CAROLINA DATA ACQUISITION AND REPORTING TOOL (CDART) – AST and MTS USER GUIDE

The Carolina Data Acquisition and Reporting Tool (CDART) is the CSCC data management system (DMS) being used for abstract, manuscript, and ancillary study proposal submissions for *SubPopulations and InteRmediate Outcome Measures In COPD Study (SPIROMICS)* and *SPIROMICS Study of Early COPD Progression (SOURCE)*.

INSTRUCTIONS: Follow **STEPS 1-6** below to complete either: (1) the *Ancillary Study Proposal and Tracking Form (AST)*; or (2) the *Abstract, Proposal, and Manuscript Tracking Form (MTS)*. A tutorial on navigating CDART and how to enter data is located here: http://sites.cscc.unc.edu/cscc/training/cdart/index.html.

STEP 1. Logging Into CDART:

- Go to https://cdart2.cscc.unc.edu in your web browser, preferably Chrome or Firefox. Some options won't be available if you use Internet Explorer.
- Enter your username and password; then, click on **Login**.
- A screen will appear that includes all proposal links (IDs) in the submission portal that are specific to you. The GIC will add more links for additional submissions upon request. Note that the Tracking Number, Study Title, and Approval Date will be filled in by the GIC for each proposal.

Data Management

Proposer ID	Tracking Number	Study Title	Approval Date
WA0110008			
WA0110016			
WA0110029			
WA0110034			
WA0110041			

STEP 2. Using the 'Form Grid' to Open a Form and Enter Data:

- The 'form grid' will appear with a link to the *Ancillary Study Proposal and Tracking Form (AST)* and the *Abstract, Proposal, and Manuscript Tracking Form (MTS)*.

Form Group	Form Name	Version	Occurrence	Date	Status
Ancillary Studies Committee	▼				
	(AST) Ancillary Study Proposal and Tracking Form	1.0	1	▦	In Progress
Publications Committee	▼				
	(MTS) Abstract, Proposal, and Manuscript Tracking Form	1.0			

- o Click on the up arrow icon, ▲, to the right of the form group name, to show the forms and click on the down arrow icon, ▼, to hide them.

- o If a calendar icon, ▦, under column **Date** and "In Progress" or "Complete" under column **Status** are showing for a form (e.g., the AST form above), this indicates that at least some data have already been entered into that form.

- o To enter a new form <u>OR</u> to change an existing form, click on the pencil icon, ✏, for that form.
- o In addition, the following icons are available to help navigate a form.

  - The magnifying glass icon, 🔍, allows you to view a form already in progress but not make edits to it.
  - The checkmark icon, ☑, allows you to mark a form as complete.
  - The printer icon, 🖨, allows you to print the form in hard copy or in PDF format.

STEP 3. Entering Data:

- o Below is an example of the top of a form. Your ID link, the form group, the form mnemonic (i.e., AST or MTS), and the form version are displayed above the form.

Form Details (-)

Proposer ID	Form Group	Form	Version	Occurrence
WA0110008	Ancillary Studies Committee	(AST) Ancillary Study Proposal and Tracking Form	1.0	1

- o The AST form above has four tabs (or pages) where tab '15-20', for example, has Questions #15-20. To go to a different tab (page), click on its tab stop (e.g., 23-27).
- o The MTS form has eleven tabs (or pages).
- o To move within a form, use the mouse to go to any field <u>OR</u> hit the 'TAB' key on your keyboard to go to the next field in the form.
- o **NOTE:** Fields that are gray are 'disabled' and will not allow data entry. They will be skipped when you tab through a form.
- o **NOTE:** Question #0a in the AST and MTS forms does <u>NOT</u> require any action on your part as your GIC committee representative will enter the official 'Tracking #' here.
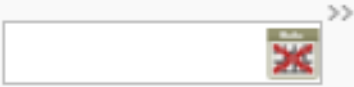
Data Entry Options

1. **DATE**

   A field with a calendar icon, , to its right, is a date field as pictured below.

   Either enter the date directly (e.g., 07-25-2023 or 07/25/2023) <u>OR</u> click the icon to bring up the calendar; then, click on the appropriate date. If only the month and year are requested, the calendar icon cannot be used in CDART as the icon will be crossed out with an **X** (see below).

   For this scenario, enter the date directly (e.g., 07-2023 or 07/2023). In both cases, if you enter the date directly, you must enter all four digits for the year.

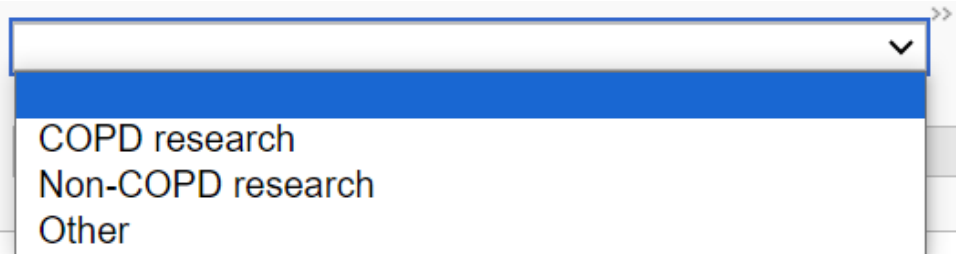   Click on the calendar icon, , again if you need to hide the calendar.

2. **SELECTION**

   a. **Drop-Down List**

      To make a selection from a drop-down list, click on the down arrow, , in the field to display the options;

      then, click on the appropriate option from the list that comes up as below for example.

      NOTE: In some cases, you may click on the field and type an entry to navigate to your desired response more quickly. This could include typing in the state or an investigator name in particular questions, for example.

   b. **Option Button**
      Where multiple choices are displayed in a line,


      click to highlight the correct response as below for example.

You may change your selection by clicking the response again to 'deselect'. **NOTE:** In this type of field, you must make a selection with the mouse. The 'TAB' key will not move to the next field or next question.
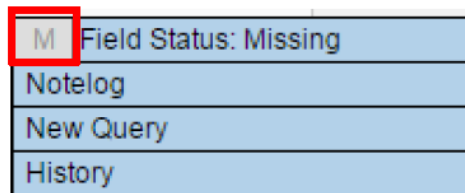
3. **FIELD DIALOGUE**

Beside each field input is a small double bracket icon, ≫. Clicking this icon displays a field dialogue box as shown below.
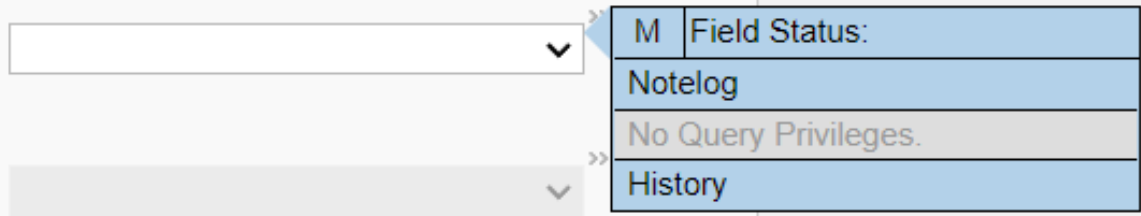
a. **Field Status**

To mark a question as missing, you will click the 'M' in the first row of the dialogue box. The dialogue changes to display 'Missing' as the field status (see below).

To set a field status other than 'Missing', you will click the **Field status:** drop-down menu option, as pictured below, and click on the appropriate choice from the list. This includes the following options:

- Refused
- No response
- Doesn't know
- Not applicable
- Maximum value
- Minimum value
- Missing

Once a field status has been selected, the dialogue box closes, the gray arrows appear with a red box (indicating a field status has been selected), and the dialogue changes to indicate current field status as pictured below.

b. Notelog

Enter a notelog by clicking the **Notelog** option in the field dialogue box. Once selected, the **Notelog** box is displayed as pictured below.
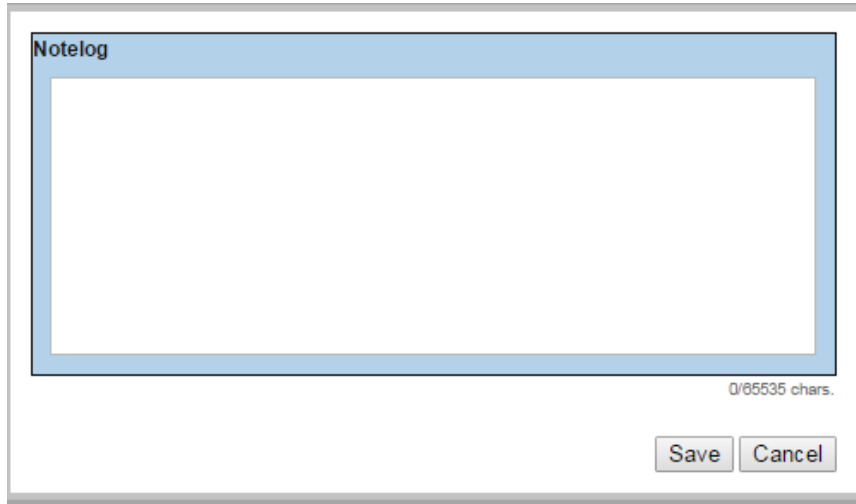

The **Notelog** box may be used to explain why a field is missing, to give further details about an event, or to enter a value that the field may not accept as valid. You can enter approximately 65,000 characters into a **Notelog** box.

4. ATTACHMENT

Files may be included as an attachment to your submission in CDART. These include documents and images in the following formats: DOC/DOCX, HTML/HTM, TXT, XLS/XLSX, CSV, PPT/PPTX, PDF, PNG, JPEG/JPG, etc.

To upload to CDART, simply drag the file from your desktop screen and drop the file in the box at the bottom of the screen as pictured below.
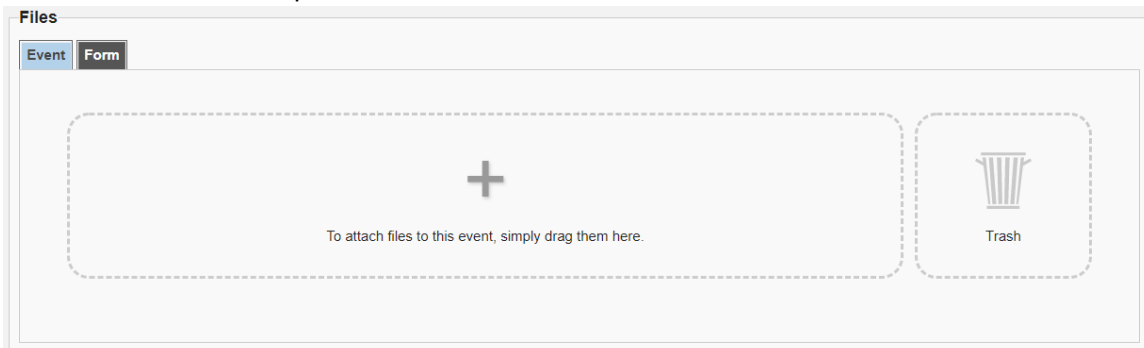
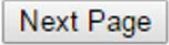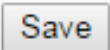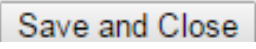**STEP 4. Saving Data: EXTREMELY IMPORTANT!**

o It is very important that all data entered be saved using the buttons at the bottom right of each form, as pictured below.
o Forms are automatically saved when you switch between tabs (pages) within a form.

- To go to the next tab (page), click on **Next Page** .
- When you want to save the data but keep the form open, click on **Save** .
- When data entry for a form is complete, click on **Save and Close** . This will return you to the 'form grid' where you initially chose the form for data entry.
- **NOTE:** If you click any other link outside the form (e.g., 'Forms', 'SubjectIDs', 'Logout'), the form will close, but the data on the current tab will <u>NOT</u> be saved.

STEP 5. Logging Out of the System:

- To logout, click on **Logout** in the top right of the screen as pictured below.

STEP 6. Contacting Your GIC Committee Representative:

- For any issues with logging in, data entry, or navigating CDART:
  - Contact your specific GIC committee representative, who will assist you as soon as possible.
  - Email the study box in relation to your submission (i.e., SPIROMICS – spiromics@unc.edu or SOURCE – source@unc.edu), to ensure your request is attended to by a member of the GIC team in your GIC committee representative's absence.