

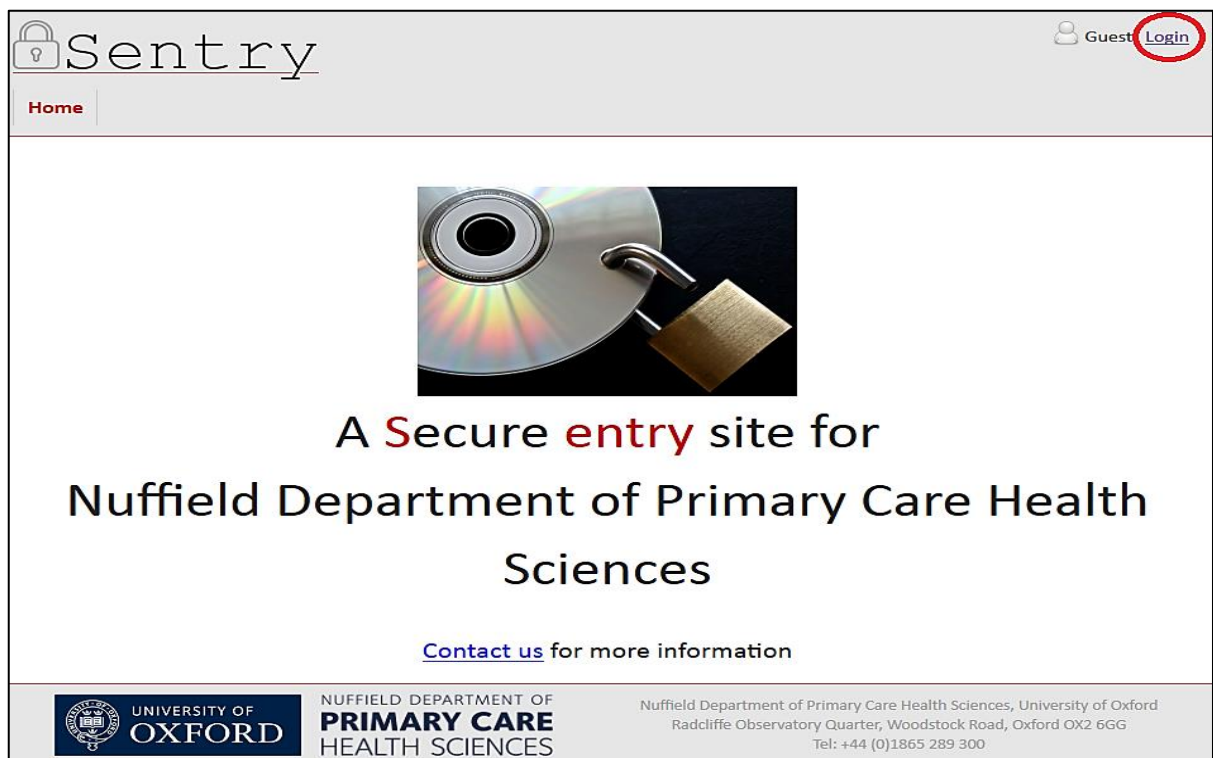
Sentry Working Instruction

Sentry for GPs Working Instructions

Sentry URL: <https://sentry.phc.ox.ac.uk/sentry>

1. ACCESING SENTRY

1.1 Select "Login" circled in red below:



1.2 Your username will be provided by the System Administrator for Sentry. The trial team will pass your name and email address to the System Administrator who will give you access to Sentry. You will set-up your password the first time you go to login. If you forget your password or need it reset please email phc-ctu-it@phc.ox.ac.uk

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Sentry Guest [Login](#)

Home **Login**

Username

Password

Login

UNIVERSITY OF OXFORD
NUFFIELD DEPARTMENT OF PRIMARY CARE HEALTH SCIENCES

Nuffield Department of Primary Care Health Sciences, University of Oxford
Radcliffe Observatory Quarter, Woodstock Road, Oxford OX2 6GG
Tel: +44 (0)1865 289 300

1.3 Select PRINCIPLE to access current patient data at your site.



Sentry Jenna Grabey [Logout](#)

Home **Study**

Study

MERIT	D-Mannose to prevent recurrent UTI
PRINCIPLE	Platform Randomised trial of Interventions against COVID-19 in older people

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For questions regarding personal data, contact the Department's [Information Guardian](#)

1.4 Select Site List

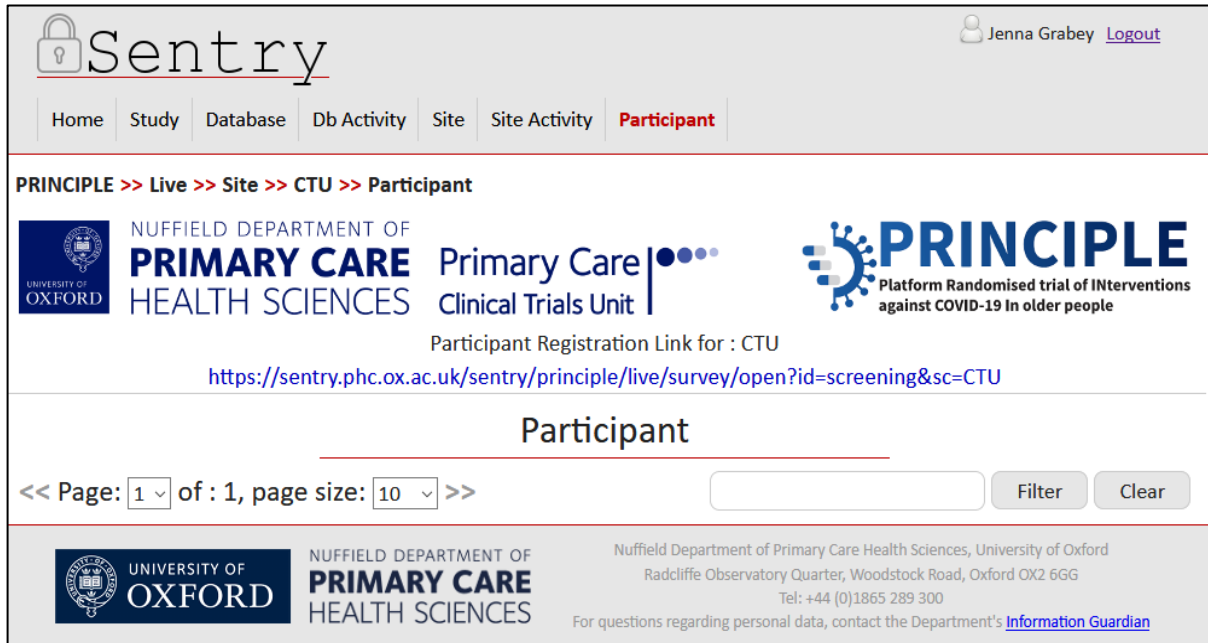
1.5 Select your site

1.6 You will then see a list of participants who have at the very least completed the Screening CRF. The link in blue is the link that will be sent to prospective participants or that you as a GP can sent to

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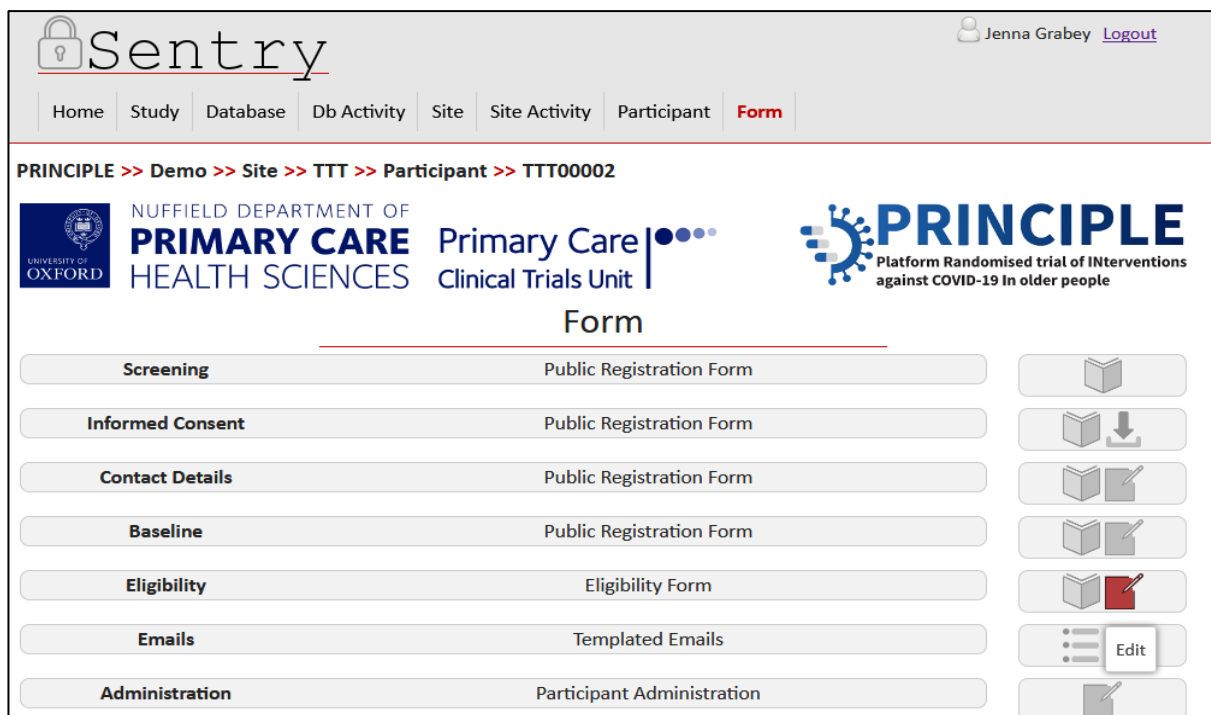
prospective participants in order for them or their study partner to complete a Screening, Consent and Baseline CRFs online. All of these will need to be completed before you can complete the Eligibility CRF for the participant.

To complete an Eligibility CRF for one of these participants click onto the participant's ID.



The screenshot shows the Sentry web application interface. At the top, there is a navigation bar with links: Home, Study, Database, Db Activity, Site, Site Activity, and Participant (highlighted in red). The user is logged in as Jenna Grabey, with a Logout link. Below the navigation bar, the breadcrumb trail reads: PRINCIPLE >> Live >> Site >> CTU >> Participant. The main content area features the logos of the University of Oxford, Nuffield Department of Primary Care Health Sciences, and Primary Care Clinical Trials Unit. A participant registration link is provided: <https://sentry.phc.ox.ac.uk/sentry/principle/live/survey/open?id=screening&sc=CTU>. The title 'Participant' is centered. Below the title, there is a pagination control showing 'Page: 1 of 1, page size: 10' and buttons for 'Filter' and 'Clear'. At the bottom, there is a footer with the University of Oxford logo, Nuffield Department of Primary Care Health Sciences, and contact information for the department, including a telephone number and a link to the Information Guardian.

1.7 Click Edit Eligibility (see below).



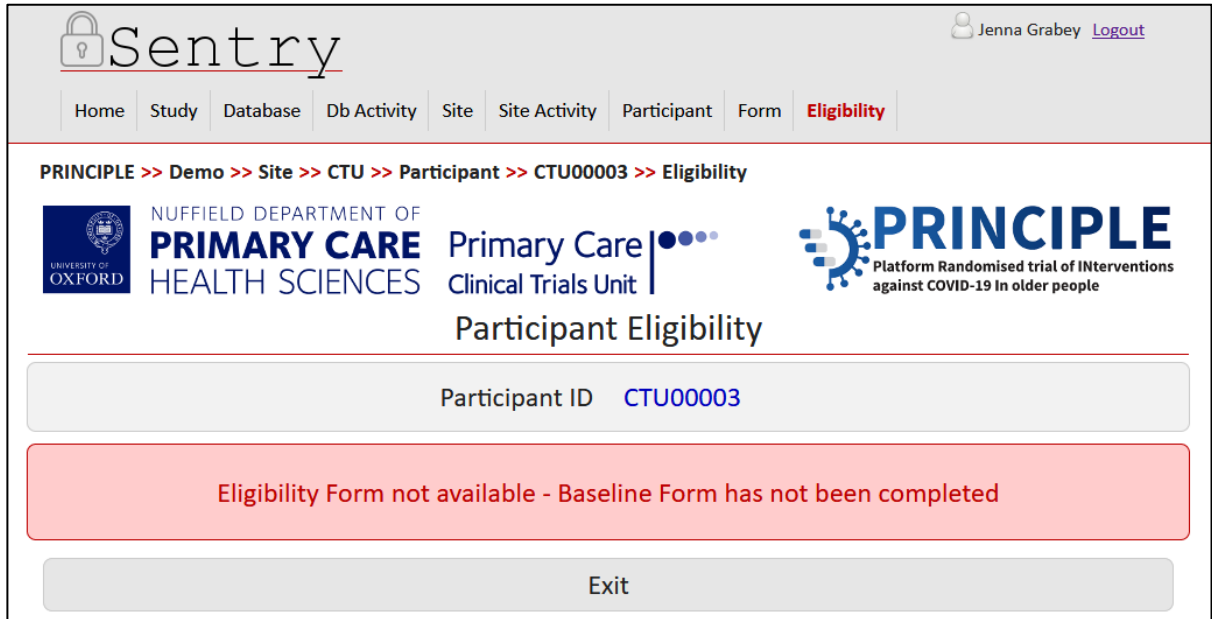
The screenshot shows the Sentry web application interface with the 'Form' tab selected. The navigation bar is the same as the previous screenshot, but the 'Form' tab is highlighted in red. The breadcrumb trail reads: PRINCIPLE >> Demo >> Site >> TTT >> Participant >> TTT00002. The main content area features the same logos as the previous screenshot. The title 'Form' is centered. Below the title, there is a table with two columns: the first column lists the form types, and the second column lists the specific forms. To the right of the table, there are icons for each form type: a book icon for Screening, Informed Consent, Contact Details, and Baseline; a book icon with a download arrow for Informed Consent; a book icon with a pencil for Contact Details and Baseline; a book icon with a red pencil for Eligibility; a list icon with an 'Edit' button for Emails; and a book icon with a pencil for Administration.

Form Type	Form Name	Icon
Screening	Public Registration Form	Book icon
Informed Consent	Public Registration Form	Book icon with download arrow
Contact Details	Public Registration Form	Book icon with pencil
Baseline	Public Registration Form	Book icon with pencil
Eligibility	Eligibility Form	Book icon with red pencil
Emails	Templated Emails	List icon with Edit button
Administration	Participant Administration	Book icon with pencil

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1.8 At this point one of two things will happen. If the participant has completed the Screening, Consent and Baseline CRFs you will be taken to the Eligibility CRF to confirm the participant's eligibility.

However if the participant has not completed all of the above CRFs you will not be able to complete the Eligibility CRF and instead you will see a red message with the forms that the participant has yet to complete.



The screenshot shows the Sentry web application interface. At the top, there is a navigation bar with links: Home, Study, Database, Db Activity, Site, Site Activity, Participant, Form, and Eligibility (highlighted in red). The user is logged in as Jenna Grabey. The main content area shows the breadcrumb trail: PRINCIPLE >> Demo >> Site >> CTU >> Participant >> CTU00003 >> Eligibility. Below this, there are logos for the University of Oxford, Nuffield Department of Primary Care Health Sciences, and Primary Care Clinical Trials Unit. The title 'Participant Eligibility' is displayed. A box shows the Participant ID as CTU00003. A prominent red message states: 'Eligibility Form not available - Baseline Form has not been completed'. At the bottom, there is an 'Exit' button.

Assuming that the participant has completed all the required forms you will be taken to the Eligibility CRF as shown below. Firstly, you will need to enter the prospective participant's NHS number. From then onwards you asked if you agree or disagree with the participant's answers on their screening form. These will be shown on the Eligibility CRF in blue (see below for an example).

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Participant Eligibility	
Participant ID	CTU00003
Participant's NHS Number	
Inclusion Criteria	
Participant is ≥50 years old with at least one of the comorbidities listed below, or aged ≥65. Yes - weakened immune system due to a serious illness or infection (e.g. chemotherapy) - heart disease or hypertension - asthma or lung disease - diabetes not treated with insulin - mild hepatic impairment - stroke or neurological problem	
Do you agree with the participant's answer (in blue)? Yes No	
Exclusion Criteria	
Is currently taking any of the following: No - Amiodarone - Ciclosporin - Chloroquine - Penicillamine	
Confirmation by GP not required.	
Pregnant or planning on becoming pregnant within the next few weeks. No	
Do you agree with the participant's answer (in blue)? Yes No	
Breastfeeding or planning on starting during the course of the trial. No	
Do you agree with the participant's answer (in blue)? Yes No	

Please note, we do not ask you to confirm if the participant “Is currently taking any of the following: Amiodarone, Chloroquine, Ciclosporin, Penicillamine” as chloroquine is available OTC. The last two questions on the Eligibility CRF are not asked to the participant so it is up to you a GP to provide answers to these two criterion.

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Exclusion Criteria not entered by the participant

Has a severe hepatic impairment.	Yes	No	
Has a severe renal impairment.	Yes	No	

Comments

1.9 Once the Eligibility CRF has been completed you will be presented with the randomisation allocation for the participant if they are eligible. This will also trigger an automatic email to the participant and the trial team informing both that the participant has been randomised and what their randomisation allocation. If the participant is ineligible the participant will automatically receive an email informing them that they are not eligible for the trial.

1.10 **Troubleshooting** – In the event that you do not have internet access or Sortition (the randomisation system that is linked with Sentry) is offline, there is a procedure in place to carry out an emergency randomisation. Please refer to the Emergency Randomisation WI for further details.

	NAME	TITLE	SIGNATURE	DATE
Author:	Jenna Grabey	Clinical Data Manager		06/04/2020
Approved by:	Emily Bongard	Senior Trial Manager		06/04/2020