MARCH

Mucoactives in Acute Respiratory failure: Carbocisteine and Hypertonic saline

<u>Randomisation User Guide</u>

For any queries or problems contact CHaRT Support
Telephone 01224 43 8188
Email: chart.support@abdn.ac.uk
<u>Available Mon-Fri 8am to 5pm</u>

Section 1: Getting Started

1. Before you begin, please make sure that you have been correctly set up on the randomisation system and you can access it in advance, so everything is ready before you randomise your first patient.

    When you were added to the randomisation system, you should have received a username and password for the MARCH website. If you have not been registered on the system, or you have not received your login information, or you have any other issues, please contact the MARCH trial team by email at march@nictu.hscni.net

2. To log in to the MARCH website (**https://w3.abdn.ac.uk/hsru/MARCH**) using your username and password.   You will find those inside the email sent to you by the CHaRT support team.   If you haven't received and email, please contact march@nictu.hscni.net. Type in your username and password and click on the 'Log In' button.

3. **Password Recovery**

    You have the facility to request a new password. If you have forgotten your password, please click on the 'Forgot my password' link. A new window will pop up: You are asked to provide the E-mail address registered with your account and your username. When you are done, click on the 'Submit' button. A link to reset your password is sent to your registered email address. Follow the instructions to
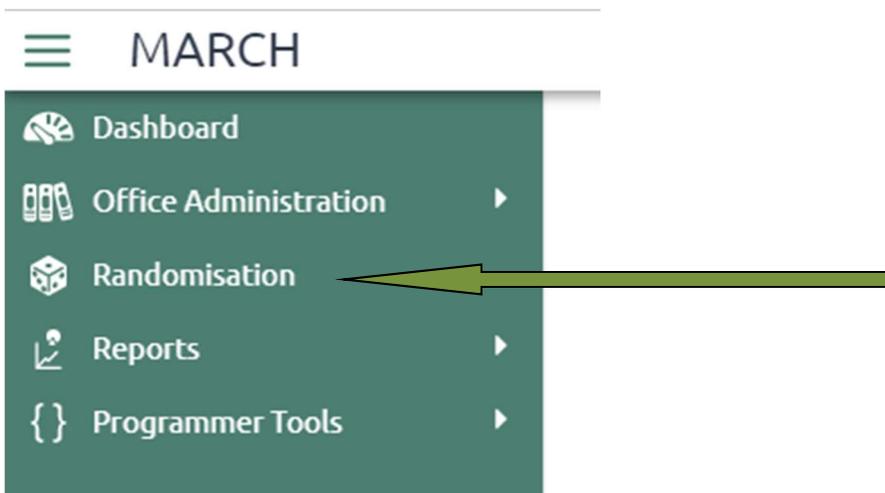
reset your password. Then try to login again.

For further information on the website login process please refer to the Site NavigationLogin or the Help section of the main website. The website should work on most browsers, but we recommend using the latest version of Chrome.

4.   Once you have logged in successfully, select "Randomisation" from the menu on the left. If you only see icons, you can expand the menu by clicking the 3 straight lines in the top left corner.

Please check you have access to the randomisation functionality in advance.

If the randomisation option is not visible and you should have access to that functionality, please contact MARCH study team at march@nictu.hscni.net or call **NICTU on 02896151447**.

If you have access to the randomisation system and this is not required, please contact MARCH study team by email at march@nictu.hscni.net

NB When you are first set up on the randomisation system, you will have an opportunity to use the test centre ID to practice a randomisation before your centre 'goes live.' Please contact the march team for further details.

Section 2: New Randomisation

1. Please select your centre name and number from the drop-down list. Please note in order to randomise the patient, the first two digits of the screening number must match the centre number.

2. Please enter the patients' initials using only two letters.

3. Please select the patient's gender using the dropdown box.

4. Please enter the patients age using the calendar or enter in the format DD/MM/YYYY including the '/'

5. Please enter the patient's screening number without the leading S. The screening number has six digits. The first two digits are your centre number – for example 01; 09; 11 etc.

6. If the participant has been confirmed as eligible, please select 'yes' from the dropdown menu.

7. If informed consent has been obtained, please select 'yes' from the dropdown menu.

8. Click "Review Data".

9. If the details are valid you will be presented with a screen which allows a final review.

10. After you have verified the details entered are correct, click "Randomise".

Section 3: Successful Randomisation

Randomisation Results	
Centre No	Aintree Hospital
Initials	PP
Gender	Male
Date of Birth	15/08/1985
Screening Number	S020001
Study Number	R02001
Treatment	Usual Airway Clearance Management

You will see the above screen after you have randomised a participant. Please note the allocated study number and the treatment allocation.

You will also receive an email notification to confirm the randomisation has been successful. The randomisation email will also confirm the patient's study number and the treatment allocation.

If you do not receive a randomisation email or have not registered to receive randomisation email notifications, please contact MARCH study team by email on march@nictu.hscni.net

If you get any errors or website behaviour related problems, please contact CHaRT programmers' team for support at chart.support@abdn.ac.uk or call **01224 43 8188.**

Thank you for using the web randomisation system for MARCH.

If you have any urgent problems email: march@nictu.hscni.net or call NICTU on 02896151447.

If you have any general feedback on the system, please contact the MARCH study team by email at march@nictu.hscni.net