Subject ID's

It is possible to configure screening ID and subject ID for your study.

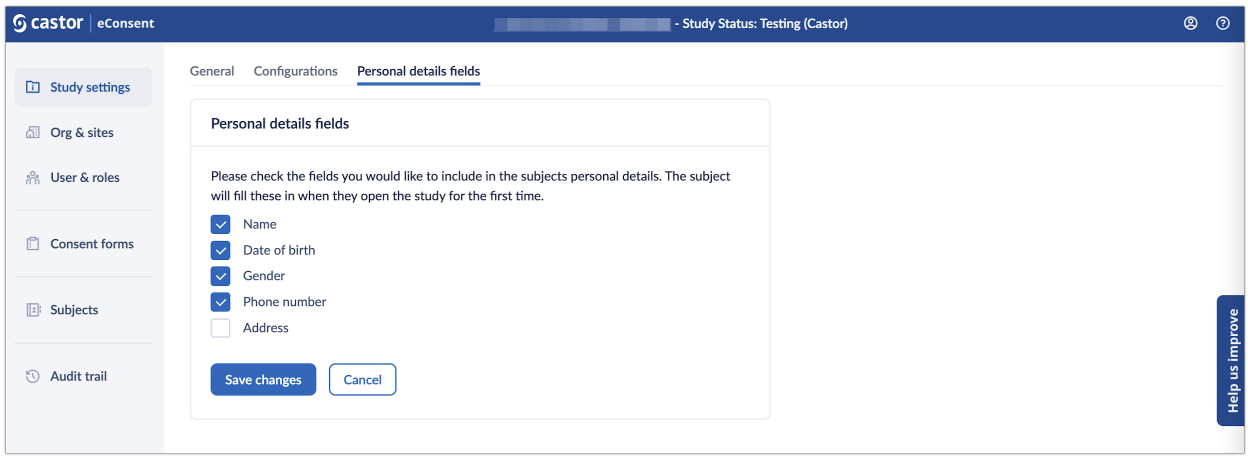


- **Screening ID's:**
    - eConsent automatically creates your screening ID's. You can make changes to the automatic sequence or change to manual set up until your study goes live.
    - To configure the Screening ID's, click on the 'Change configuration' button, set the field 'Set up automatic eConsent screening ID sequence?' to 'Yes' and define how the ID's should be configured.
    - Site abbreviation, a separator, and the number of digits are configurable when enabling automatic screening ID generation. When this feature is enabled, no manual entry of screening ID's is allowed.
    - Click on the 'Set screening ID' button to save the changes.

- **Subject ID's:**
    - A study setting to let eConsent automatically generate screening ID's is added. Site abbreviation, a separator, and the number of digits are configurable when enabling automatic screening ID generation. When this feature is enabled, no manual entry of screening ID's is allowed.
    - It is possible to copy over the screening ID into the subject ID for studies that do not make a distinction between these two identifiers by setting the field 'Would you like to automatically copy your screening ID to use as your subject ID?' to 'Yes'.

4.3 Personal details fields

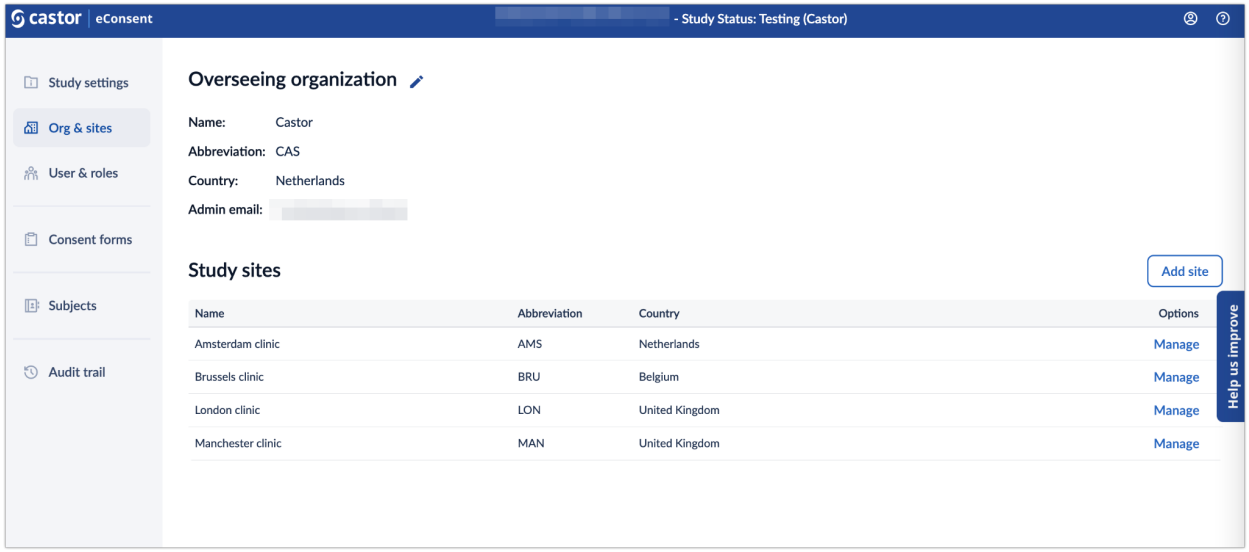
Additional personal details of the subjects can be collected. Data to be collected can be configured in the section 'Personal details fields'. This data is collected on a per study level, and subjects will be prompted to fill in the data. You can also add and edit this information.



- The following subject information can be collected: Name, Date of birth, Gender, Phone number, Address.
- When opening the study as a subject, and there are personal details requested, the subject is prompted to fill in and submit their data before continuing. Subjects can always review their submitted data via the 'Study Profile' tab.
- Changes concerning the subject's personal details are logged in the audit trail.

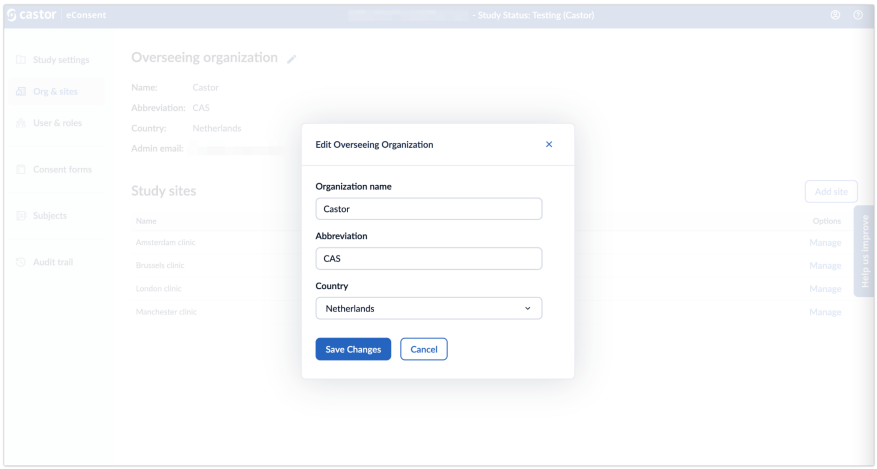
5. Managing overseeing organization and sites

The 'Overseeing Organization & Sites' overview allows changing the details of the main organization, adding new study sites and managing existing ones.



5.1 Overseeing Organization

In this section, you can view the following details related to the overseeing organization: Name, Abbreviation, Country, Admin email. It is possible to edit these details, with the exception of the admin email, by clicking on the pencil icon to the right of the Overseeing organization header.

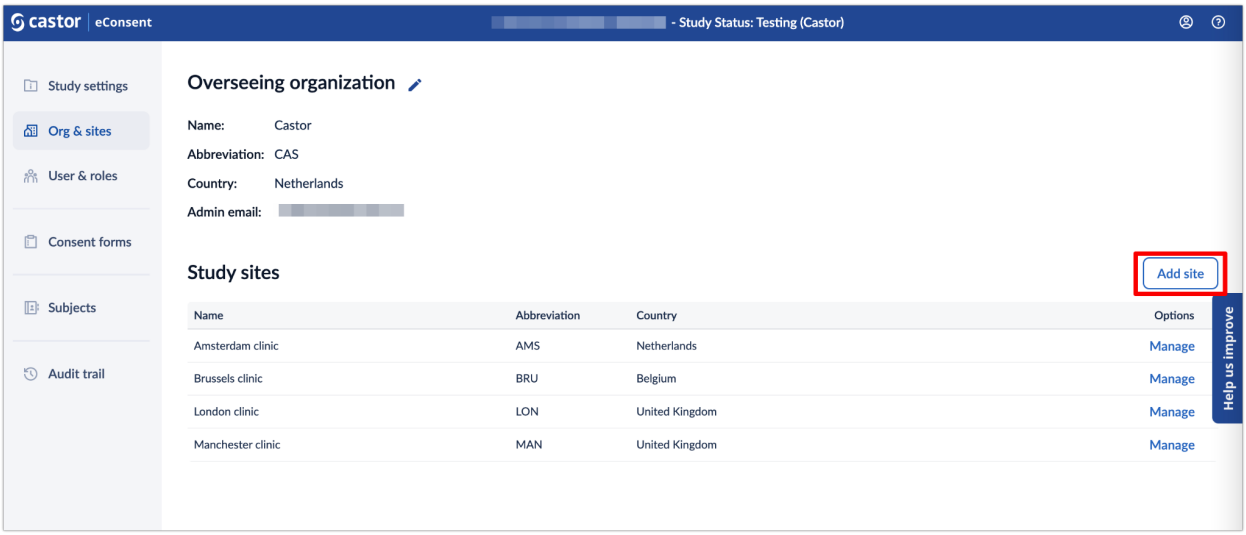


5.2 Adding and editing study sites

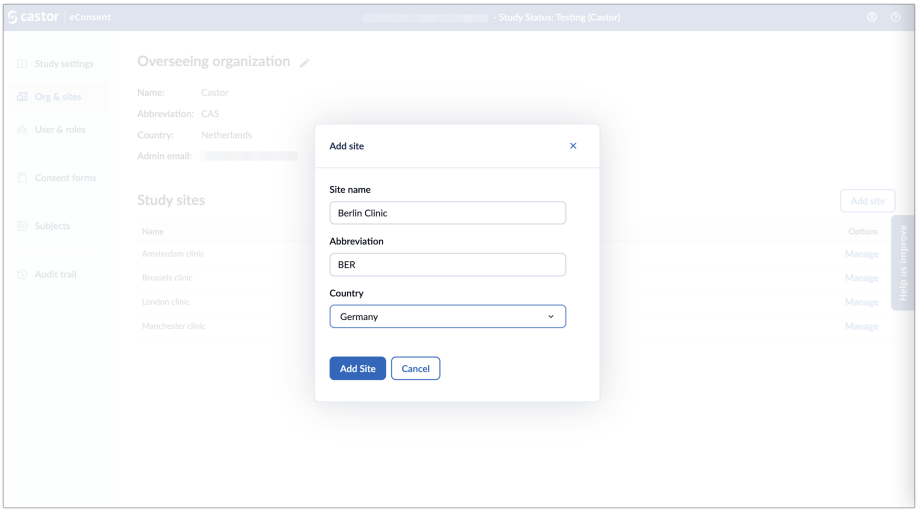
In the 'Org & sites' section, it is possible to manage existing sites and add new sites in the study. Please make sure that you have the 'Study Admin' rights before proceeding.

To add a site:

1. Click the 'Add site' button:

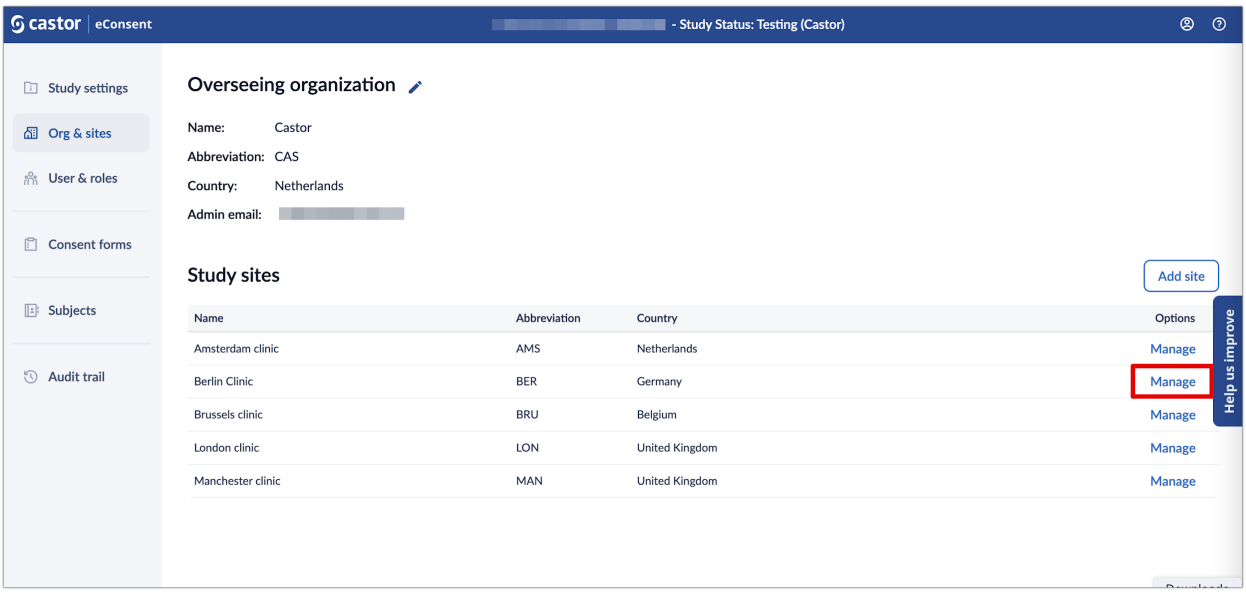


2. Enter the site details such as Site name, Abbreviation, and Country
3. Click 'Add site' to save the changes:

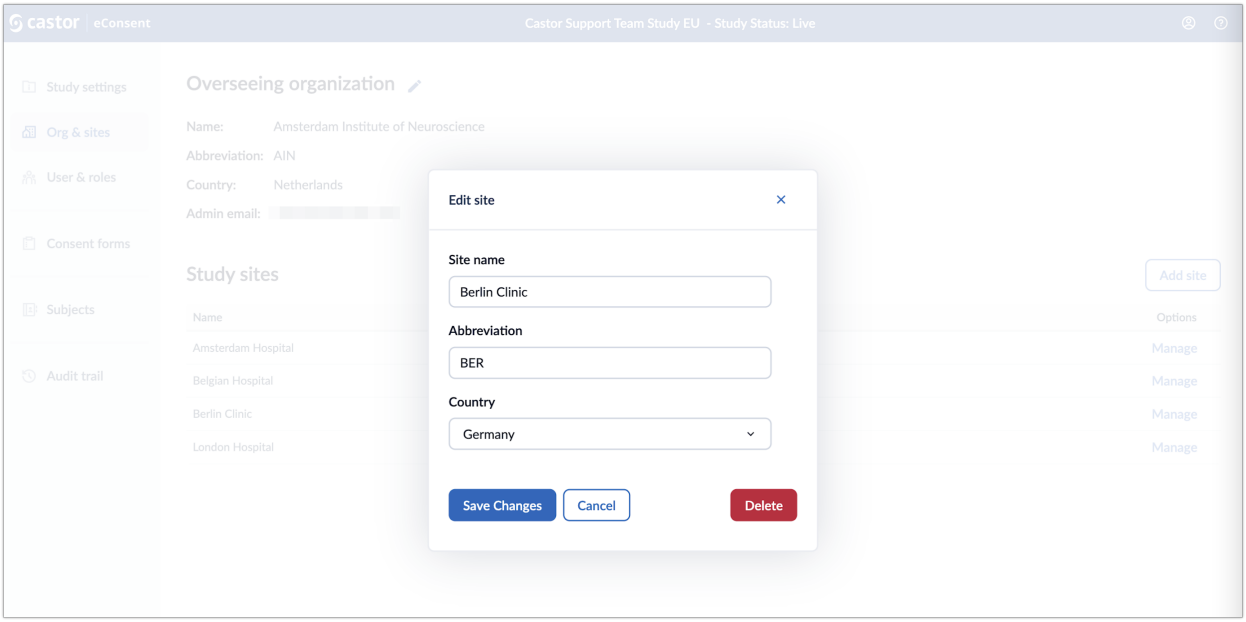


To edit the site details or to delete a site:

1. Click on the ‘Manage’ icon in the ‘Options’ column.



2. A pop-up window will appear where you can adjust the site details accordingly.



3. After editing the site information, click on ‘Save changes’ to apply the changes.

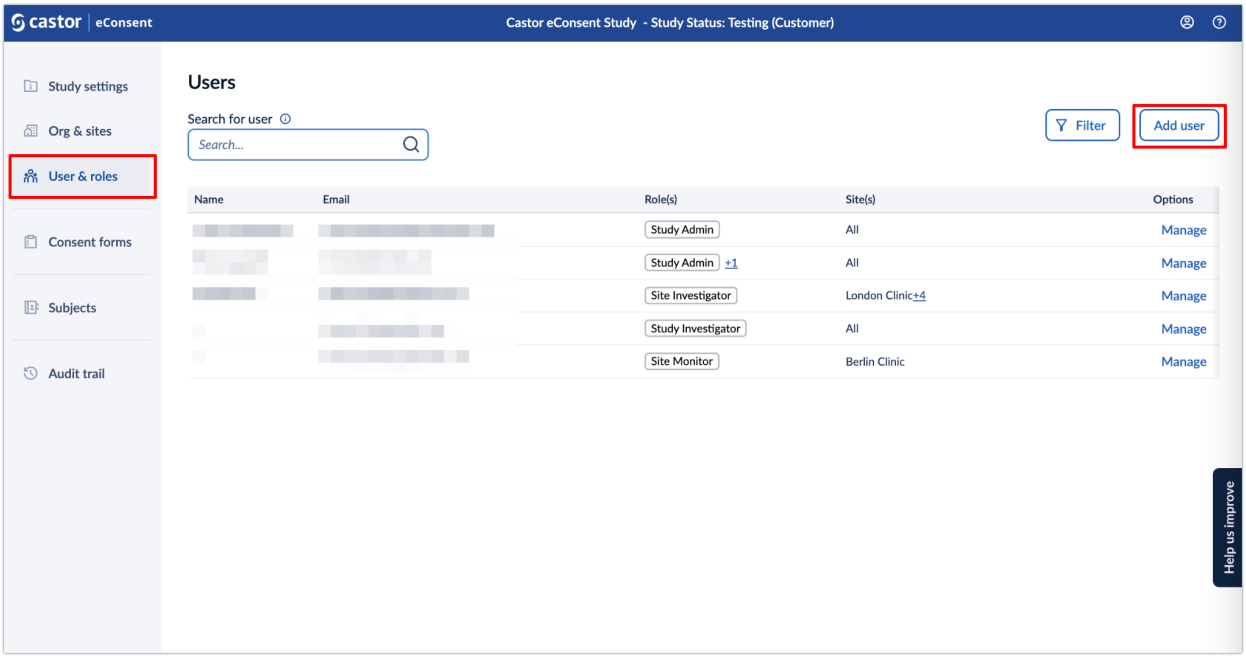
4. If you would like to delete the site, click on the ‘Delete’ button. A confirmation message will appear. Keep in mind that it is not possible to delete a site, if it is associated with a subject, an informed consent form or a user.

6. User and roles

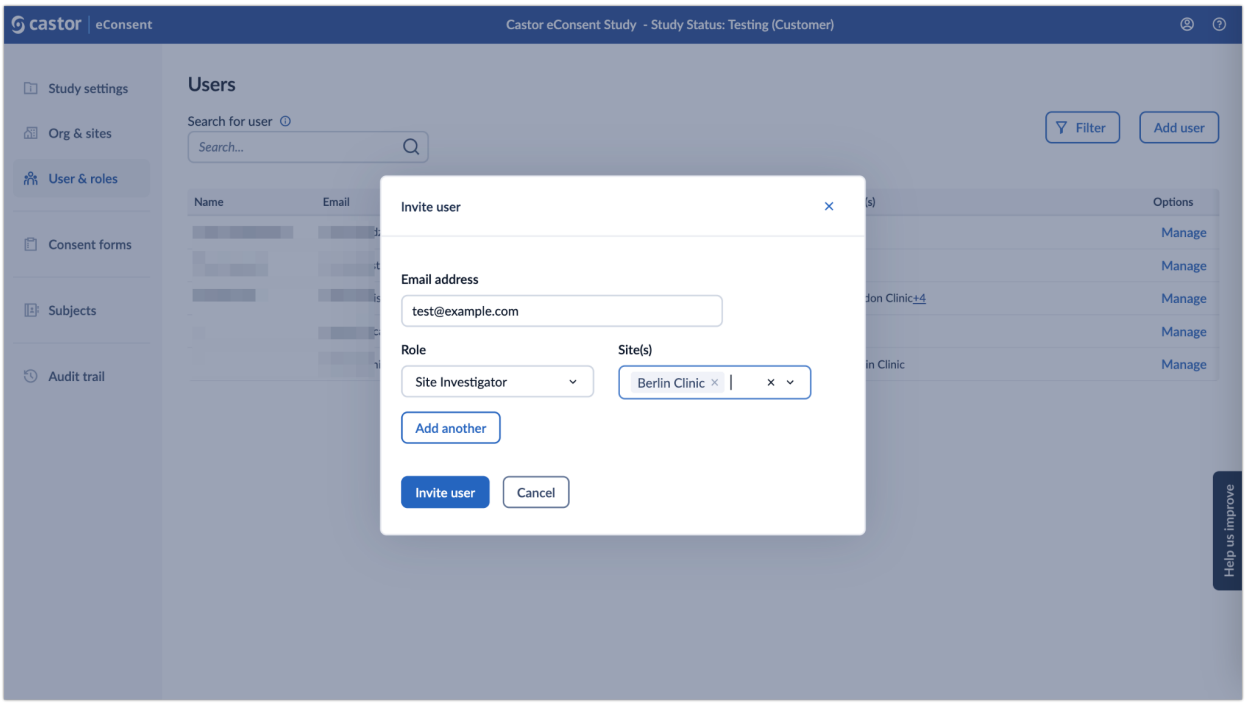
The User & Roles page displays the names, emails, roles, and sites for everyone with access to your study. From this page, it is possible to revoke access, view pending study invitations, and re-send or cancel invitations.

6.1 Adding a user

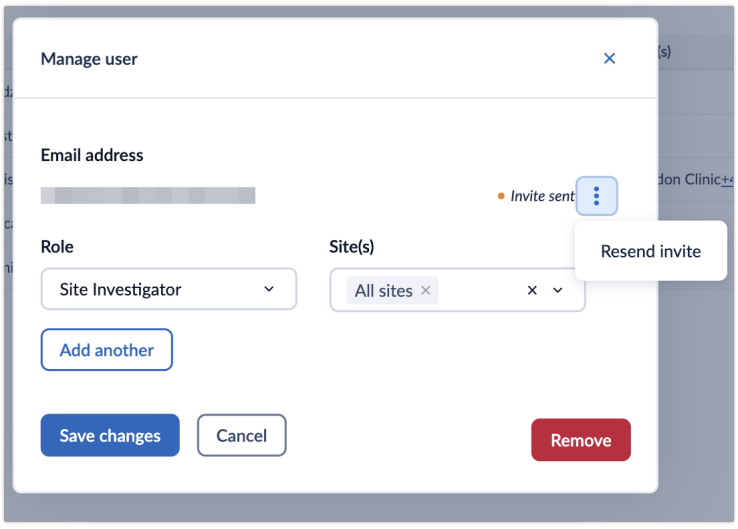
1. Navigate to the 'Users' tab.
2. Click on 'Add user' to add someone to the study.



3. A pop-up will be shown. Fill in the user's email address and select a site to which the user belongs and assign the role. You can also click on the 'Add another' button to assign another role to the user.



4. Press 'Invite user'. The added users will be shown in the Users list.
5. To check the status of the invite, you can click on the 'Manage' button. There are two statuses available - Invite sent or Invite rejected. Click on the three dots next to the invite status to resend the invitation.



6. If you would like to remove the user, click on the 'Remove' button.

6.2 User roles

The user role(s) can be assigned at the Study level, which means that the role will be applicable for all sites in the study. This includes the role(s) of Study Admin, Study Monitor, Study Investigator, and Study Read-only. Alternatively, you can assign site-specific user roles which will only be linked to selected site(s). These include the role(s) of Site Admin, Site Investigator, and Site Monitor.

It is possible to choose from the following list of the default roles:

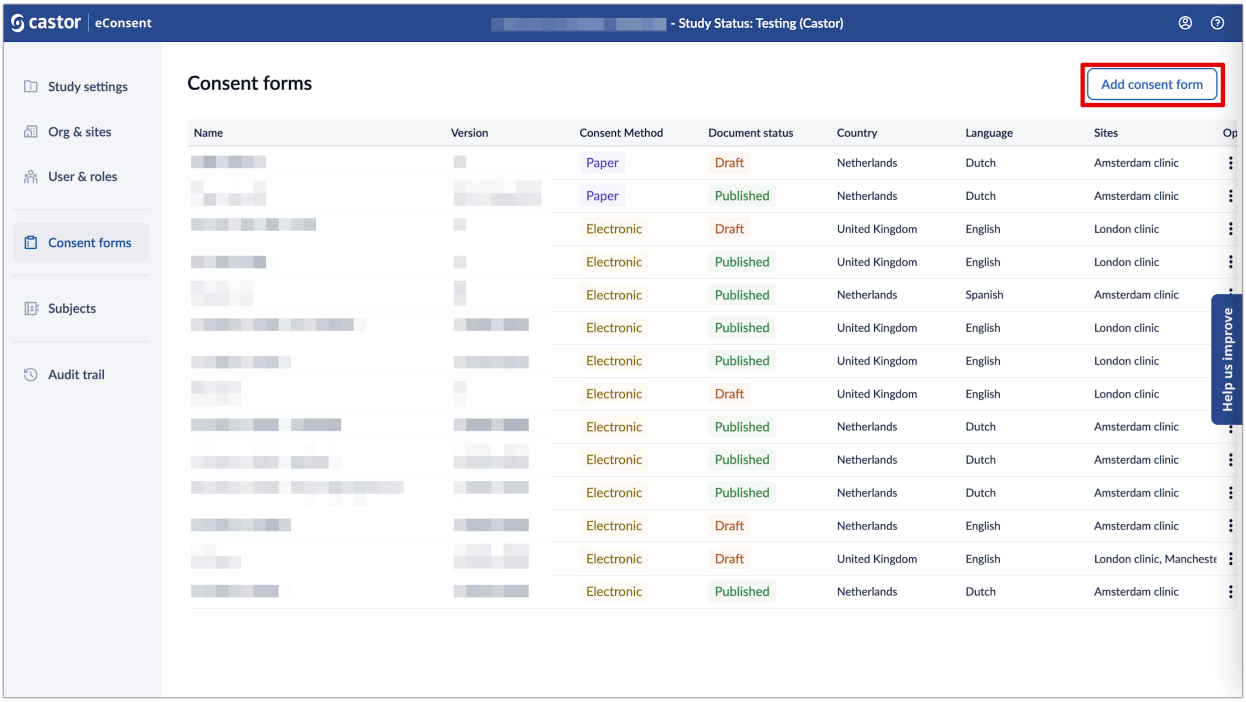
- **Study admin**: The study admin can perform all actions related to the study settings, Org & Site, User Roles, and Consent forms.
- **Site admin**: The site admin can view study settings, organization and sites, view, add and edit user & roles, consent forms, invite, view non PII and PII, edit and sign ICF, and view the audit trail.
- **Study/Site investigator**: The study and site investigator can view study settings, organization and sites, view user & roles, consent forms, invite, view non PII and PII, edit and sign ICF, and view audit trail for a study or site respectively.
- **Study/Site monitor**: The study and site monitor can view study settings, organization and sites, view user & roles, consent forms, view non PII and PII, and view audit trail for a study or site respectively.
- **Study/Site read-only**: The study and site read-only role allows to view study settings, organization and sites, view user & roles, consent forms, view non PII, and view audit trail for a study or site respectively.

7. Consent forms

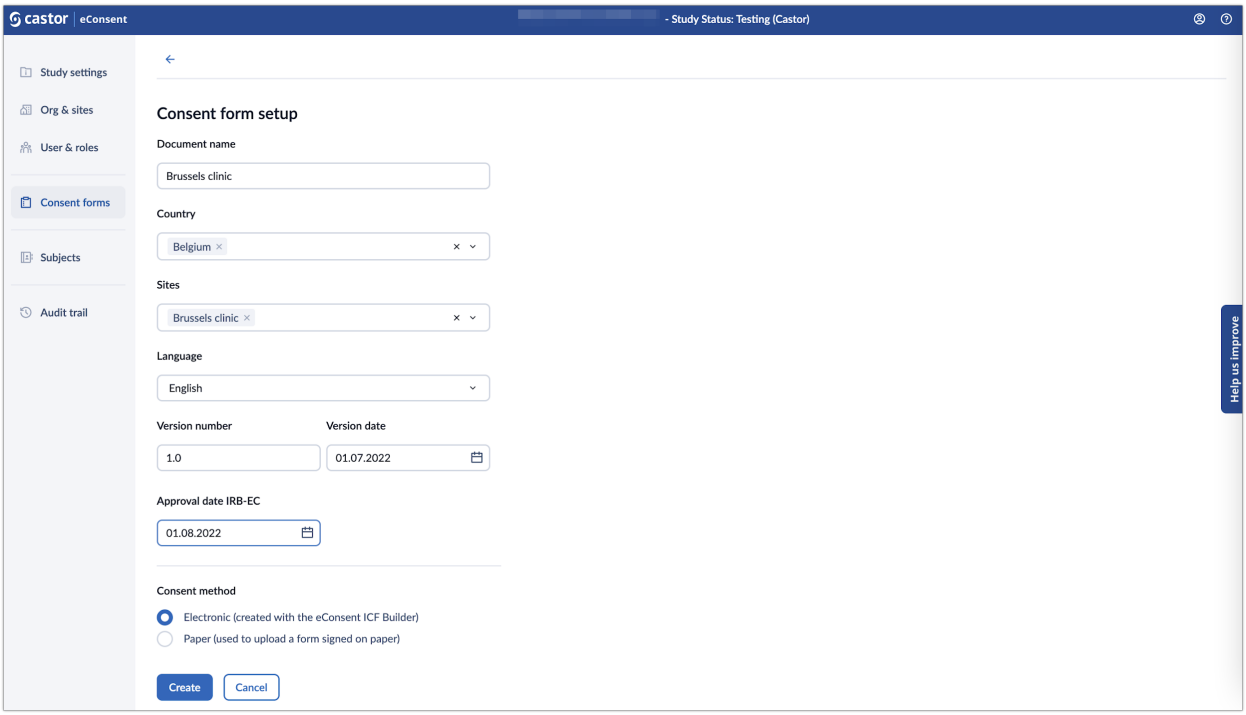
The 'Consent Forms' page displays the names, versions, and other relevant details of the consent forms. From here it is possible to create new consent forms and manage existing ones.

7.1 Adding a new consent form

1. Click on the ‘Add consent form’ button.



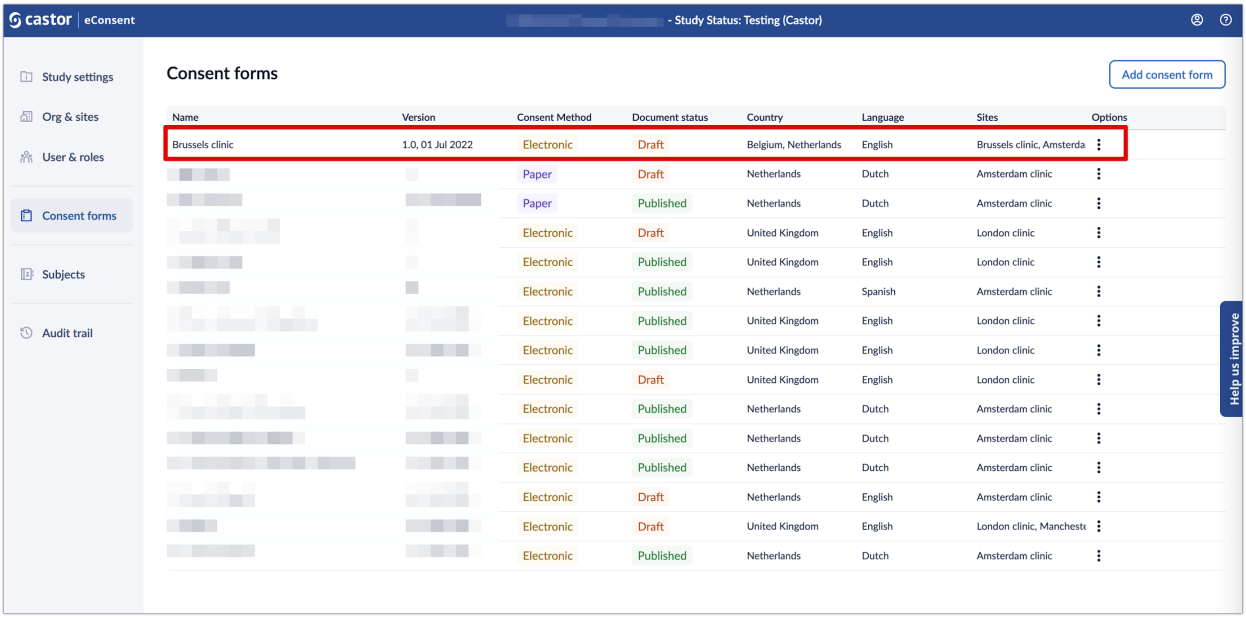
2. You will be taken to the ‘Consent form setup’ page to specify the details of the new consent form:



- **Document name**: title of a consent form
- **Country**: country(ies) to which a form can be linked
- **Sites**: site(s) where a consent form is available
- **Language**: language of a form
- **Version number**: current version of the form
- **Version date**: date of the form version
- **Approval date IRB-EC**: date when the form was approved by IRB-EC
- **Consent method**: Electronic (created with the eConsent ICF Builder) or Paper (used to upload a form signed on paper)

Navigating back to the 'Consent Forms' overview will cancel any applied changes.

3. Click on the ‘Create’ button to create a form. Once the form is created, the status of the form will be changed to ‘Draft’ and it will be displayed in the Consent Forms overview.



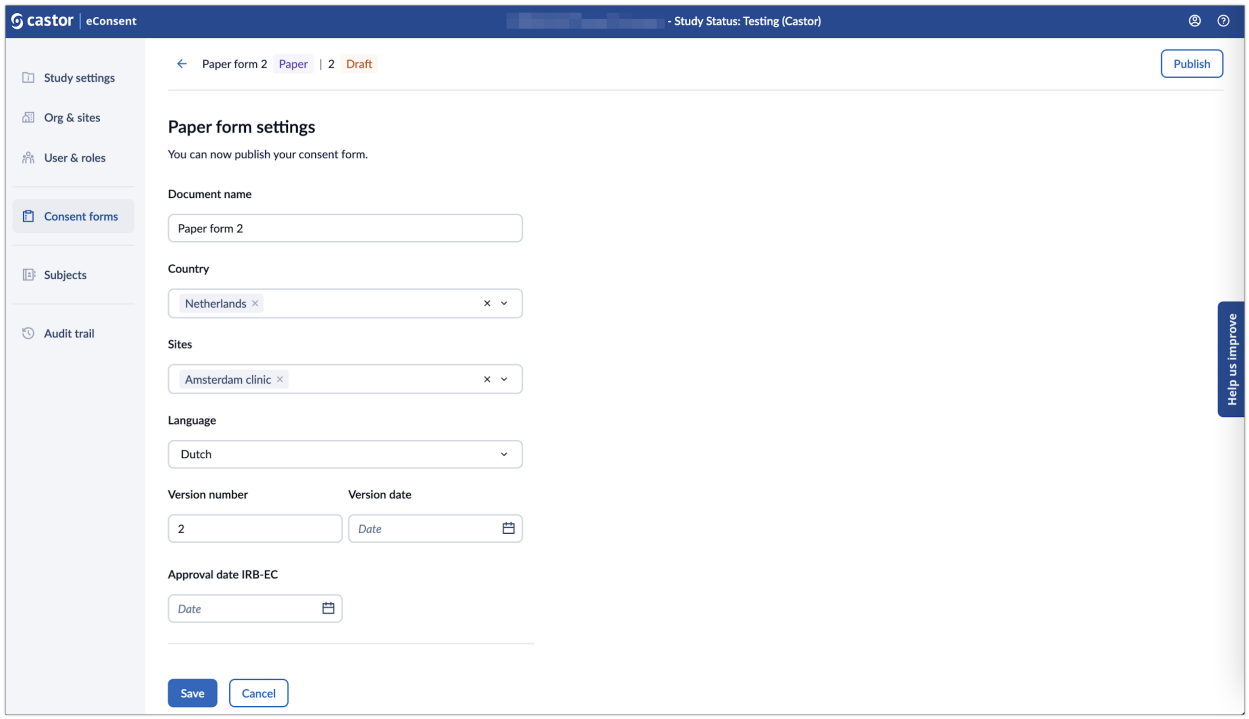
4. To access additional options (Duplicate, Preview, Download, Archive) for each form press the three dots menu on the row related to a consent form.

5. After the form is created, you will need to add the form text and set the relevant form properties. Click on the form row to start adding content to your form.

The ‘Content’ and ‘Settings’ tabs allow you to define your form fields and other properties.

7.2 Paper Consent Form

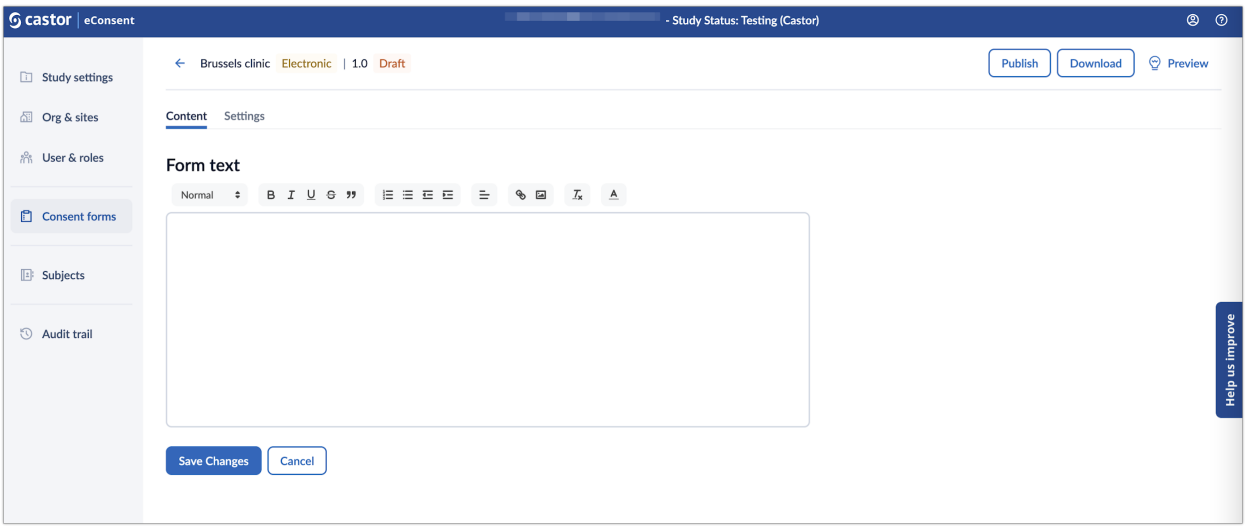
When creating a paper consent form, you will be redirected to the ‘Paper form settings’ page where you can specify the paper form properties: Document name, country, sites, language, version number, version date, approval date IRB-EC.



Press ‘Save’ to save the draft of your form.

7.3 Electronic Consent Form Content

For electronic consent forms, In the ‘Content’ tab, you are able to define the form text, add checkboxes and signature statements, and publish, download or preview your consent form.

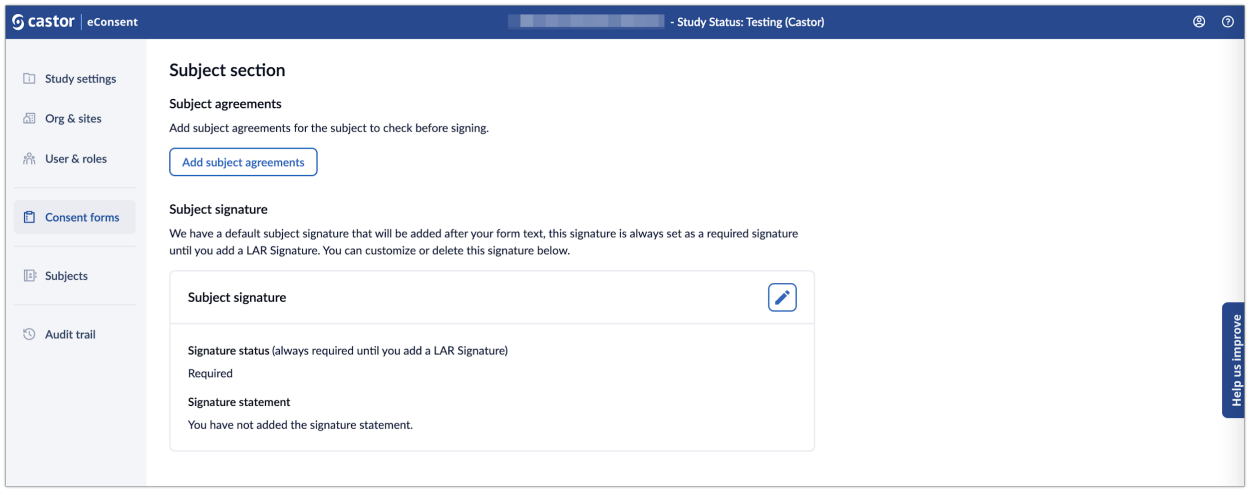


Form text: here you can include the form text and format the text. Make sure to click on the ‘Save changes’ button, as the text will not be saved automatically.

In the following sections you can define signature statements for subjects, legally authorized representatives and study team members. The needed signatures on the consent forms can be configured for each form.

7.3.1 Subject Section

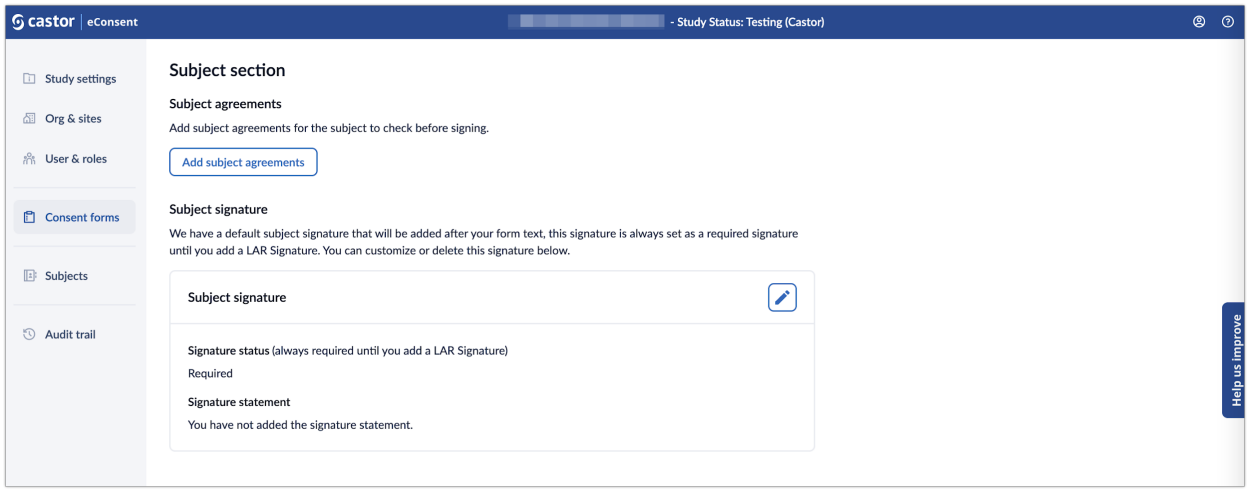
In the subject section you can define subject agreements and signature statements.



Subject agreements

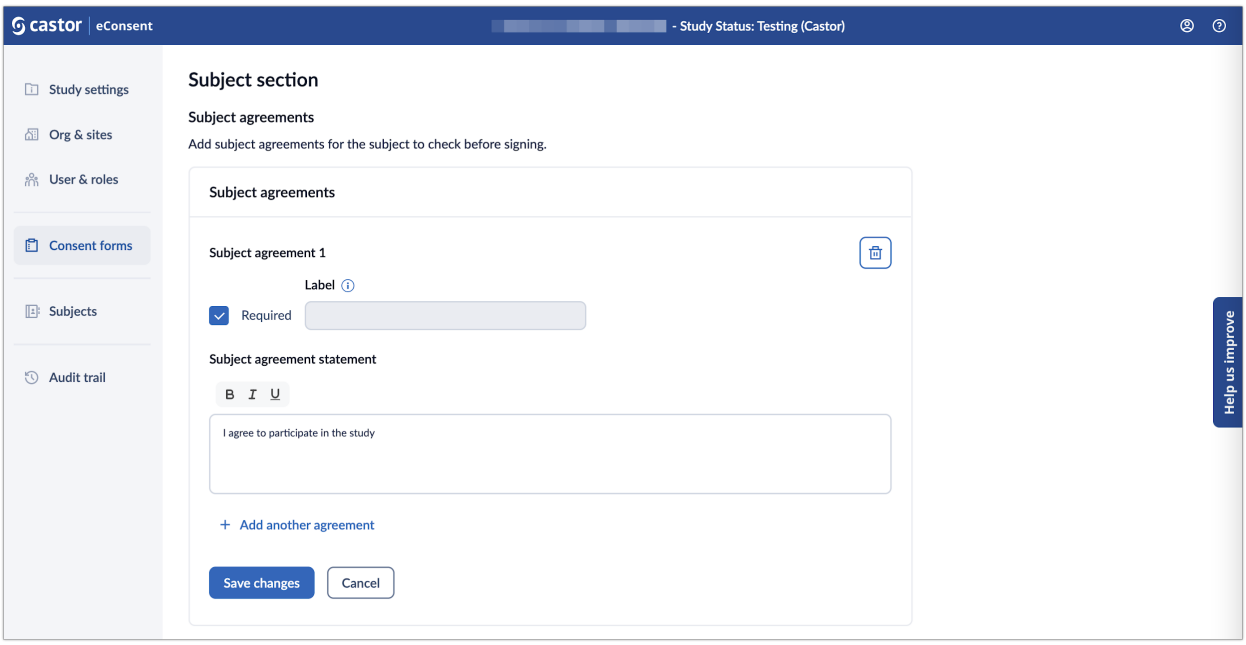
It is possible to add subject agreements for the subject to check before signing. Follow the steps below to add/edit or remove a subject agreement:

1. In the 'Subject agreements' section, click on the 'Add subject agreements' button to add an agreement.

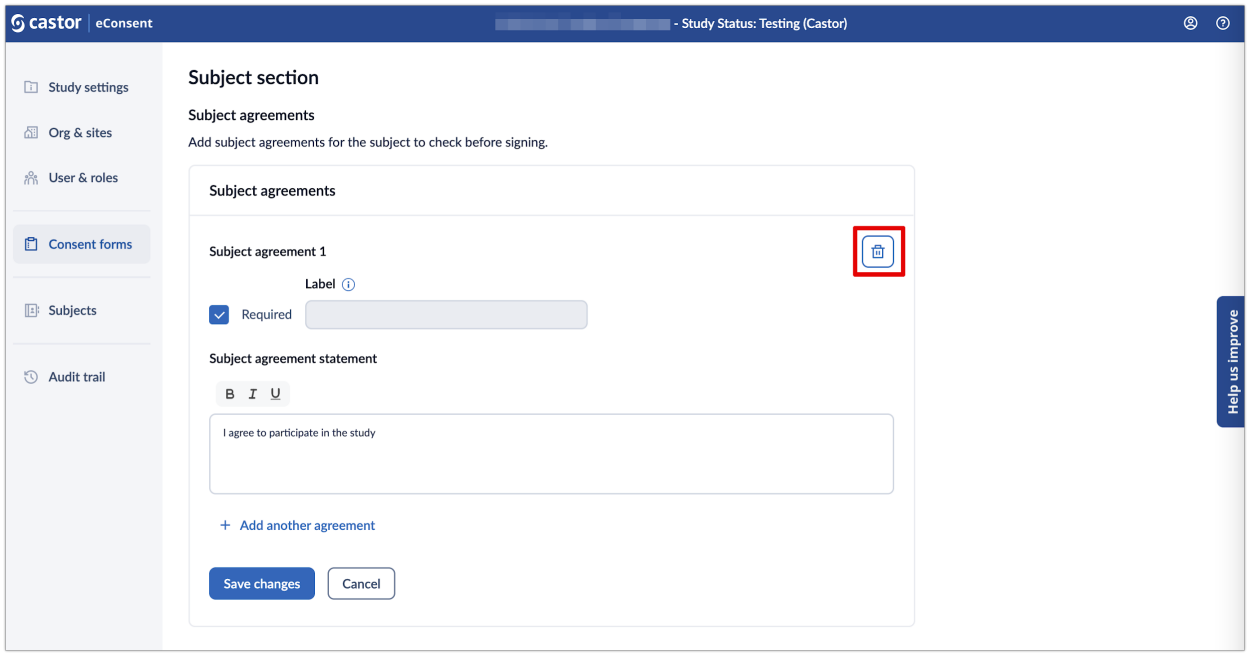


2. A 'Subject agreement' dialog window will appear which allows to define the following properties of a subject agreement:

- **Required**: this option will make the subject agreement mandatory;
- **Label**: title for the agreement. You can only add a label to optional agreements;
- **Subject agreement statement**: the text of the agreement.

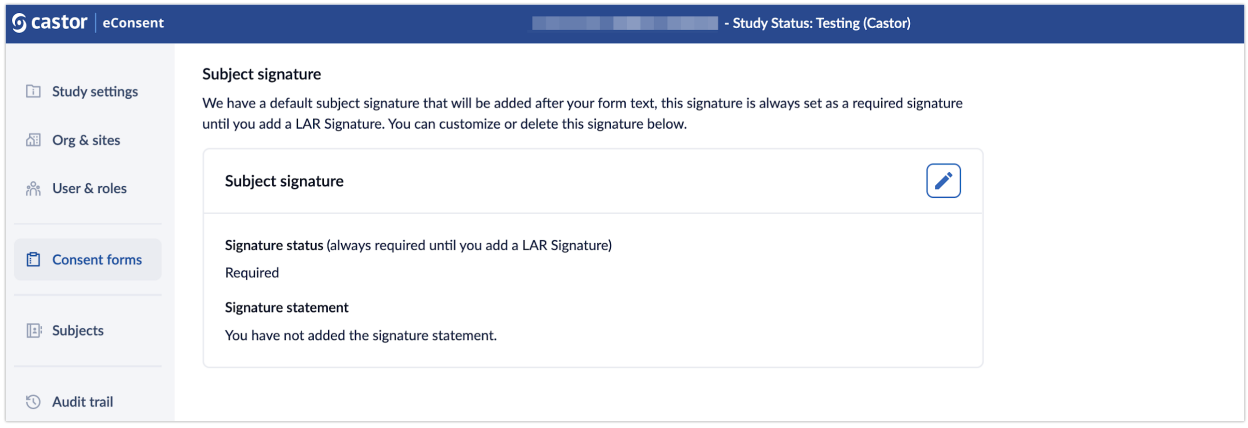


3. Press the ‘Add another agreement’ button to add additional agreements.
4. Press on the ‘Save changes’ button to add the agreement(s) to your consent form. Pressing ‘Cancel’ will reverse the changes.
5. To delete a subject agreement, click on the trash bin icon.



Subject signature

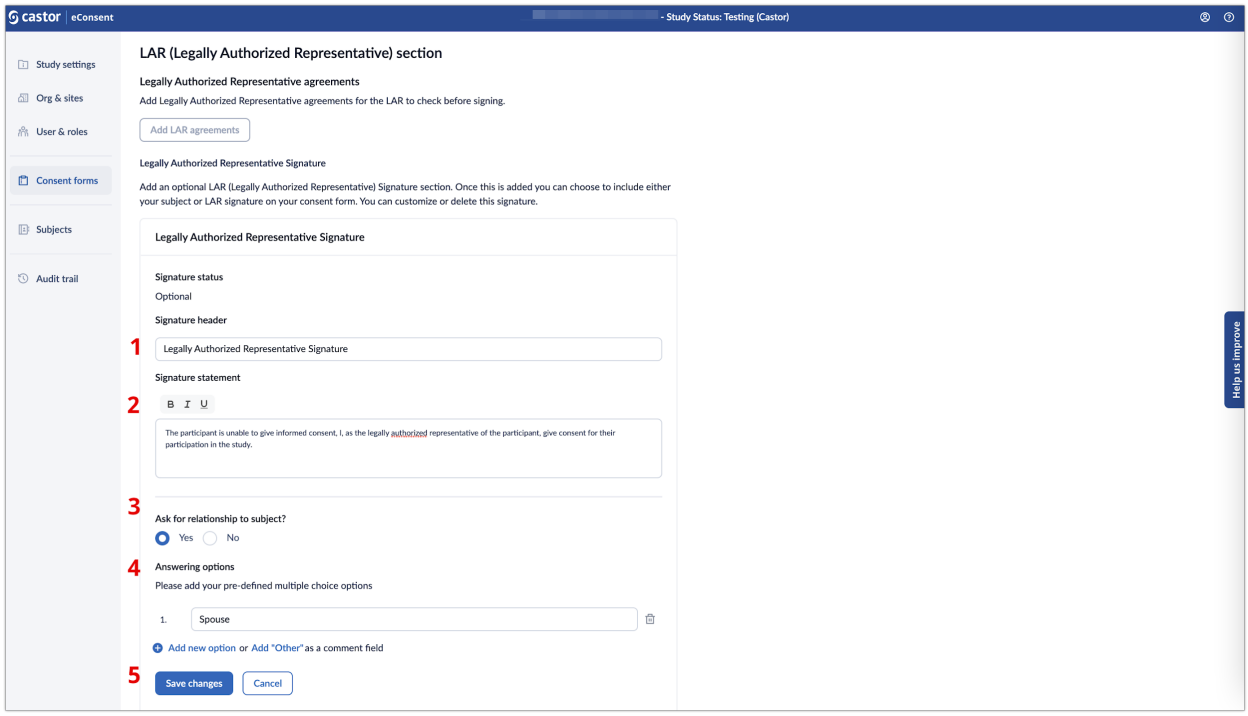
A default subject signature will be added after your form text, this signature is always set as a required signature until you add a LAR Signature. Clicking on the 'pencil' icon allows you to edit signature statements.



7.3.2 LAR (Legally Authorized Representative) section

In this section you can add an optional LAR (Legally Authorized Representative) Signature.

Once this is added you can choose to include either your subject or LAR signature on your consent form.

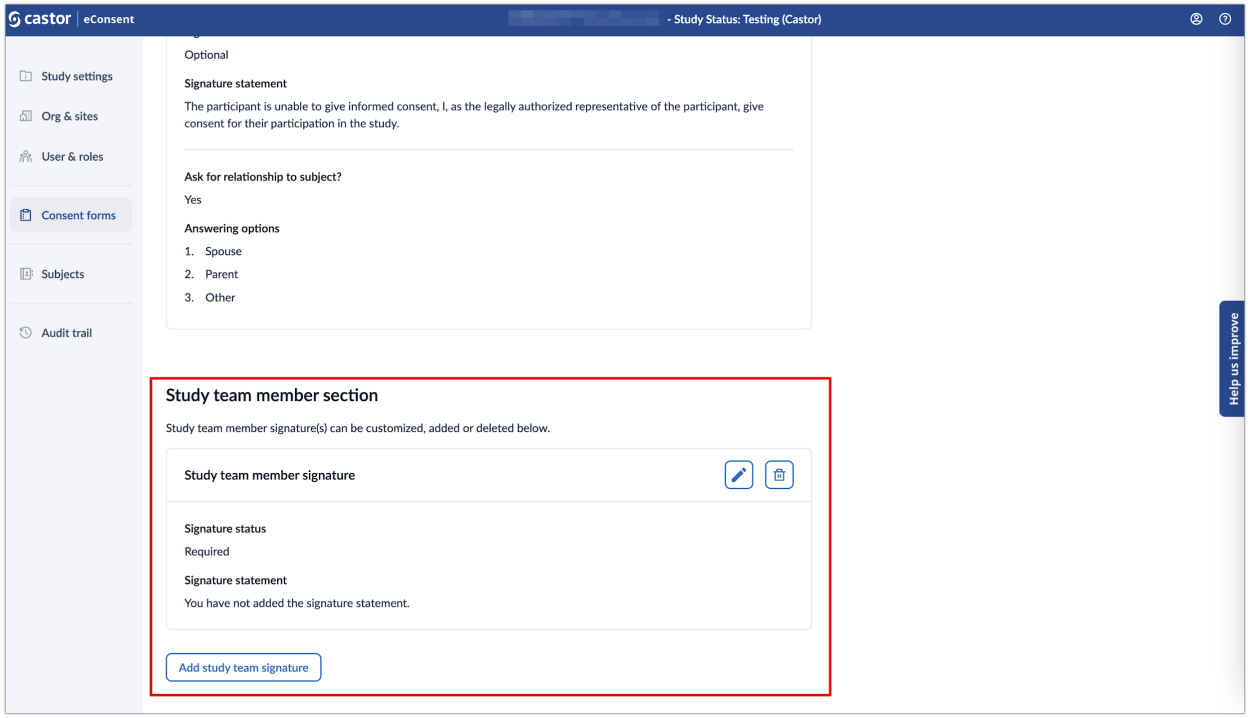


1. **Signature header**: allows you to define your customized signature title (maximum 60 characters).
2. **Signature statements**: here you can define the signature statement for the user that will sign the consent form.
3. **Ask for relationship to subject?**: selecting 'Yes' will allow you to add a list of options (multiple choice) for users to specify their relationship to subject using the 'Add new option' button.
4. **Answering options**: Here you can add your pre-defined multiple choice options. Additionally, you can choose the 'Add Other' as a comment where the users can provide their own answer in the text field. If the relationship to the subject is not required, selecting the 'No' option disables the question in the LAR signature section.

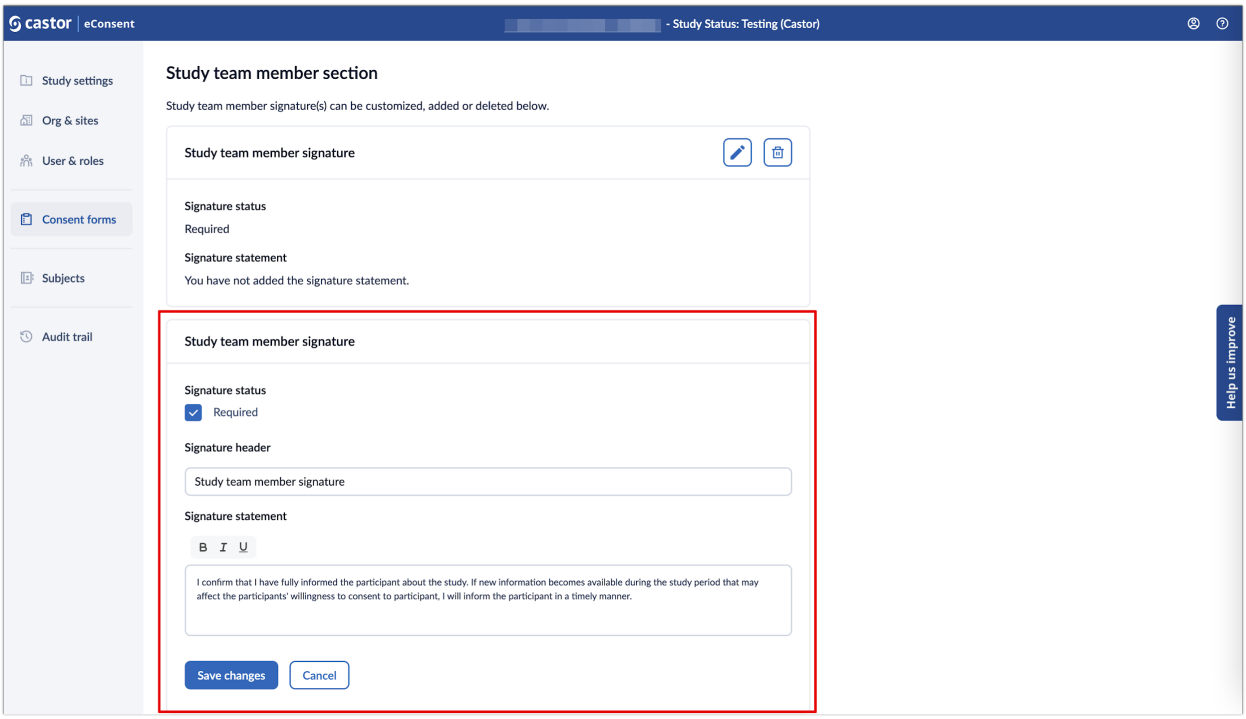
5. Click on the '**Save changes**' button to add the LAR signature. If you would like to reverse the changes, click on the 'Cancel' button.

7.3.3 Study team member section

In this section you can add, customize or delete study team member signatures.



It is possible to have none or maximum two study team signatures. When only one signature is added, it will be set to 'Required' by default. The headers of the study team member signatures are configurable per ICF template.



To add or edit a study team member signature, follow the steps below:

1. By default, one study team member signature is present on a form. Click on the pencil icon to edit the signature or on the trash bin icon to remove the signature.
2. When editing the study team member signature, you can define the 'Signature header' and the 'Signature statement'.
3. Click on the 'Saved changes' button to add the signature.
4. To add the second study team signature, click on the 'Add study team' signature'.

A second study team member signature can be added to the ICF template by clicking on the 'Add study team signature' button.

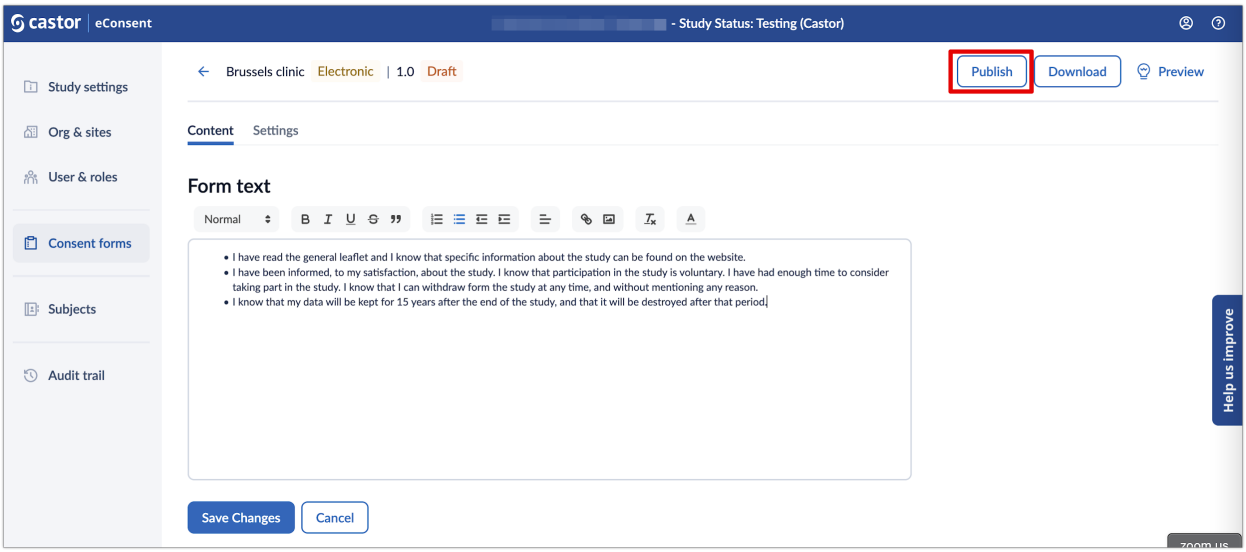
- This second signature can be setup as:
    - **Required** - The second study team member signature component always needs to be signed before the ICF is set to completely signed (status 'Consented');
    - **Optional** - If it is unknown upfront whether a second study team member signature is needed for a specific form or subject, the second signature can

be marked as optional. In that case, the second study team member signature component needs to be (de)activated by the first study team member that signs the ICF. If the signature component is deactivated, it can no longer be signed. If the signature component is activated, it has to be signed before the ICF is set to completely signed ('Consented').

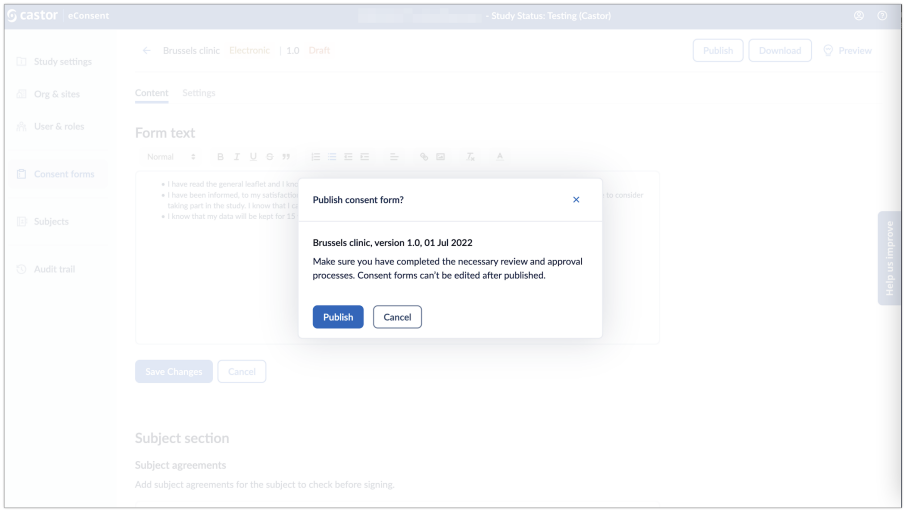
- The section 'Additional signature(s) details' in the 'Consent form (most recent)' card on the profile page of the subject displays the consent status of the additional signature, the header name of the additional signature, and whether a notification has been sent.
- When there is a required second signature component, or an activated optional second signature component, a signature can be requested by sending an email notification.
- Should a second signature component be activated by mistake, this component can be deactivated again via the action by clicking on the three dot menu of the ICF. This also works the other way around; a deactivated signature component can be activated again.
- The second study team member signature component can be signed by users with sign rights. The second signatory cannot be the same as the one who is required to sign on the first signature component.
- Activating or deactivating the signature components is logged on the audit trail.

7.4 Publishing the form

When you have finished editing the form, you can publish the form by clicking the 'Publish' button at the top of the 'Content' tab.

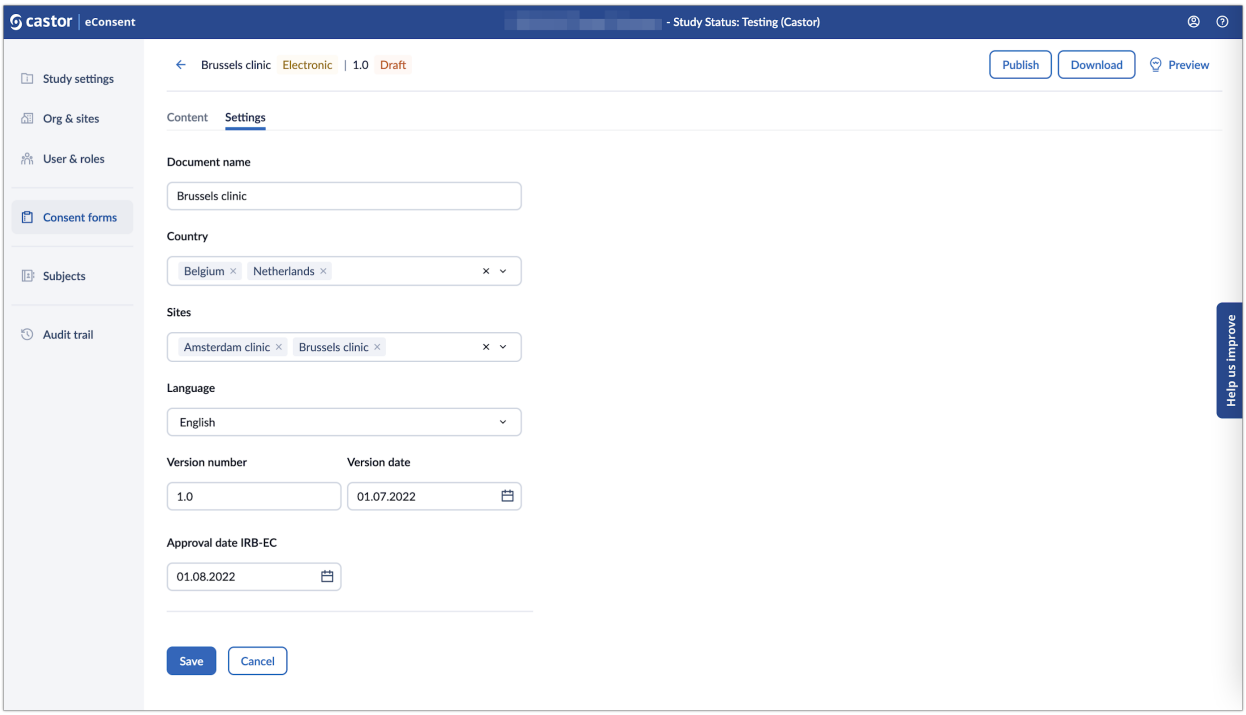


Once the form is published, it will no longer be possible to edit the content of the form. Please ensure you have completed the necessary review and approval processes prior to publishing. Click 'Publish' to publish the form.

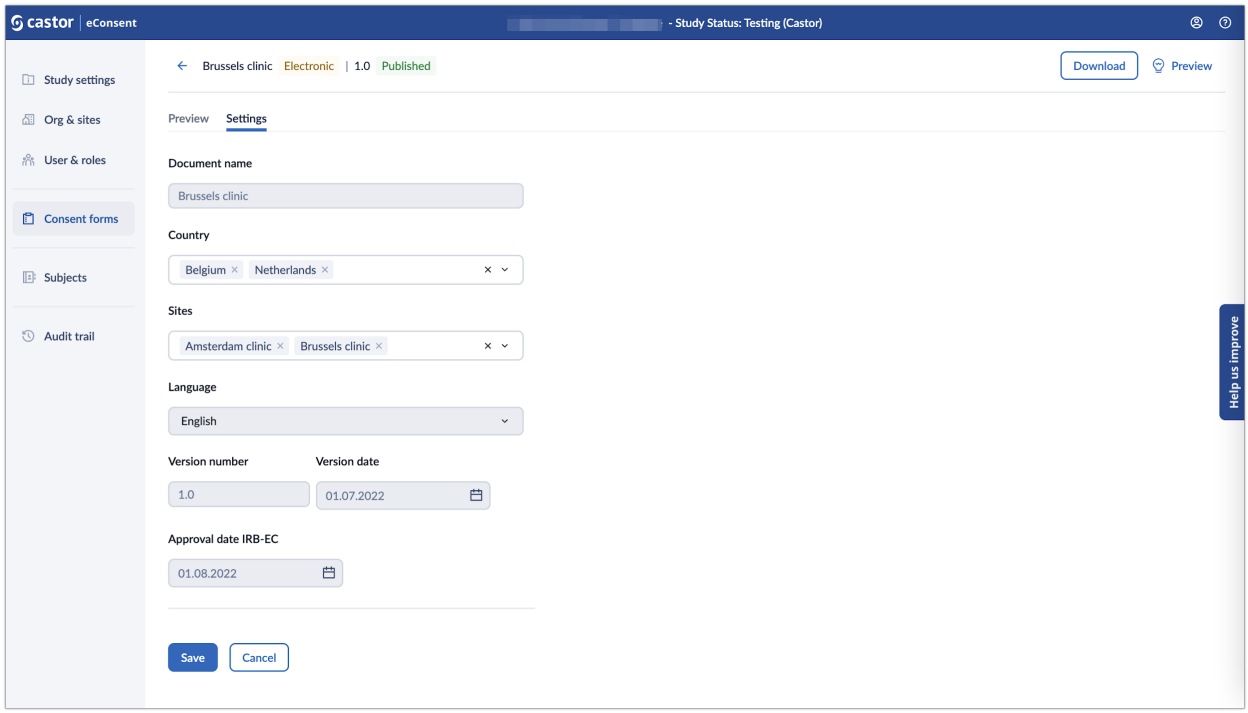


7.5 Settings

In the ‘Settings’ page, you can change the form settings such as Form name, Country and Site(s) to which the form will be available, Language, Version number and Version date.



After the form is published, you will be able to modify the ‘Country’ and ‘Sites’ to which the form is linked in the ‘Settings’ tab and other fields will be grayed out.

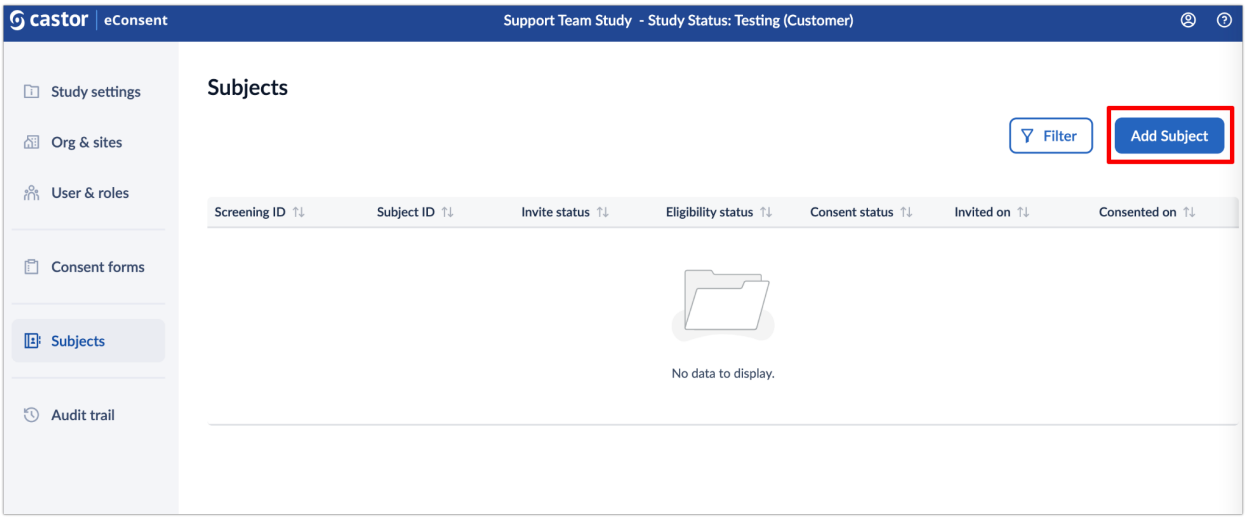

castor | eConsent
- Study Status: Testing (Castor)
Study settings
Org & sites
User & roles
Consent forms
Subjects
Audit trail
Brussels clinic Electronic | 1.0 Published
Download
Preview
Preview
Settings
Document name
Brussels clinic
Country
Belgium
Netherlands
Sites
Amsterdam clinic
Brussels clinic
Language
English
Version number
1.0
Version date
01.07.2022
Approval date IRB-EC
01.08.2022
Save
Cancel
Help us improve

8. Adding a subject

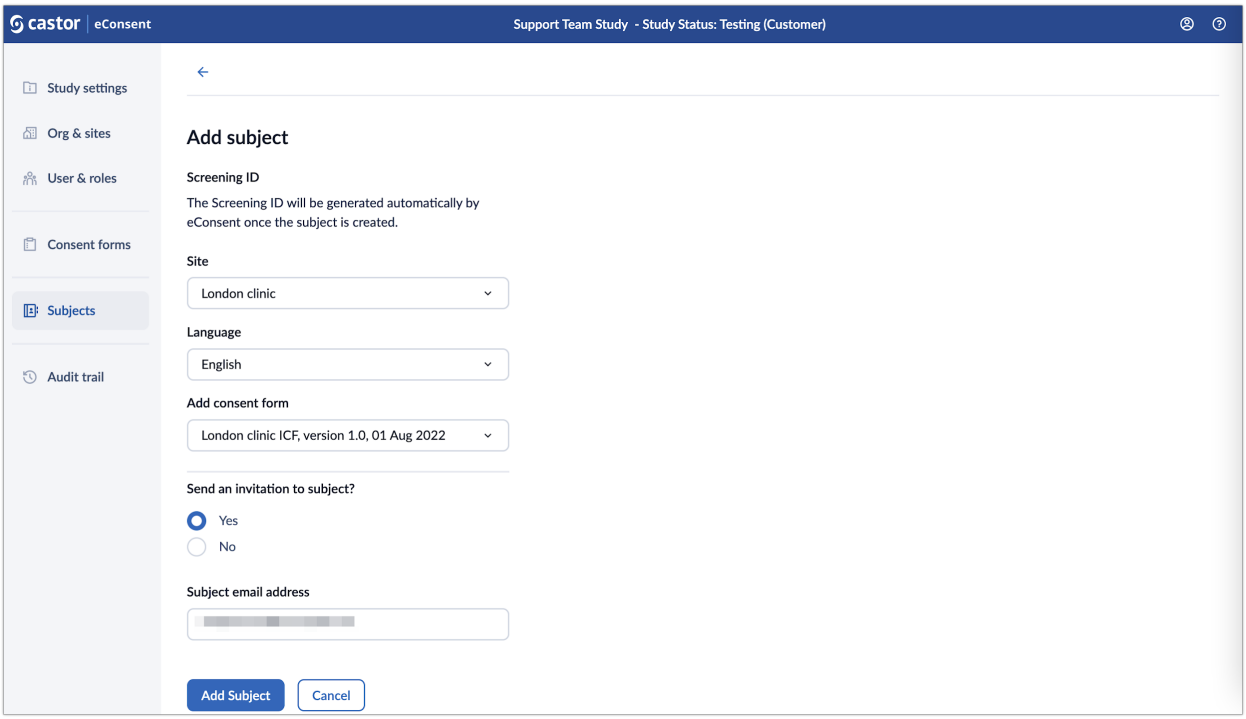
Only users with the 'Site Admin' rights can create subjects.

To create a new subject in your study, follow the steps below:

1. Navigate to the 'Subjects' overview
2. Press the 'Add Subject' button



3. On the 'Add subject' screen, fill out the details:
    - **Site**: choose a site where a subject should be created.
    - **Language**: specify the language
    - **Add consent form**: choose the applicable consent form
    - **Send an invitation to subject?**: set this option to 'Yes' if you wish to send an email invitation to the subject and to 'No' if no notification emails should be sent.
    - **Subject email address**: if you wish to send an invitation to a subject, make sure to add the subject's email address. If no notification should be sent, please skip this field.



If you only have rights for one site or one consent form, the applicable fields will be automatically populated.

4. Once you are ready, click on the 'Add Subject' button to add the subject. Clicking on 'Cancel' will discard all the information. You will be redirected to the 'Subjects' overview screen.
5. When a subject is created, a screening ID will be generated automatically to the 'Subjects' overview.

9. Signing a eConsent form

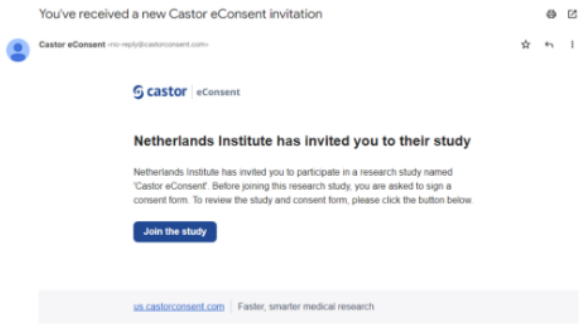
Castor eConsent platform supports two consent methods: Electronic (created with the eConsent ICF Builder) or Paper (used to upload a form signed on paper). Consenting can be done electronically with a subject account or without a subject account (in-person signing). In cases where a paper consent method is used, signed consent forms can be uploaded into the eConsent platform.

9.1 Electronic signing

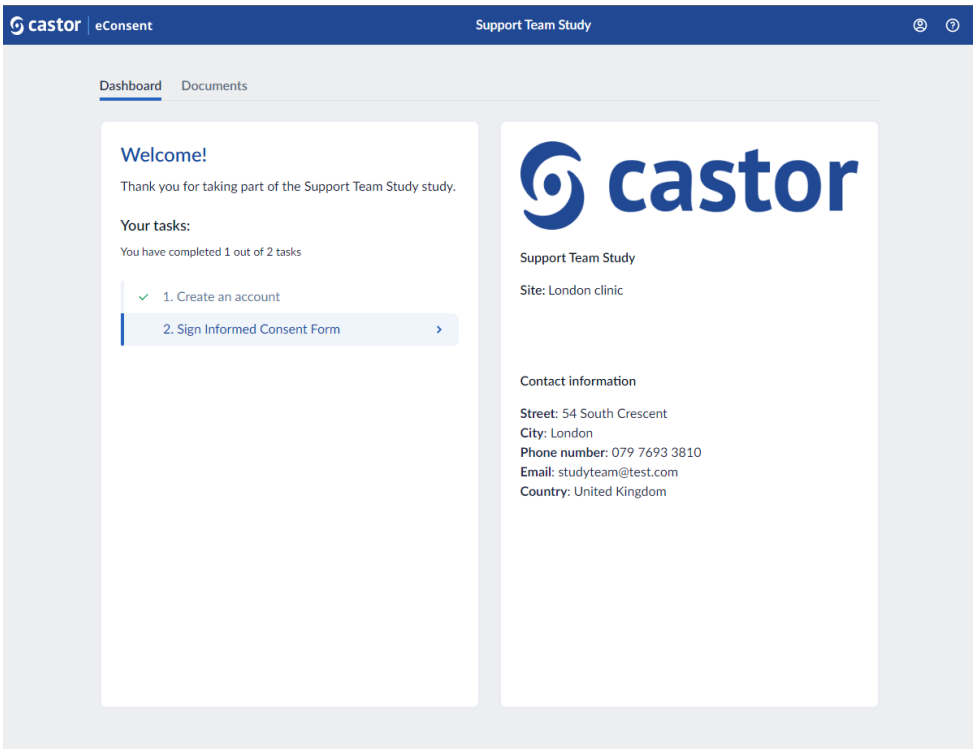
When choosing an electronic consent method, participants can consent online with an account or in-person without creating an account.

9.1.1 Electronic signing with an account (remotely)

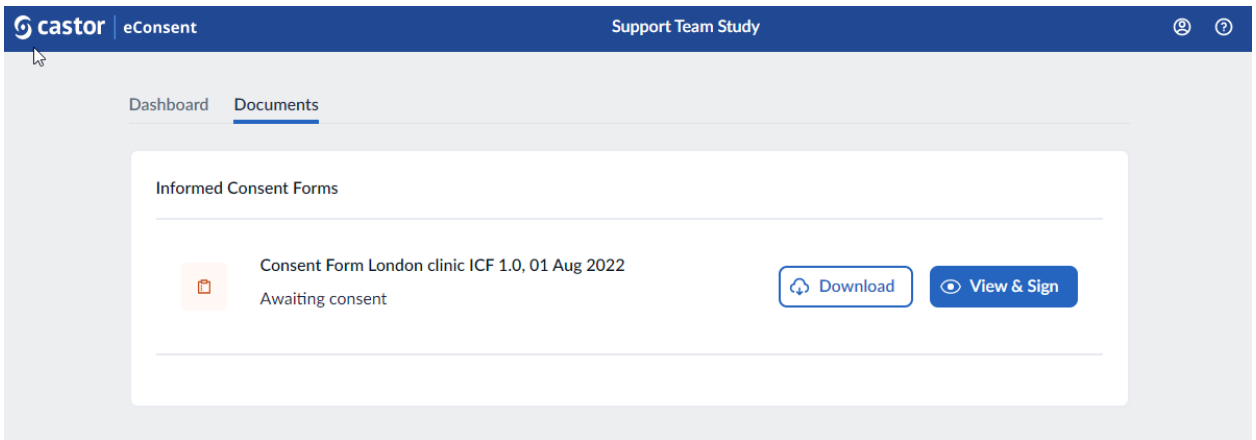
A participant can electronically sign a consent form by creating an account from the invitation email. When a participant clicks on the 'Join the study' button, they need to create an account if they don't have one yet. Participants with an account, can login using their credentials.



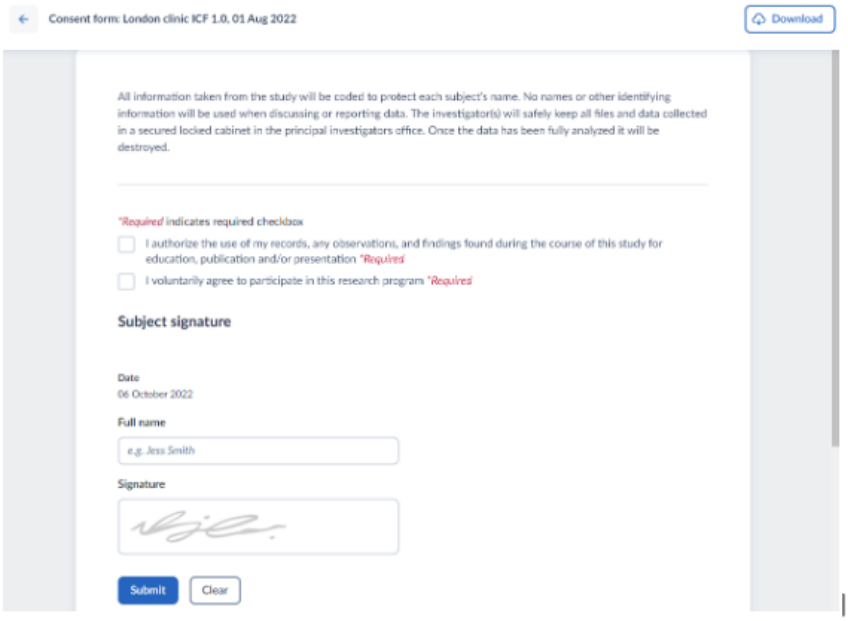
After setting up their account and logging in, a dashboard will be presented.



The participant will need to Press the 'Sign Informed Consent Form' where they can download the consent form or view and sign.



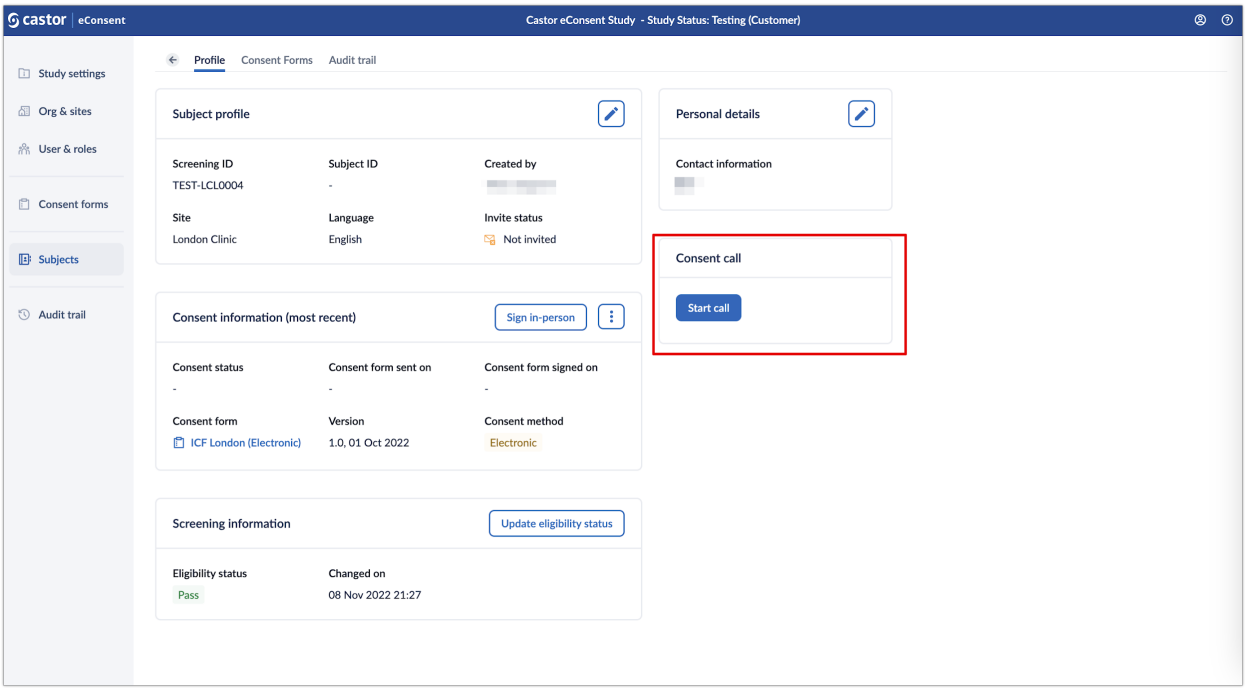
Upon selecting ‘View & Sign’, the participant will then select the required fields, type their full name, add their electronic signature, then press the ‘Submit’ button to submit their signature.



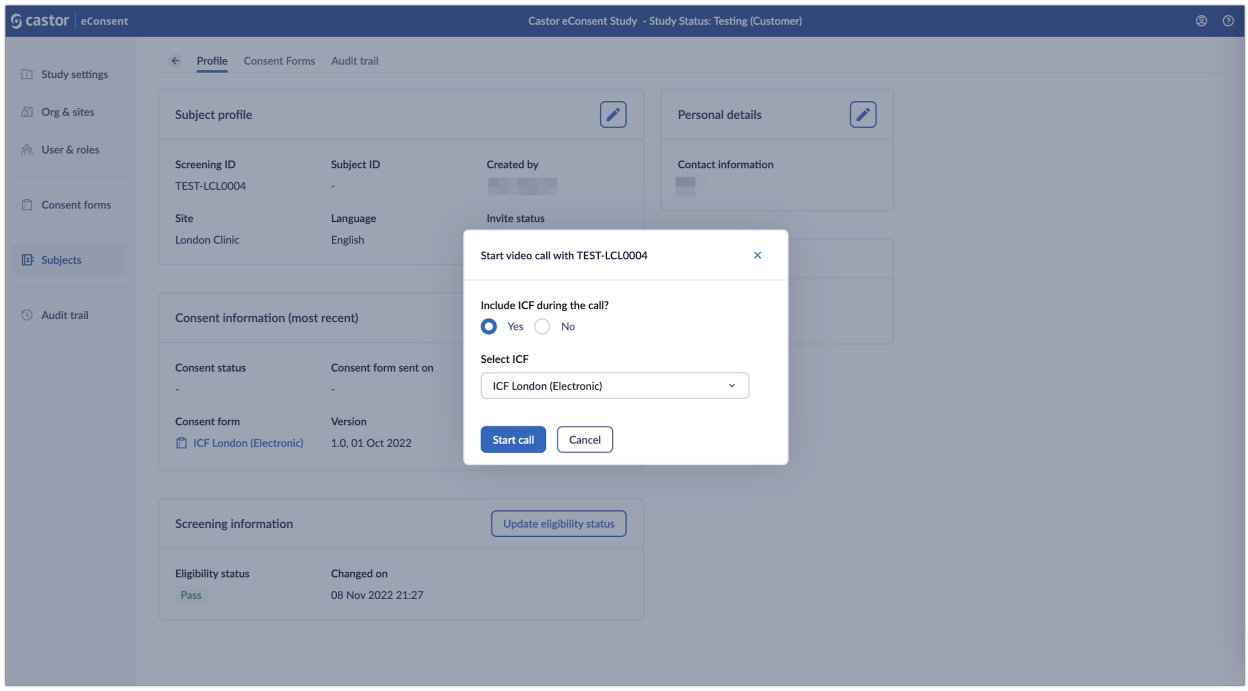
9.1.2 Electronic signing via a Video-call (remotely)

When the option 'Video calling for signing' is enabled in the study settings tab, it is possible to obtain informed consent remotely via a video call.

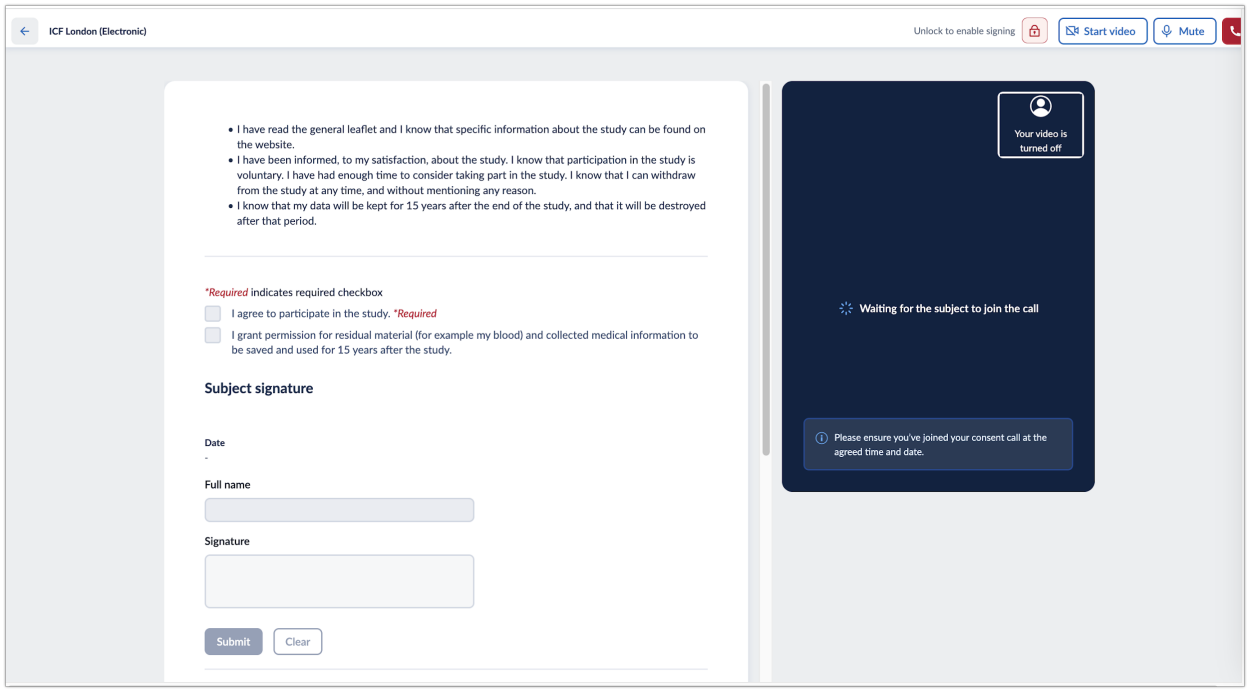
1. Once the configuration is enabled, when opening an individual subject, a 'Consent call' card will appear:



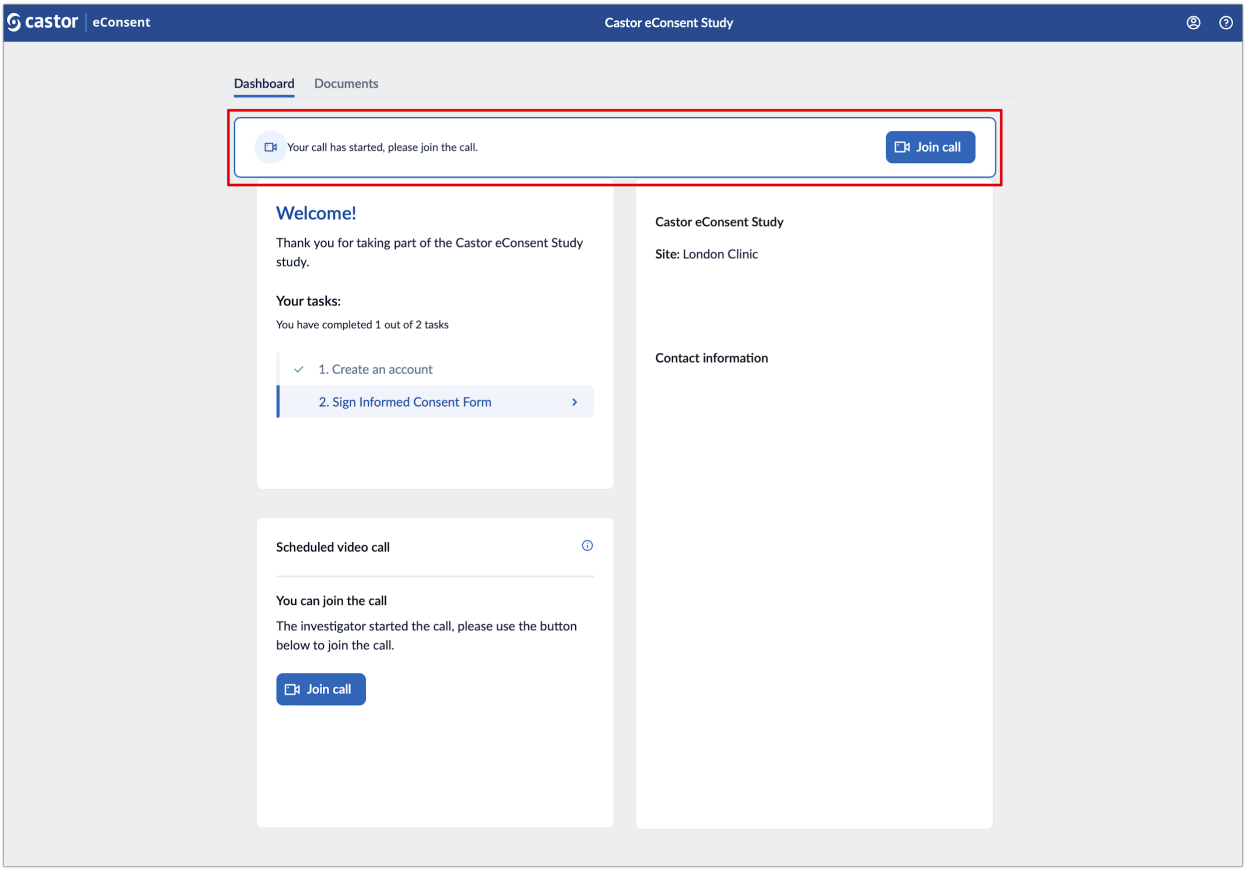
2. Click on the 'Start call' button to initiate the video call. A pop-up window will appear which allows to specify whether an ICF form should be included in the call. Specify which ICF should be included in the 'Select ICF' dropdown field and click 'Start call' button to proceed to the call:



3. You will be redirected to the call screen. During the call, the following options are presented:
    - Unlock to enable signing/Lock to disable signing which allows to enable the ICF for signing and lock it after the form has been signed
    - Start video/Stop video which allows to turn on/off the investigator's camera
    - Mute/Unmute to turn on/off the investigator's microphone
    - End call button to finish the call
    - Arrow to return back to the subject overview



4. Once the investigator starts the call, the subject will see an invitation to 'Join call' within the 'Dashboard' tab.



5. To finish a call, click on the End call button

Please refer to the article Troubleshooting Video/Audio on how to resolve potential video/audio issues.

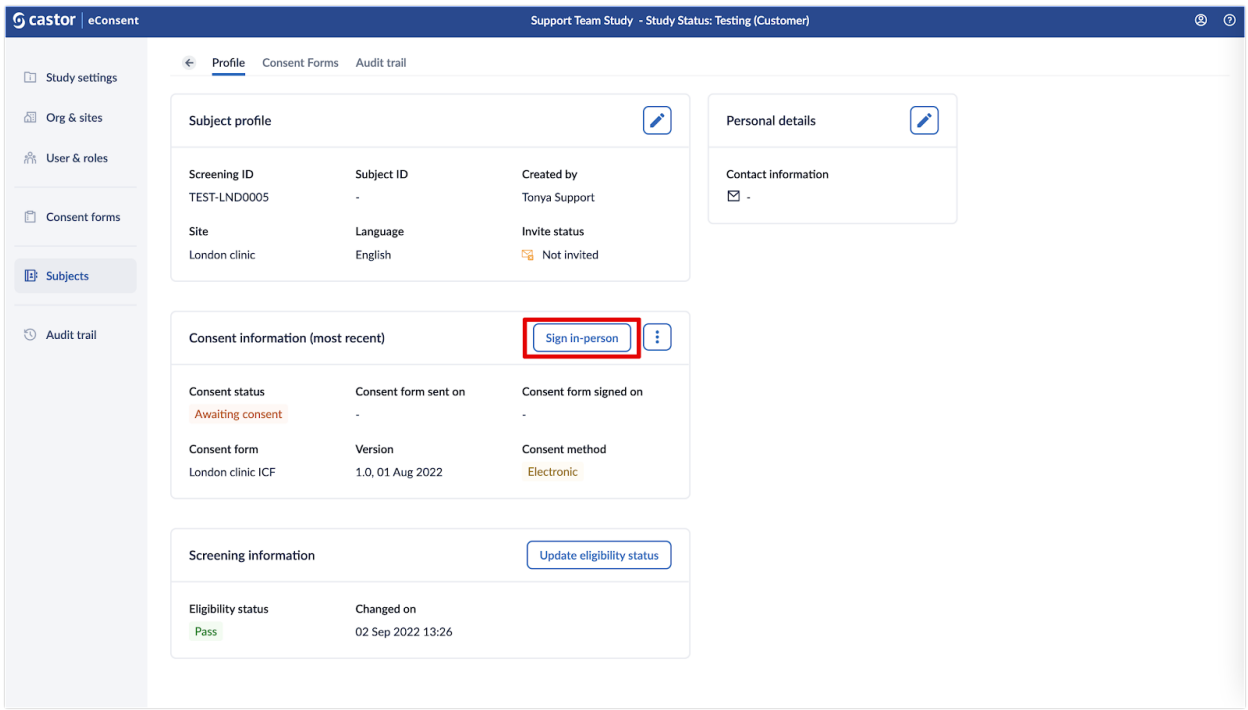
9.1.3 Electronic signing in-person

If a participant is invited to sign the consent form online but instead wishes to sign in-person, if the study allows, follow the steps below.

In-person signing, with or without an account

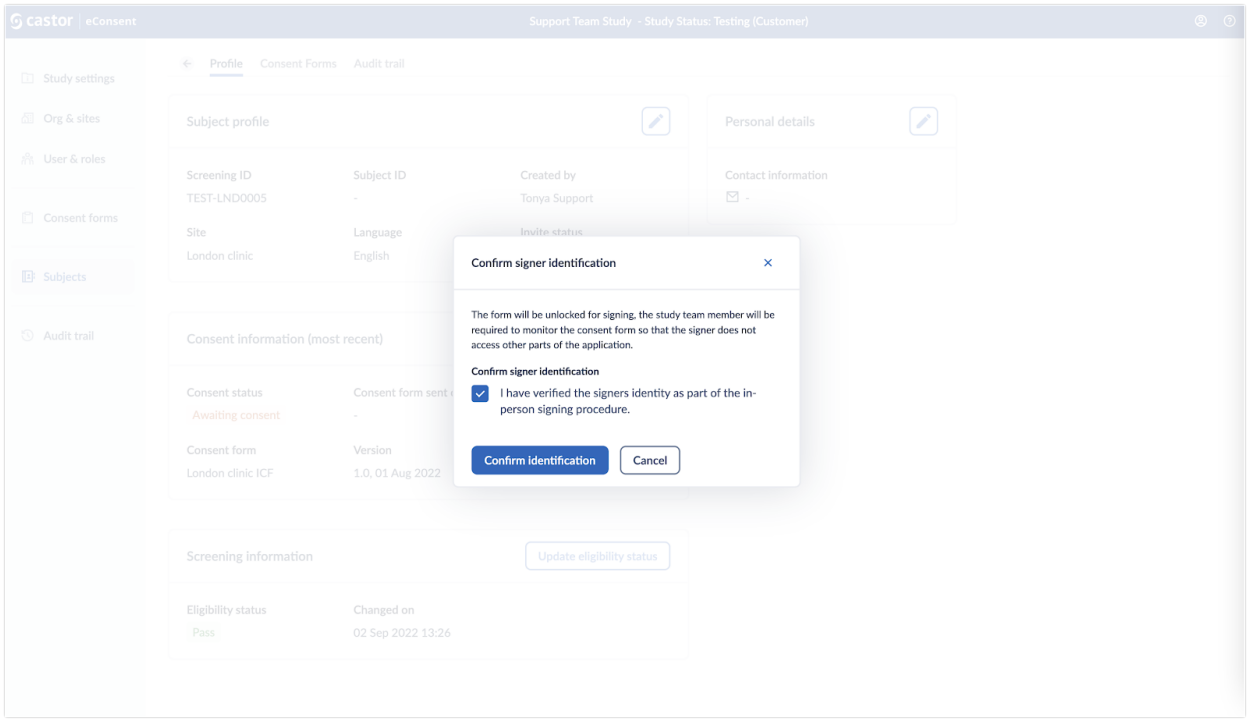
If the study allows in-person signing, the study team members with the 'Site Admin', 'Study Investigator', 'Site Investigator' roles can start the in-person signing flow:

1. Navigate to the 'Subjects' overview and click on the subject row.
2. When there is already an ICF added which hasn't been signed by the subject yet (status of the ICF is "Awaiting consent" if the invite is already sent, or "undefined" if there is no invite sent), in the 'Consent information (most recent)' section, click on the "Sign in-person" option:

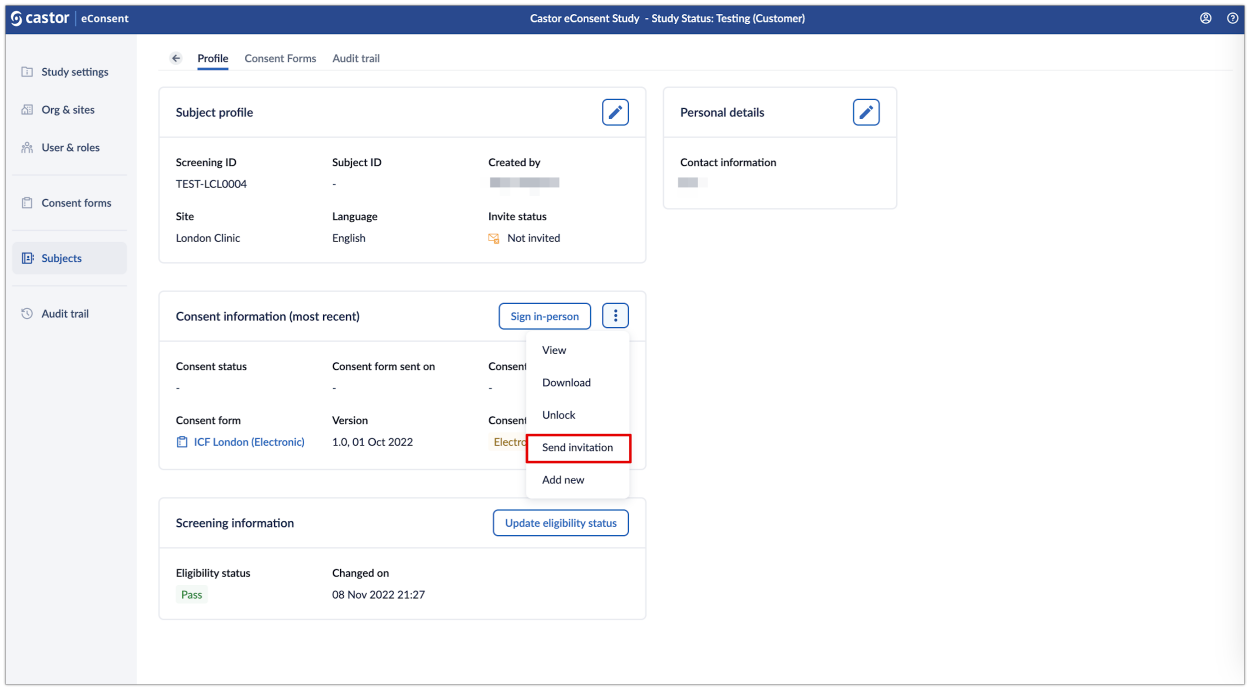


3. After clicking on the "Sign in-person" options, a confirmation dialog will be shown with the following message: "The form will be unlocked for signing, the study team member will be required to monitor the consent form so that the signer does not

access other parts of the application." Select the checkmark for the confirmation statement "I have verified the signer's identity as part of the in-person signing procedure." and click on the 'Confirm identification' button to proceed further:



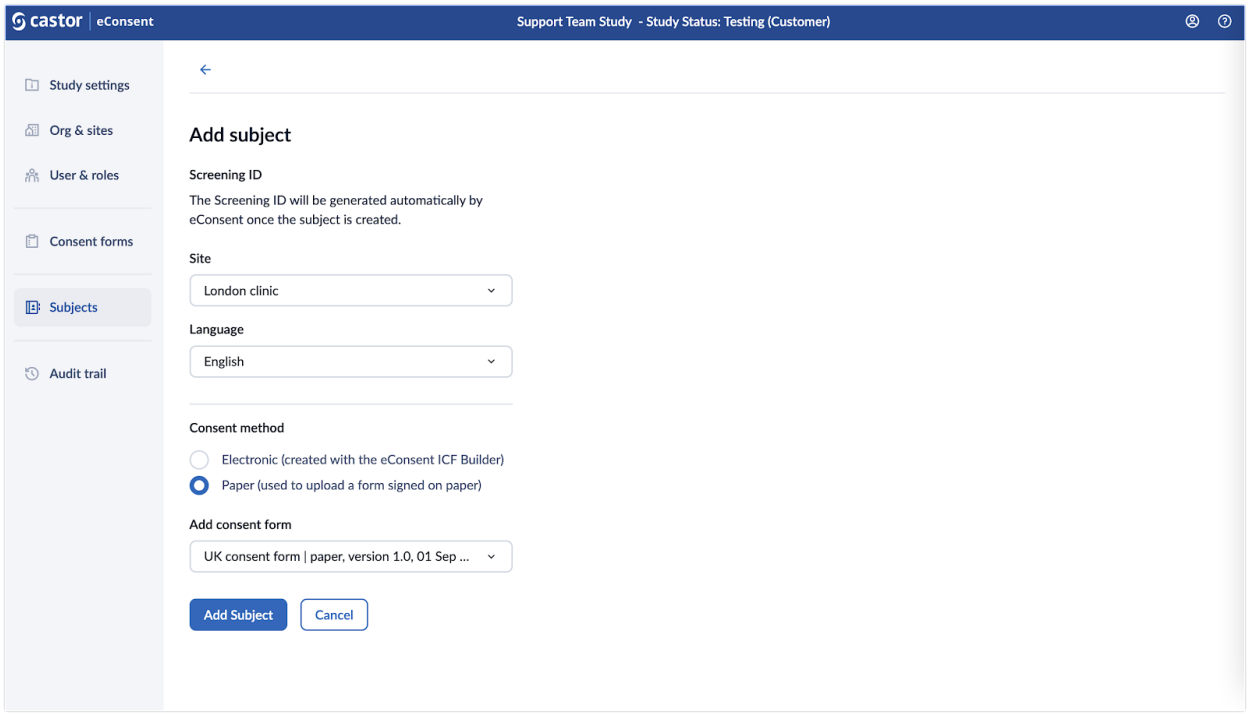
For electronic ICFs, it is also possible to invite a participant to sign an ICF by clicking on the three dots menu and choosing the option to 'Send invitation'.



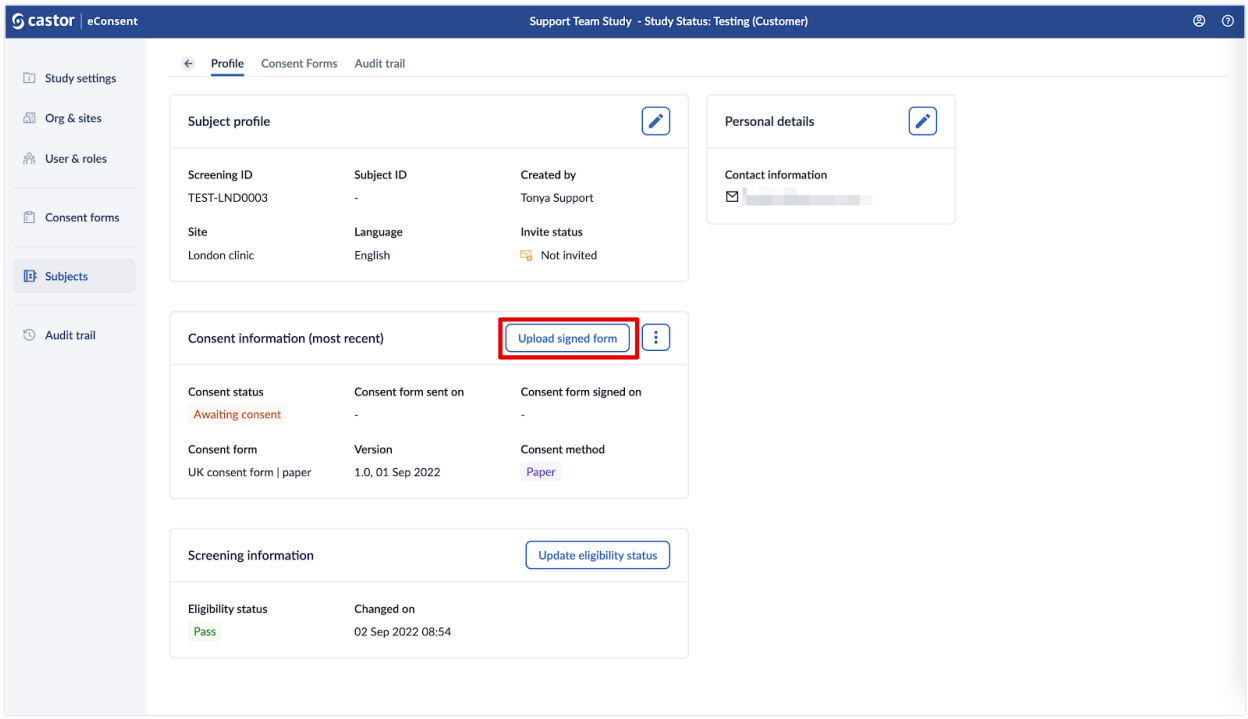
9.2 Consenting on paper

If the ICF template uses a paper consent method and this method is enabled in the study Settings tab, a scan/copy of the paper signed ICF can be uploaded against the template.

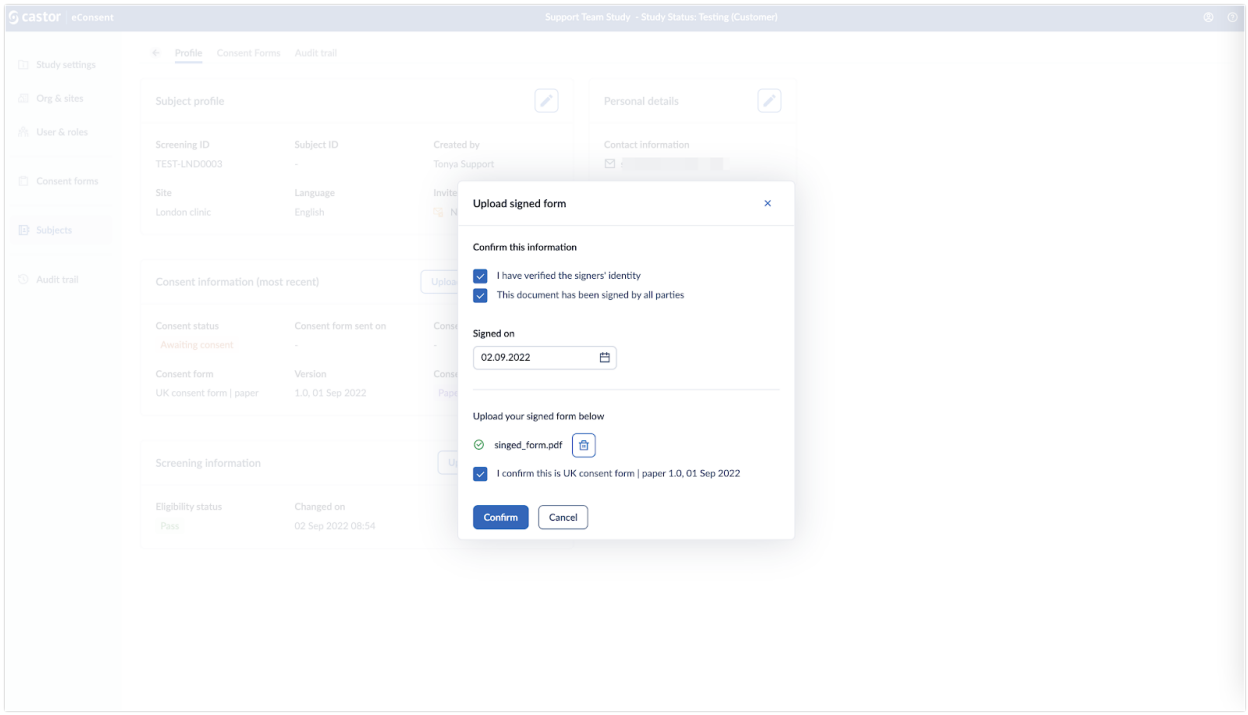
1. When adding a subject, choose the 'Paper (used to upload a form signed on paper)' and select the applicable paper consent form.



2. After the subject is added, in the Subjects overview, click on the subject row.
3. In the 'Consent information (most recent)' section, click on the 'Upload signed form' button.

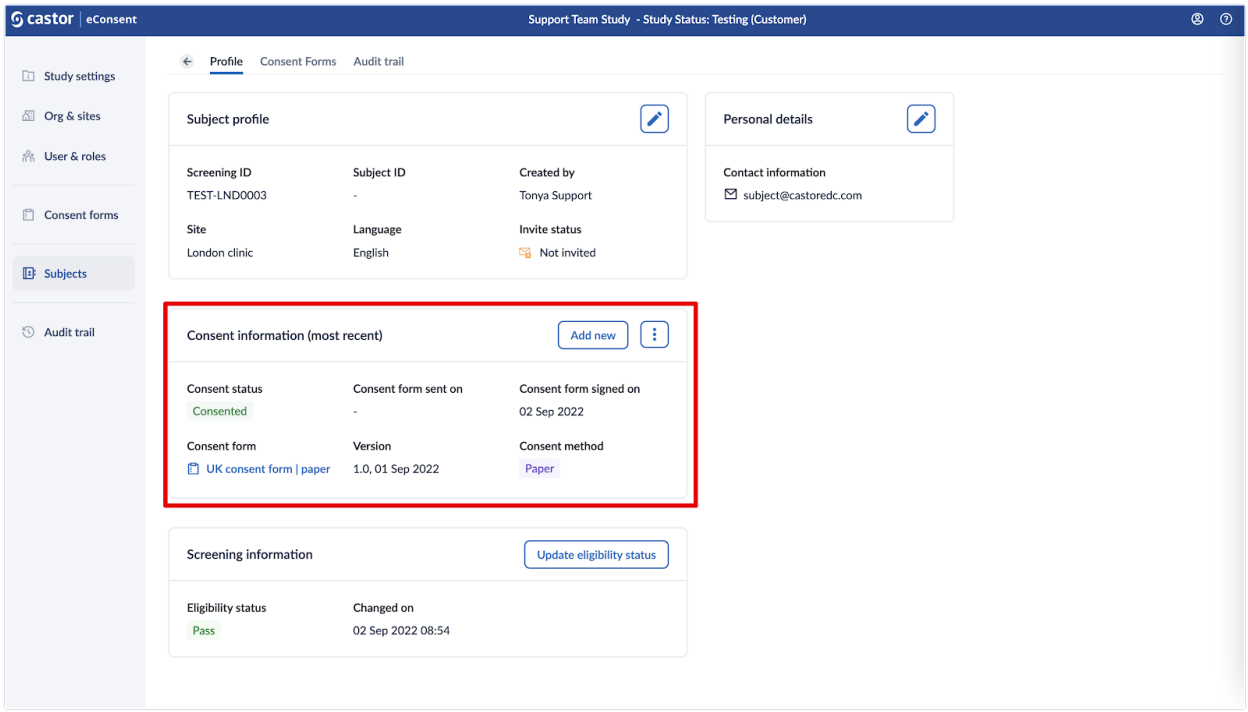


4. In the 'Upload signed form' pop-up window, confirm the requested details and upload the signed form. To save the form, click on the 'Confirm' button.

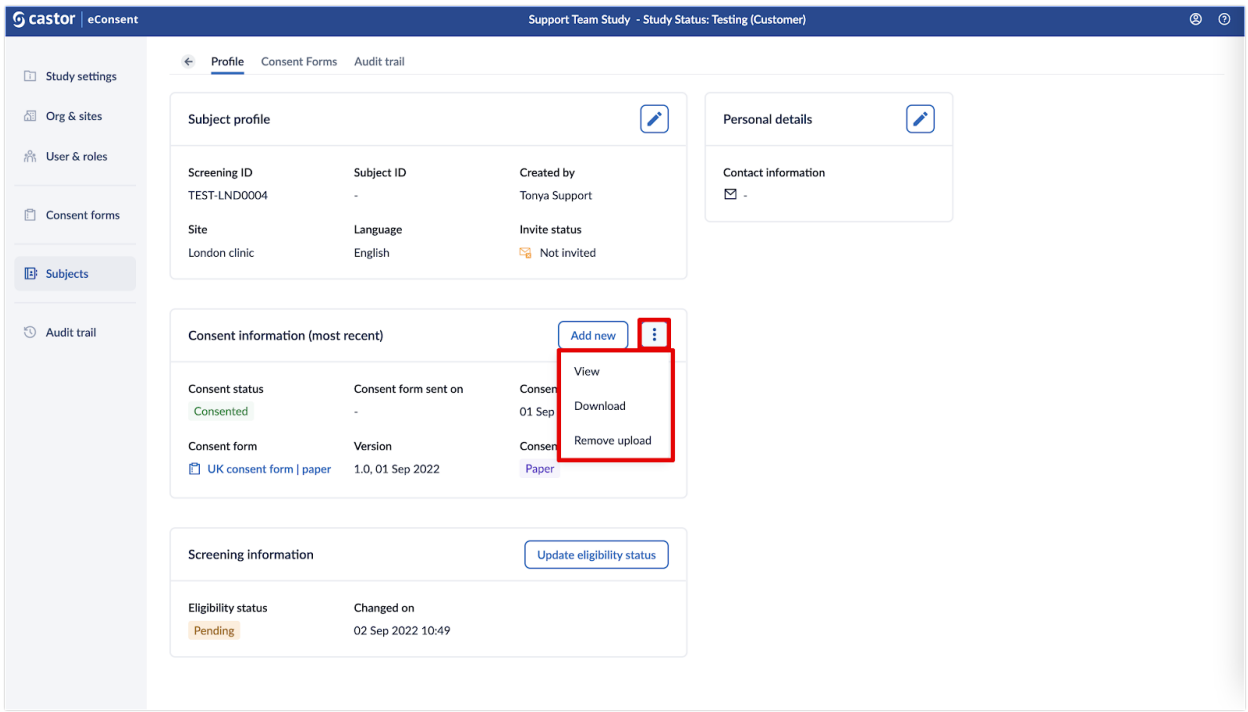


Accepted files: .pdf, .jpeg, .jpg, .png and the maximum file size is 15 Mb.

5. After the file is uploaded, the 'Consent status' will be automatically changed to 'Consented' in the 'Consent information (most recent)' section.



6. If you would like to view, download or remove the uploaded file, click on the options menu (three dots) in the 'Consent information (most recent)' section:

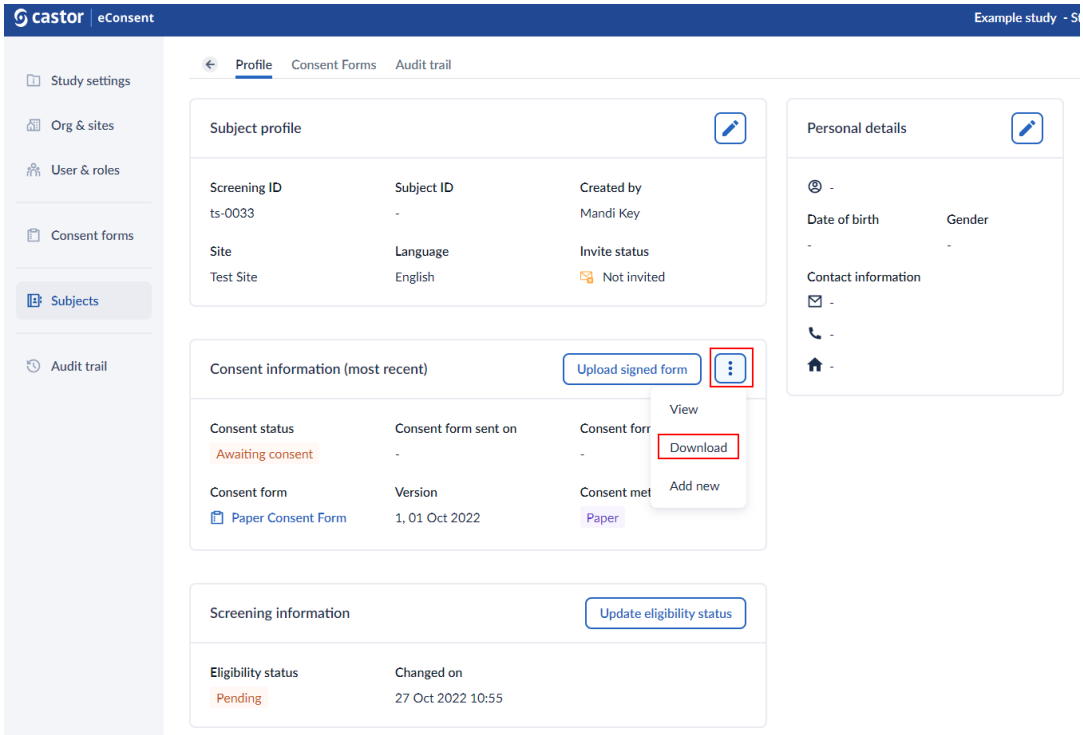


If a subject/LAR has been invited to the study, they will also be able to view the uploaded paper form.

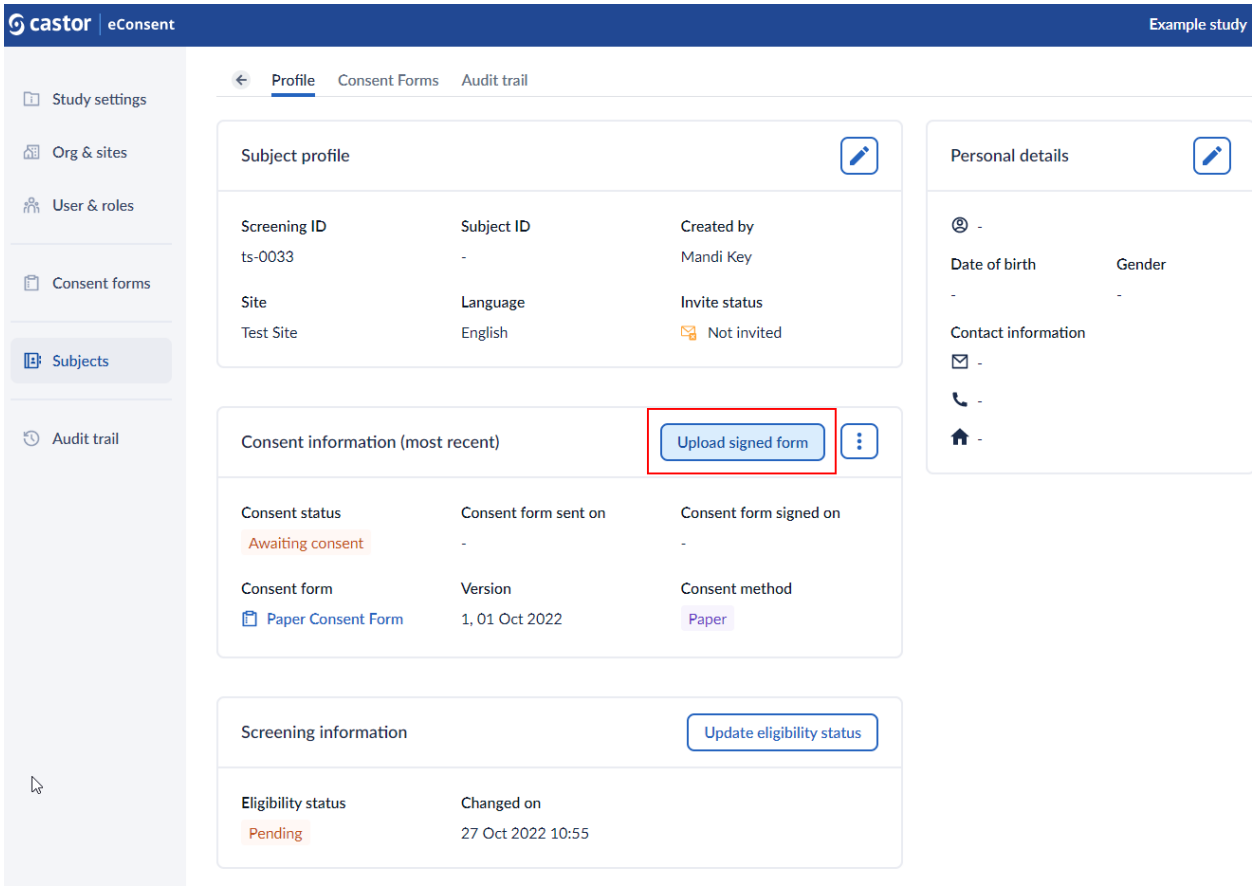
9.3 Print-to-sign

The ICF builder for ICF templates that use a paper consent method allows pdf file uploads. This means that the finalized “paper” ICF file can be uploaded against the eConsent paper ICF template. By doing so, the actual content of the ICF becomes available for site members. The site member can download and print the ICF template directly from the eConsent subject record, in order to make sure the right ICF version is getting signed.

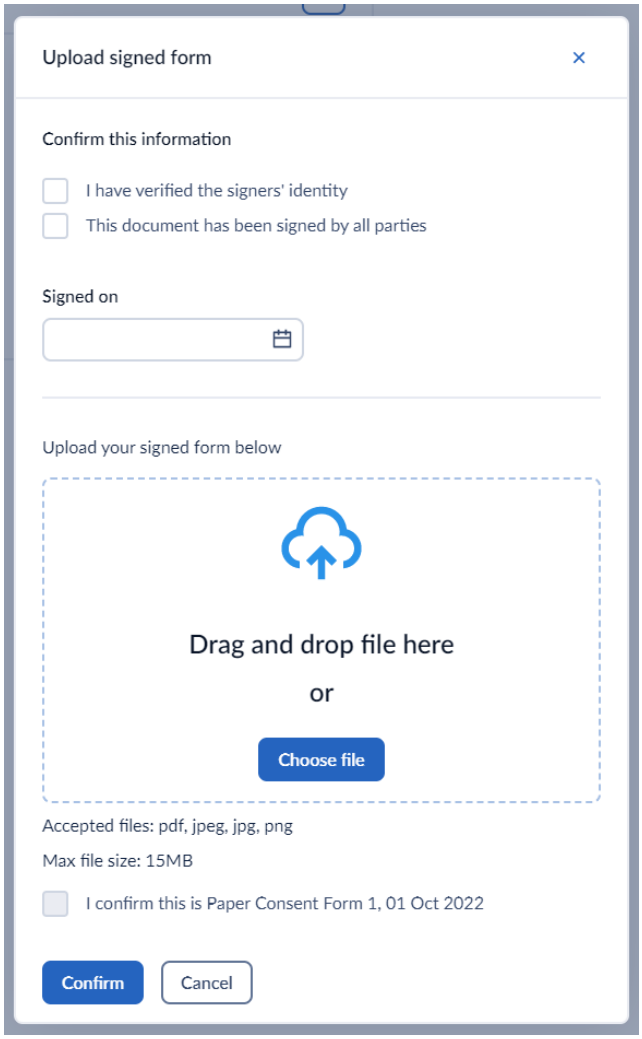
To download, open the subject record and in the “Consent Information (most recent) dialogue box select the options menu (three dots) to the right and select download.



Once the printed version is signed by all parties, a scan can be uploaded into the system by selecting “Upload signed form”.



In the dialog box confirm the required information and upload the file by selecting “choose file” or drag and drop the file into the box and confirm.



Accepted file formats: .pdf, .jpeg, .jpg, .png and the maximum file size is 15 Mb.

9.4 Reconsenting

If a participant needs to be reconsented during the study, follow the steps below:

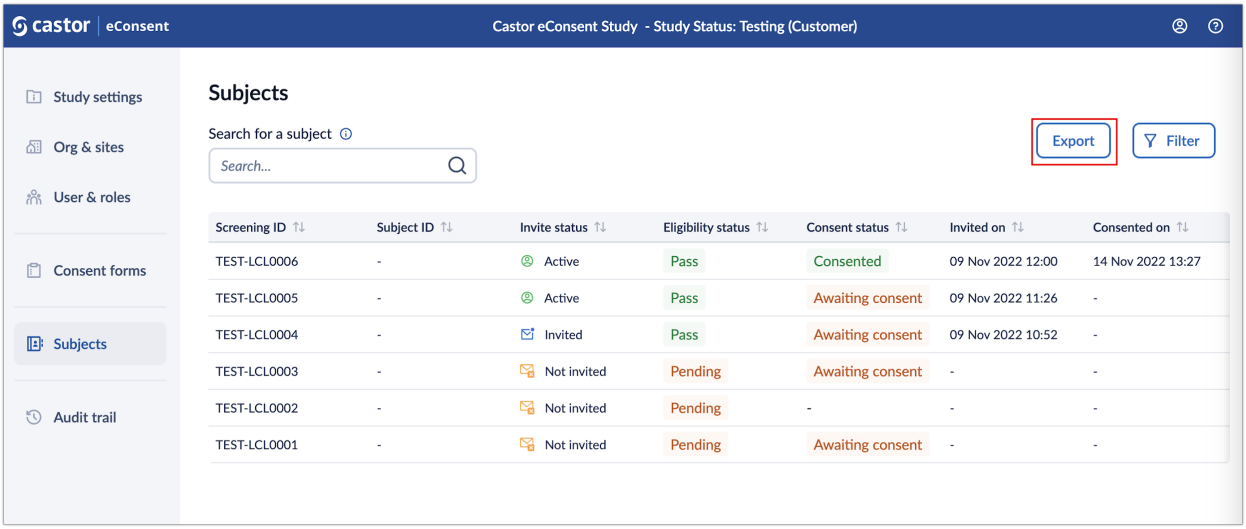
1. Select the participant row to access the participant's profile.
2. Press the 'Add New' button to assign the new consent form.
3. In a new pop-up screen, you can repeat the process for on-site, remote or paper consent by selecting the relevant consent method and consent form.
4. Once required settings are set and the consent form is selected, press 'Add' to continue.
5. The consent status will be updated to 'Awaiting consent'.

10. Exporting signature information

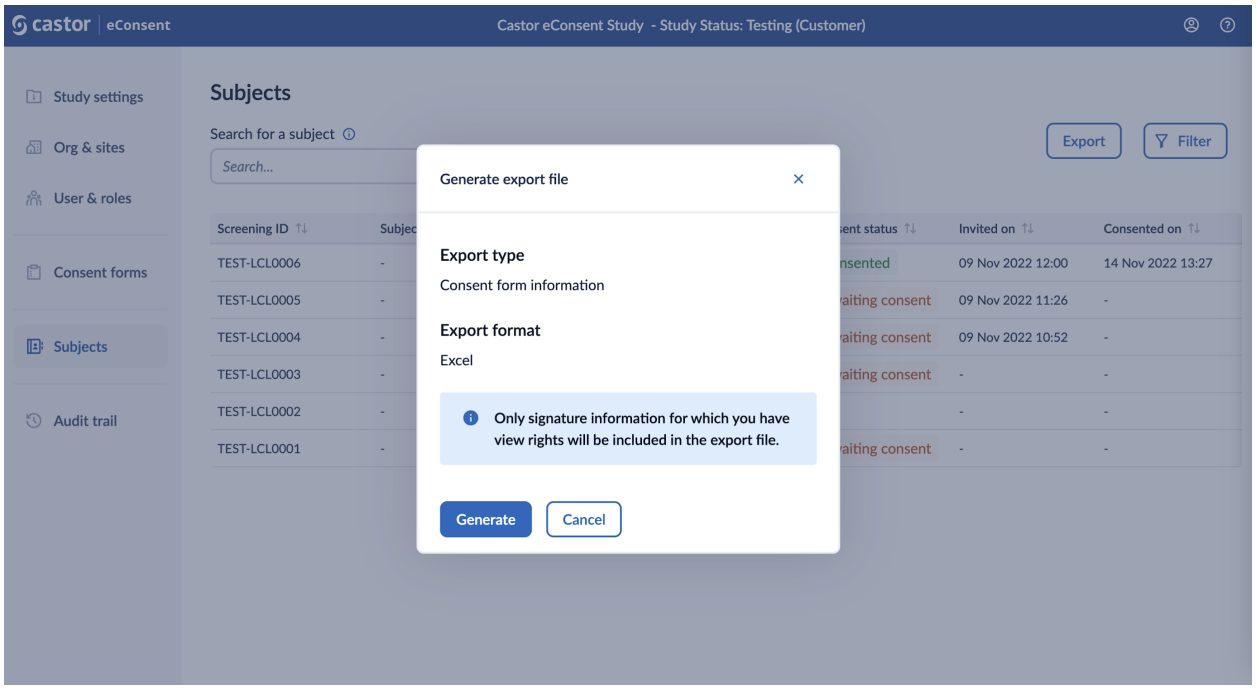
Users with the 'Study Investigator' or 'Study Monitor' role are able to generate the export that contains signature information.

To export the signature information, follow the steps below:

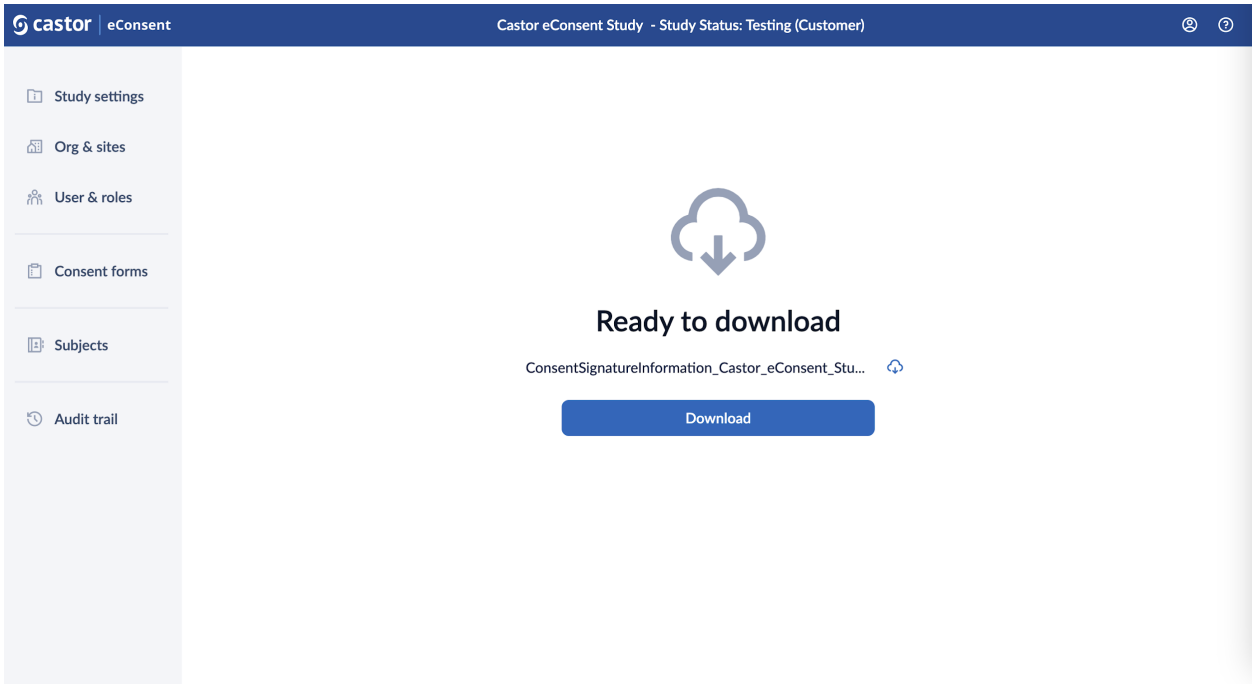
1. In the 'Subjects Overview', click on the 'Export' button:



2. In the pop-up window, click on the 'Generate' button to proceed with the export. Only signature information for which you have view rights will be included in the export file.



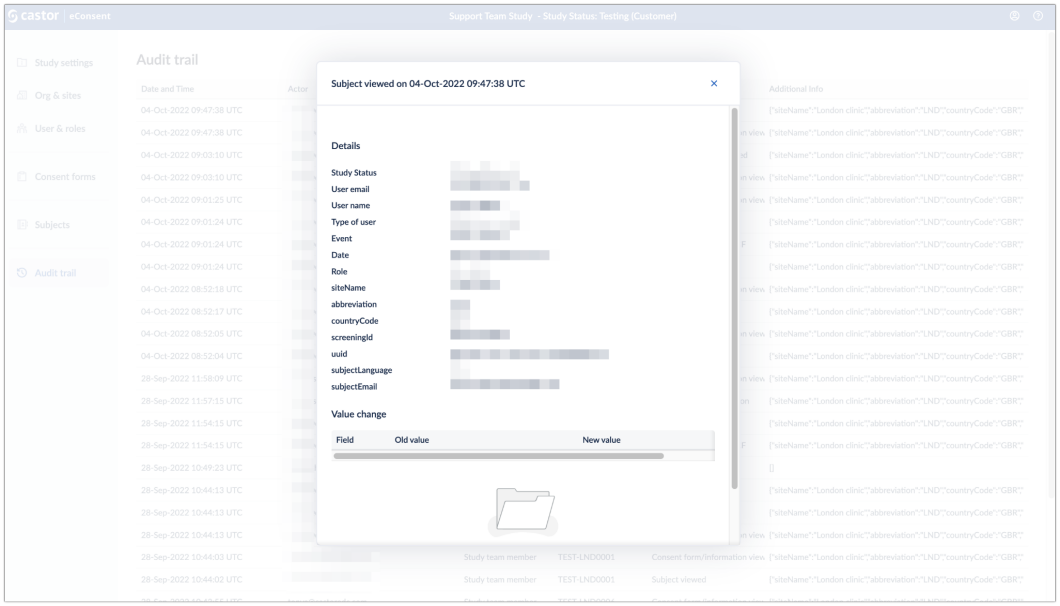
3. Once the export is generated, the requester is notified by an email that includes a personal download link. The generated export can then be downloaded from within eConsent by clicking on the 'Download' button.



11. Audit trail

The audit trail is a log of study related events:

To view additional details for each event, click on the row:



12. Further Information

If you would like to view our Castor eConsent video tutorials, you can do so here.

For more information regarding creating and managing study as a study admin, please check Castor EDC's knowledge base: https://helpdesk.castoredc.com/en_US/castor-econsent-manual. If you have any questions or concerns, please contact us at support@castoredc.com