

# Randomize.net Kit Manager User Manual

When *Clinical Site* logs-in and randomizes a patient on a blinded trial they are given a ***Kit Number***, confirmed by an email message. The ***Kit Number***, either

- i. corresponds to an actual physical kit containing the allocated treatment, located somewhere at the *Clinical Site*, or
- ii. appears on a list, together with the allocated treatment, most likely held by a pharmacist located at the *Clinical Site*.

The ***Kit Numbers*** with corresponding treatment are imported to the *Randomize.net* system by a *Kit Administrator*. See Section 2.3 of the Coordinating Center User's Manual for creating a *Kit Administrator*.

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## 1.1 Import Assigned *Kit Numbers*

Prior to importing “assigned” *Kit Numbers*, create a comma delimited (\*.csv) file as shown on the next page. The term “assigned” in this context means the *Kits Numbers* have been assigned to a specific *Clinical Site*.

The file has four columns.

The first column (A) contains the Login ID of the primary user of the *Clinical Site* to which the *Kit Number* has been “assigned”. *Kit Numbers* for several *Clinical Sites* can be in the same \*.csv file.

The second column (B) contains the Treatment ID. In this case “1” is Active and “2” is Control. The Treatment IDs are displayed under “TRIAL DETAILS”, see [page 6](#) for illustration.

The third column (C) is the actual *Kit Number*.

The fourth column (D) is an indicator variable. “1” indicates that the corresponding *Kit* is available in the *Clinical Site* now. “0” indicates that it can be made available at a later date. See [Section 1.2](#) for the procedure to indicate that previously imported *Kit Numbers* are now available.

Demo Kits 51 to 60 Assigned.csv - Excel

Andy Wilkin

	A	B	C	D	E	F	G	H	I	J
1	democlinsite1	2	A51	1						
2	democlinsite1	1	A52	1						
3	democlinsite1	1	A53	1						
4	democlinsite1	2	A54	1						
5	democlinsite1	1	A55	1						
6	democlinsite1	1	A56	0						
7	democlinsite1	2	A57	0						
8	democlinsite1	1	A58	0						
9	democlinsite1	2	A59	0						
10	democlinsite1	2	A60	0						
11										
12										
13										
14										
15										
16										

Kits A51 through A55 are assigned to democlinsite1 and are available now

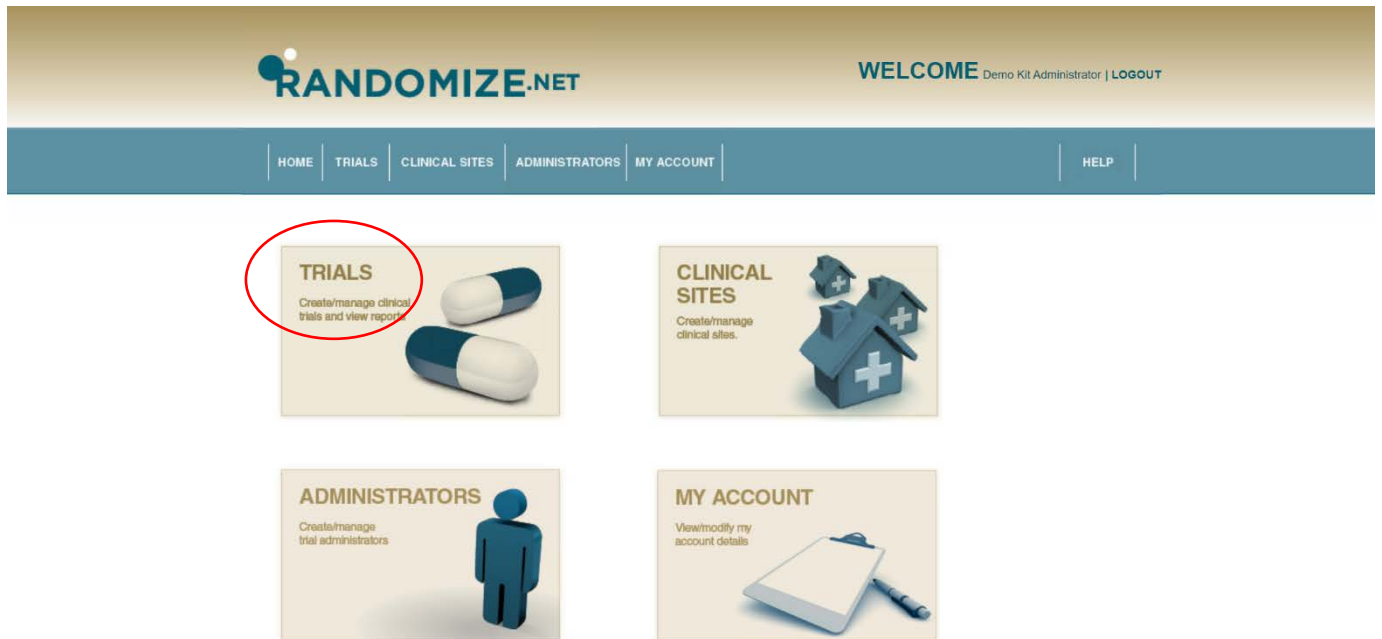
Kits A56 through A60 are assigned to democlinsite1 but are NOT available now

When patients are randomized Kit Numbers are NOT given out in sequential order.


Assigning treatments to Kit Numbers should be done in an unpredictable way. For Example, DO NOT assign treatment 1 to the lower Kit Numbers and treatment 2 to the higher Kit Numbers.

**Assigning treatments to Kit Numbers is best done randomly.**

Once the \*.csv file is ready, click on “TRIALS” from the *Kit Administrator* home page.



Click on the trial to which you want to import *Kit Numbers*.



WELCOME Demo Kit Administrator | [LOGOUT](#)

[HOME](#) | [TRIALS](#) | [CLINICAL SITES](#) | [ADMINISTRATORS](#) | [MY ACCOUNT](#) | [HELP](#)

Select Trial

TRIALS

Select a trial to manage:

TRIAL ID	TRIAL NAME	ACTIVE	DATE ACTIVATED	NUMBER OF ACTIVE SITES
1968	<a href="#">Demo Trial 1</a>	False	22-12-2019 22:05:23	0
1972	<a href="#">Demo Blinded Trial 1</a>	True	01-09-2020 23:02:39	1

The “TRIAL DETAILS” are shown.

Note the Treatment IDs are displayed “1” for active and “2” for Placebo.

Click on “Manage Kits”.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME | TRIALS | CLINICAL SITES | ADMINISTRATORS | MY ACCOUNT | HELP

Select Trial > Trial Details

### TRIAL DETAILS

Edit Trial Details | Notification Emails | Edit Inclusion/Exclusion Criteria | Activate Clinical Sites | Limits | Reports | **Manage Kits**

TRIAL ID	1972
TRIAL NAME	Demo Blinded Trial 1
ACTIVATED	Yes
DATE ACTIVATED	01-09-2020 23:02:39
NUMBER OF ACTIVE CLINICAL SITES	1
RECORD PATIENT INITIALS	Yes
RECORD PATIENT BIRTHDATE	No
RECORD OTHER VARIABLE	No
TREATMENTS	1. Active 2. Placebo
STRATIFY BY CLINICAL SITE	Yes
BLOCKING FACTORS	2
BLOCK SIZES	4
STRATIFICATION VARIABLES	1. Duration since injury a. Less than 2 years b. 2 years or more

Fifty *Kit Numbers* have already been imported and assigned to “Demo Clinical Site 1”. Seven have been used (*i.e.* already assigned to patients) and 43 “REMAINING KITS” are available for patients. No *Kit Numbers* are “NOT YET AVAILABLE”.

Clicking on “View/Edit” will display the list of the 50 *Kits*, although this is not necessary for importing new *Kit numbers*. The list of the 50 *Kits* is shown on the next page.

The screenshot shows the RANDOMIZE.NET interface. At the top, there's a header with the logo and a welcome message for the Demo Kit Administrator. Below the header is a navigation bar with links: HOME, TRIALS, CLINICAL SITES, ADMINISTRATORS, MY ACCOUNT, and HELP. The main content area is titled 'MANAGE KITS' and includes sub-links: Edit Kit Preferences, Import Kits, and Assign Kits. A table displays the kit status for 'Demo Clinical Site 1'. The table has five columns: SITE ID, CLINICAL SITE NAME, USED KITS, REMAINING KITS, and NOT YET AVAILABLE. The data row shows 'democlinsite1' with 7 used kits, 43 remaining kits, and 0 not yet available kits. The 'View/Edit' link is circled in red.

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	43	0

Select Trial » Trial Details » Manage Kits » Manage Kits For Site

## MANAGE KITS for Demo Clinical Site 1

CLINICAL SITE NAME	SITE ID	TREATMENT ID	TREATMENT	KIT NUMBER	IS USED	AVAILABLE	ASSIGNED
Demo Clinical Site 1	democlinsite1	1	Active	A28	True		
Demo Clinical Site 1	democlinsite1	1	Active	A30	True		
Demo Clinical Site 1	democlinsite1	1	Active	A40	True		
Demo Clinical Site 1	democlinsite1	1	Active	A41	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A50	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A02	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A48	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A42	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A29	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A47	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A49	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A39	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A33	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A03	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A09	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A26	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A07	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A37	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A01	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A23	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A45	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A15	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A16	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A34	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A35	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A38	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A43	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A08	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A46	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A44	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A31	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A36	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A05	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A32	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

These 7 Kit Numbers have been used.

A tick in this column means the *Kit* has been assigned to the Clinical Site identified in the first two columns.

A tick in this column indicates that the *Kit* is available in the *Clinical Site* now.

SAVE CHANGES

CANCEL

Click on "CANCEL" to return to the screen on the next page.



To import more *Kit Numbers*, click on “Import Kits”.

The screenshot shows the RANDOMIZE.NET web application. The header includes the logo and a welcome message for the Demo Kit Administrator. A navigation bar contains links for HOME, TRIALS, CLINICAL SITES, ADMINISTRATORS, MY ACCOUNT, and HELP. Below the navigation bar, a breadcrumb trail reads: Select Trial » Trial Details » Manage Kits. The main section is titled 'MANAGE KITS' and contains a sub-menu with 'Edit Kit Preferences', 'Import Kits' (circled in red), and 'Assign Kits'. A table displays kit usage data for 'democlinsite1'.

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	43	0

Click on “Choose file”.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | [LOGOUT](#)

[HOME](#) | [TRIALS](#) | [CLINICAL SITES](#) | [ADMINISTRATORS](#) | [MY ACCOUNT](#) | [HELP](#)

Select Trial » Trial Details » Manage Kits » Manage Kits For Site

## IMPORT KITS

[Choose file](#)

**Kit Upload Help**

**Importing assigned kits:**  
Please upload a CSV (comma-separated values) file with four columns with the following order:

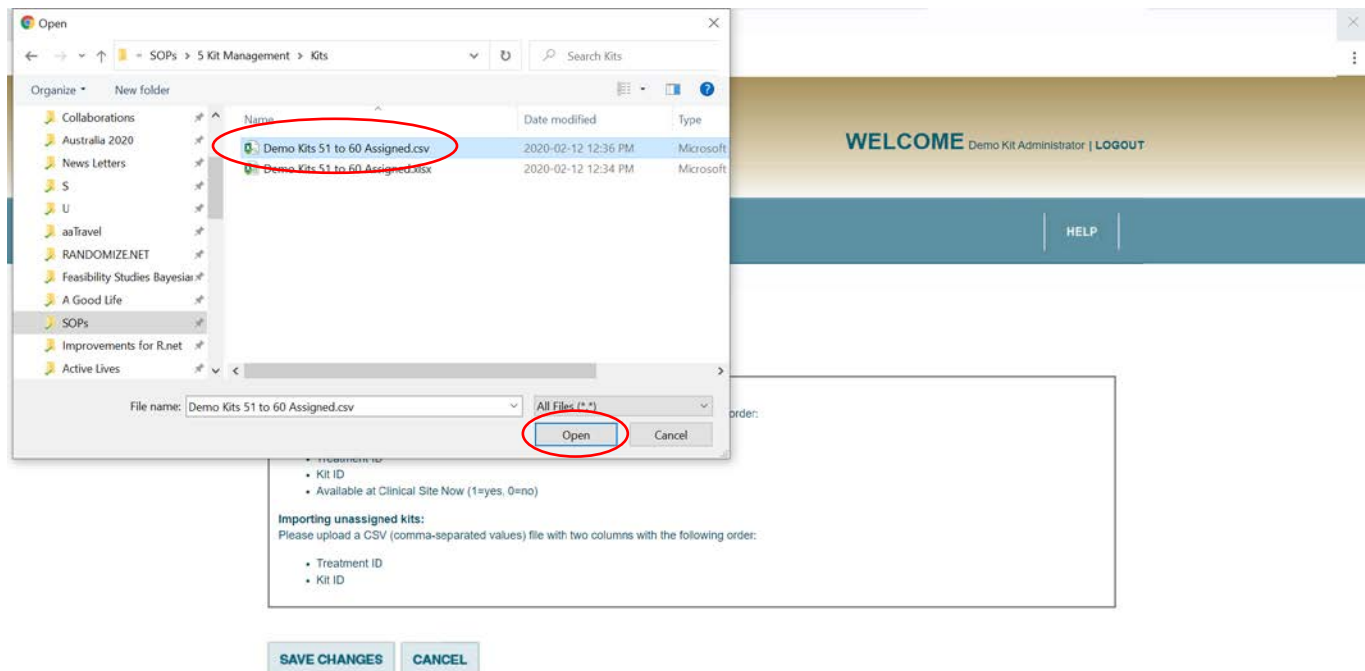
- Clinical Site Primary User Login ID
- Treatment ID
- Kit ID
- Available at Clinical Site Now (1=yes, 0=no)

**Importing unassigned kits:**  
Please upload a CSV (comma-separated values) file with two columns with the following order:

- Treatment ID
- Kit ID

[SAVE CHANGES](#) [CANCEL](#)

Navigate to the file contain the list of *Kit Numbers*, click on it, and click on “Open”.



The newly important *Kit Numbers* will be displayed.

Clicking on “SAVE CHANGES” will complete the importation and take you to the screen on the next page.

Clicking on “CANCEL” will cancel the importation procedure.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME TRIALS CLINICAL SITES ADMINISTRATORS MY ACCOUNT HELP

Select Trial » Trial Details » Manage Kits » Manage Kits For Site

### IMPORT KITS

Choose file

For Clinical Sites:

CLINICAL SITE NAME	SITE ID	TREATMENT ID	TREATMENT	KIT	AVAILABLE
Demo Clinical Site 1	democlinsite1	2	Placebo	A51	True
Demo Clinical Site 1	democlinsite1	1	Active	A52	True
Demo Clinical Site 1	democlinsite1	1	Active	A53	True
Demo Clinical Site 1	democlinsite1	2	Placebo	A54	True
Demo Clinical Site 1	democlinsite1	1	Active	A55	True
Demo Clinical Site 1	democlinsite1	1	Active	A56	False
Demo Clinical Site 1	democlinsite1	2	Placebo	A57	False
Demo Clinical Site 1	democlinsite1	1	Active	A58	False
Demo Clinical Site 1	democlinsite1	2	Placebo	A59	False
Demo Clinical Site 1	democlinsite1	2	Placebo	A60	False

**SAVE CHANGES** CANCEL

You can click on “View/Edit” to verify the importation procedure.

The screenshot shows the RANDOMIZE.NET web application. The header includes the logo and a welcome message for the Demo Kit Administrator. The navigation bar contains links for HOME, TRIALS, CLINICAL SITES, ADMINISTRATORS, MY ACCOUNT, and HELP. The breadcrumb trail indicates the current location: Select Trial » Trial Details » Manage Kits. A yellow notification bar states "Kits imported successfully." Below this, the "MANAGE KITS" section is displayed, with sub-links for Edit Kit Preferences, Import Kits, and Assign Kits. A table lists the kits, with the first row's "View/Edit" link circled in red.

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	48	5

Demo Clinical Site 1	democlinsite1	1	Active	A42	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A29	9	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A19	10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A47	11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A49	12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A39	13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A22	14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A33	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A18	16	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A03	17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A09	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A14	19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A26	20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A27	21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A07	22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A37	23	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A01	24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A12	25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A52	26	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A53	27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A55	28	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A56	29	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A58	30	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A23	1	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A45	2	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A15	3	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A16	4	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A34	5	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	6	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	7	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Newly imported Kit Numbers

Demo Clinical Site 1	democlinsite1	2	Placebo	A34	5	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	6	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	7	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A11	9	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A25	10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A35	11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A38	12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A20	13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A43	14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A08	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A46	16	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A24	17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A13	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A44	19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A17	20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A31	21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A36	22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A05	23	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A21	24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A32	25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A51	26	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A54	27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A57	28	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A59	29	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A60	30	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>

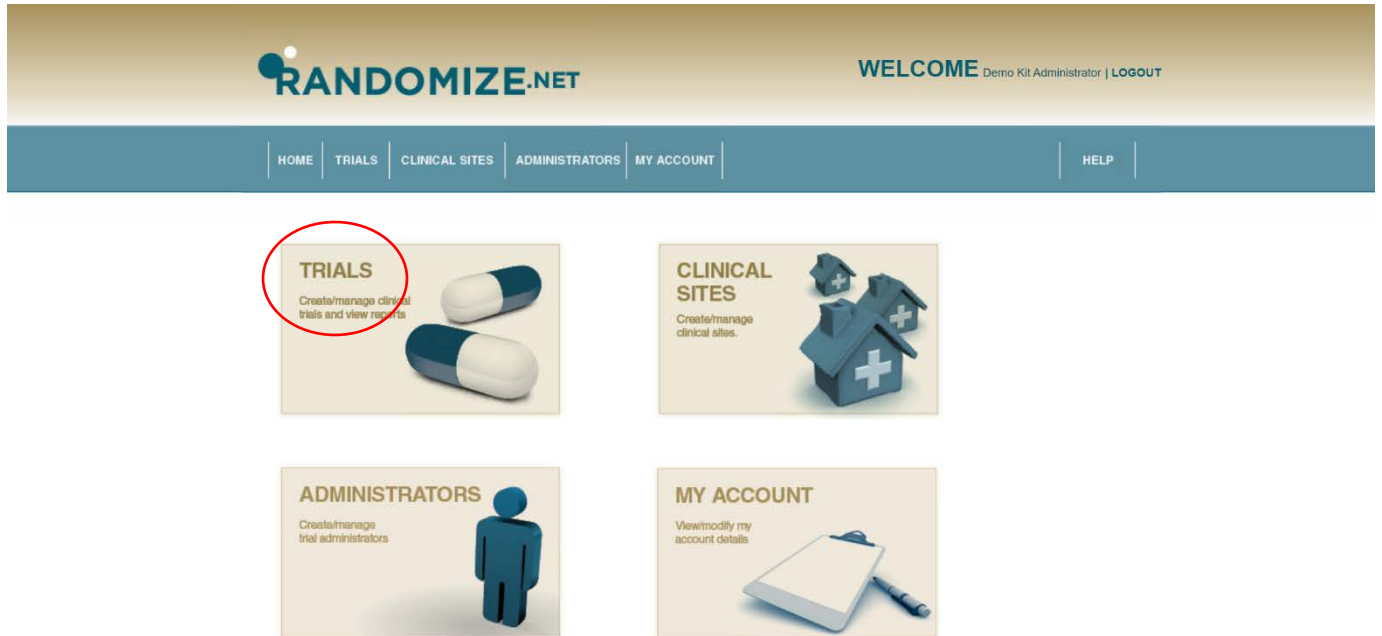
Kits not yet available at the Clinical Site

SAVE CHANGES CANCEL


Click "CANCEL" to return to the screen on the next page.

## 1.2 Indicate *Kit Numbers* are Available

To indicate that previously imported *Kit Numbers* are now available at the *Clinical Site*, click on “TRIALS” from the *Kit Administrator* home page.



Click on the appropriate trial.



WELCOME Demo Kit Administrator | [LOGOUT](#)

[HOME](#) | [TRIALS](#) | [CLINICAL SITES](#) | [ADMINISTRATORS](#) | [MY ACCOUNT](#) | [HELP](#)

Select Trial

TRIALS

Select a trial to manage:

TRIAL ID	TRIAL NAME	ACTIVE	DATE ACTIVATED	NUMBER OF ACTIVE SITES
1968	<a href="#">Demo Trial 1</a>	False	22-12-2019 22:05:23	0
1972	<a href="#">Demo Blinded Trial 1</a>	True	01-09-2020 23:02:39	1



The “TRIAL DETAILS” are shown.

Click on “Manage Kits”.

The screenshot shows the RANDOMIZE.NET web application. The header includes the logo and a welcome message for the Demo Kit Administrator. The main navigation bar contains links for HOME, TRIALS, CLINICAL SITES, ADMINISTRATORS, MY ACCOUNT, and HELP. Below the navigation bar, the 'TRIAL DETAILS' page is displayed. A breadcrumb trail shows 'Select Trial' followed by 'Trial Details'. The page title is 'TRIAL DETAILS'. A secondary navigation bar contains links for 'Edit Trial Details', 'Notification Emails', 'Edit Inclusion/Exclusion Criteria', 'Activate Clinical Sites', 'Limits', 'Reports', and 'Manage Kits'. The 'Manage Kits' link is circled in red. Below this navigation bar is a table with trial details.

TRIAL ID	1972
TRIAL NAME	Demo Blinded Trial 1
ACTIVATED	Yes
DATE ACTIVATED	01-09-2020 23:02:39
NUMBER OF ACTIVE CLINICAL SITES	1
RECORD PATIENT INITIALS	Yes
RECORD PATIENT BIRTHDATE	No
RECORD OTHER VARIABLE	No
TREATMENTS	1. Active 2. Placebo
STRATIFY BY CLINICAL SITE	Yes
BLOCKING FACTORS	2
BLOCK SIZES	4
STRATIFICATION VARIABLES	1. Duration since injury a. Less than 2 years b. 2 years or more

Sixty *Kit Numbers* have already been imported and assigned to “Demo Clinical Site 1”. Seven have been used (*i.e.* already assigned to patients), 48 “REMAINING KITS” are available for future patients, and 5 are “NOT YET AVAILABLE”.

Clicking on “View/Edit” and the list of the 60 *Kits* is displayed as on the next page.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME TRIALS CLINICAL SITES ADMINISTRATORS MY ACCOUNT HELP

Select Trial » Trial Details » Manage Kits

### MANAGE KITS

Edit Kit Preferences | Import Kits | Assign Kits

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	48	5

Demo Clinical Site 1	democlinsite1	1	Active	A33	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A18	16	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A03	17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A09	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A14	19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A26	20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A27	21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A07	22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A37	23	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A01	24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A12	25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A52	26	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A53	27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A55	28	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A56	29	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A58	30	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A23	1	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A45	2	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A15	3	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A16	4	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A34	5	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	6	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	7	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A11	9	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A25	10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A35	11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A38	12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A20	13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A43	14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A08	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Ticking the boxes in the "Available" column indicates that the *Kits* are now available at the *Clinical Site* identified in the first two columns. See the screen on the next page.

Demo Clinical Site 1	democlinsite1	2	Placebo	A34	5	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	6	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	7	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A11	9	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A25	10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A35	11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A38	12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A20	13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A43	14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A08	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A46	16	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A24	17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A13	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A44	19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A17	20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A31	21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A36	22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A05	23	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A21	24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A32	25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A51	26	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A54	27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A57	28	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A59	29	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A60	30	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>

SAVE CHANGES CANCEL

Demo Clinical Site 1	democlinsite1	1	Active	A09	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A14	19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A26	20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A27	21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A07	22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A37	23	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A01	24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A12	25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A52	28	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A53	27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A55	28	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A56	29	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	1	Active	A58	30	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A23	1	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A45	2	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A15	3	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A16	4	True		
Demo Clinical Site 1	democlinsite1	2	Placebo	A34	5	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	6	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	7	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A11	9	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A25	10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A35	11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A38	12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A20	13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A43	14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A08	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A46	16	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A24	17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A13	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Demo Clinical Site 1	democlinsite1	2	Placebo	A34	5	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A04	6	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A06	7	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A10	8	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A11	9	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A25	10	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A35	11	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A38	12	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A20	13	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A43	14	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A08	15	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A46	16	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A24	17	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A13	18	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A44	19	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A17	20	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A31	21	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A36	22	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A05	23	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A21	24	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A32	25	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A51	26	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A54	27	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A57	28	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A59	29	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 1	democlinsite1	2	Placebo	A60	30	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Click "SAVE CHANGES" to indicate that the Kits are now available and return to the screen on the next page.

SAVE CHANGES CANCEL

Click "CANCEL" to return to the screen on the previous page without indicating that the Kits are now available.


With the changes, 60 *Kit Numbers* have been imported and assigned to “Demo Clinical Site 1”. Seven have been used (*i.e.* already assigned to patients), 53 “REMAINING KITS” are available for future patients, and 5 are “NOT YET AVAILABLE”.



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[Select Trial](#) » [Trial Details](#) » [Manage Kits](#)

 Kits saved successfully.

### MANAGE KITS

[Edit Kit Preferences](#) | [Import Kits](#) | [Assign Kits](#)

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	0



### 1.3 Import Unassigned *Kit Numbers*

Prior to importing “Unassigned” *Kit Numbers*, create a comma delimited (\*.csv) file as shown below. The term “unassigned” in this context means the Kits Numbers have not yet been assigned to a specific *Clinical Site*.

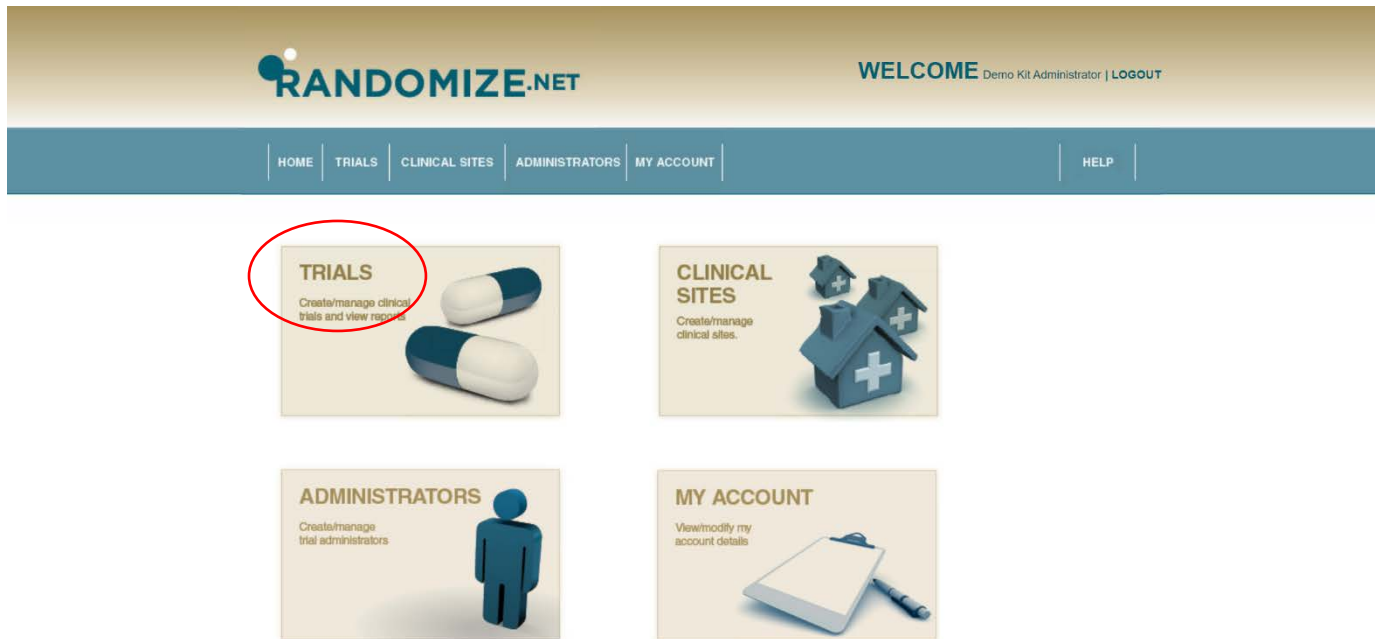
The file has two columns.

The first column (A) contains the Treatment ID. In this case “1” is Active and “2” is Control. The Treatment IDs are displayed under “TRIAL DETAILS”, see [page 25](#).


The second column (B) is the actual *Kit Number*.

	A	B	C	D	E	F	G	H	I	J	K
1	2	A61									
2	1	A62									
3	2	A63									
4	1	A64									
5	1	A65									
6	1	A66									
7	2	A67									
8	2	A68									
9	2	A69									
10	1	A70									
11											
12											
13											
14											
15											
16											

Once the \*.csv file is ready, click on “TRIALS” from the *Kit Administrator* home page.



Click on the trial to which you want to import unassigned *Kit Numbers*.



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Select Trial

TRIALS

Select a trial to manage:

TRIAL ID	TRIAL NAME	ACTIVE	DATE ACTIVATED	NUMBER OF ACTIVE SITES
1968	Demo Trial 1	False	22-12-2019 22:05:23	0
1972	Demo Blinded Trial 1	True	01-09-2020 23:02:39	1



The “TRIAL DETAILS” are shown.

Note the Treatment IDs are displayed “1” for active and “2” for Placebo.

Click on “Manage Kits”.

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Select Trial » Trial Details

### TRIAL DETAILS

Edit Trial Details | Notification Emails | Edit Inclusion/Exclusion Criteria | Activate Clinical Sites | Limits | Reports | **Manage Kits**

TRIAL ID	1972
TRIAL NAME	Demo Blinded Trial 1
ACTIVATED	Yes
DATE ACTIVATED	01-09-2020 23:02:39
NUMBER OF ACTIVE CLINICAL SITES	1
RECORD PATIENT INITIALS	Yes
RECORD PATIENT BIRTHDATE	No
RECORD OTHER VARIABLE	No
TREATMENTS	1. Active 2. Placebo
STRATIFY BY CLINICAL SITE	Yes
BLOCKING FACTORS	2
BLOCK SIZES	4
STRATIFICATION VARIABLES	1. Duration since injury a. Less than 2 years b. 2 years or more

Sixty Kits have been imported and assigned to “Demo Clinical Site 1”. Seven have been used and 53 “REMAINING KITS” are available for future patients. No Kits have been imported and assigned to “Demo Clinical Site 2”.

Click on “Import Kits”.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME | TRIALS | CLINICAL SITES | ADMINISTRATORS | MY ACCOUNT | HELP

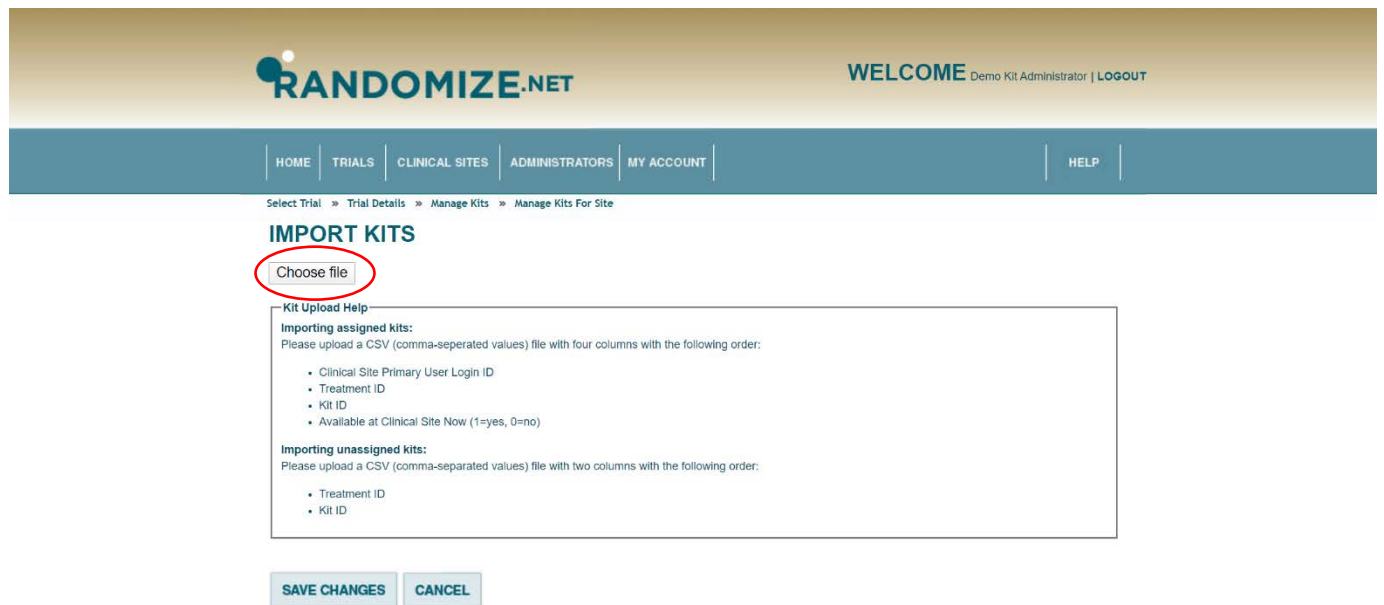
Select Trial » Trial Details » Manage Kits

### MANAGE KITS

Edit Kit Preferences | **Import Kits** | Assign Kits

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
View/Edit	democlinsite1	Demo Clinical Site 1	7	53	0
View/Edit	democlinsite2	Demo Clinical Site 2	0	0	0

Click on “Choose file”.



**RANDOMIZE.NET** WELCOME Demo KIT Administrator | LOGOUT

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Select Trial » Trial Details » Manage Kits » Manage Kits For Site

### IMPORT KITS

**Choose file**

**Kit Upload Help**

**Importing assigned kits:**  
Please upload a CSV (comma-separated values) file with four columns with the following order:

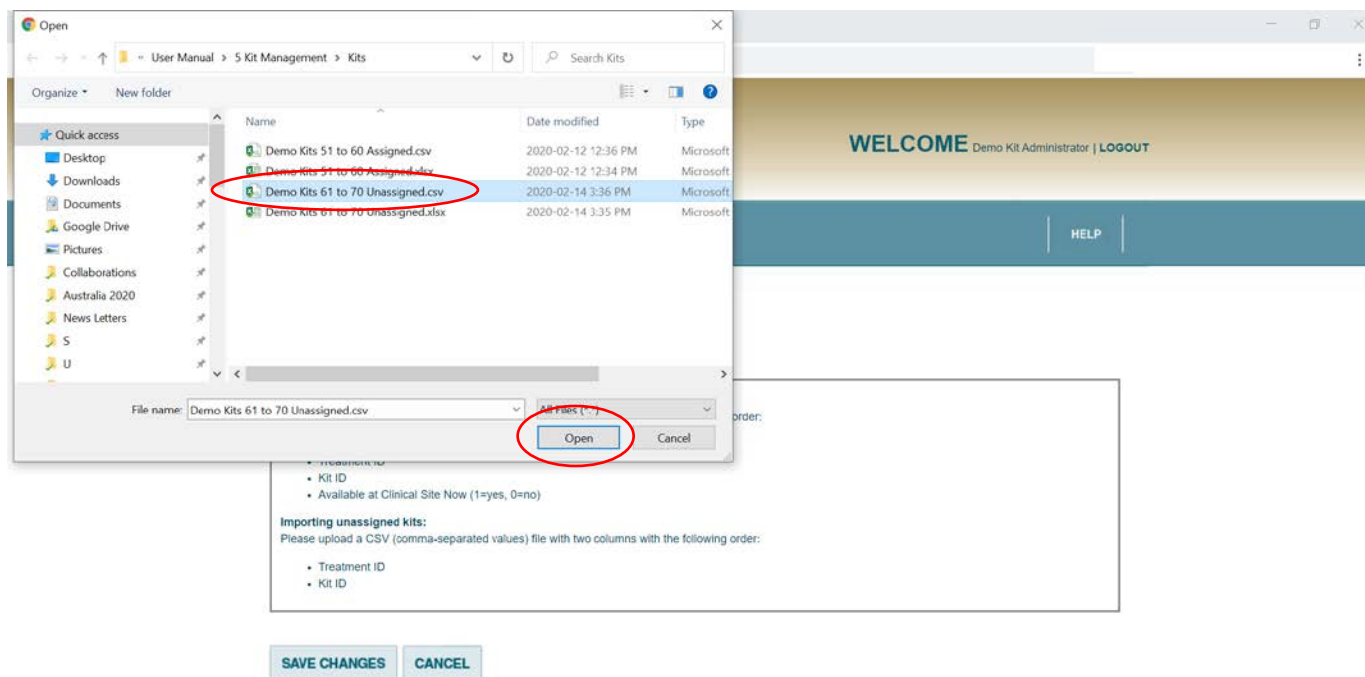
- Clinical Site Primary User Login ID
- Treatment ID
- Kit ID
- Available at Clinical Site Now (1=yes, 0=no)

**Importing unassigned kits:**  
Please upload a CSV (comma-separated values) file with two columns with the following order:

- Treatment ID
- Kit ID

**SAVE CHANGES** **CANCEL**

Navigate to the file containing the *Kit Numbers* you want to import. Click on it and then click on “Open”.



The 10 Unassigned Kits are displayed.

Clicking on “SAVE CHANGES” will import the *Kits* and take you to the screen on the next page.

Clicking on “CANCEL” will not import the *Kits*.

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Select Trial » Trial Details » Manage Kits » Manage Kits For Site

### IMPORT KITS


[Choose file](#)

Unassigned (No Clinical Site):

TREATMENT ID	TREATMENT	KIT
2	Placebo	A61
1	Active	A62
2	Placebo	A63
1	Active	A64
1	Active	A65
1	Active	A66
2	Placebo	A67
2	Placebo	A68
2	Placebo	A69
1	Active	A70

[SAVE CHANGES](#) [CANCEL](#)


There are now 10 Unassigned Kits that can be assigned to *Clinical Sites* when appropriate.



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[Select Trial](#) » [Trial Details](#) » [Manage Kits](#)



 Kits imported successfully.

### MANAGE KITS

[Edit Kit Preferences](#) | [Import Kits](#) | [Assign Kits](#)

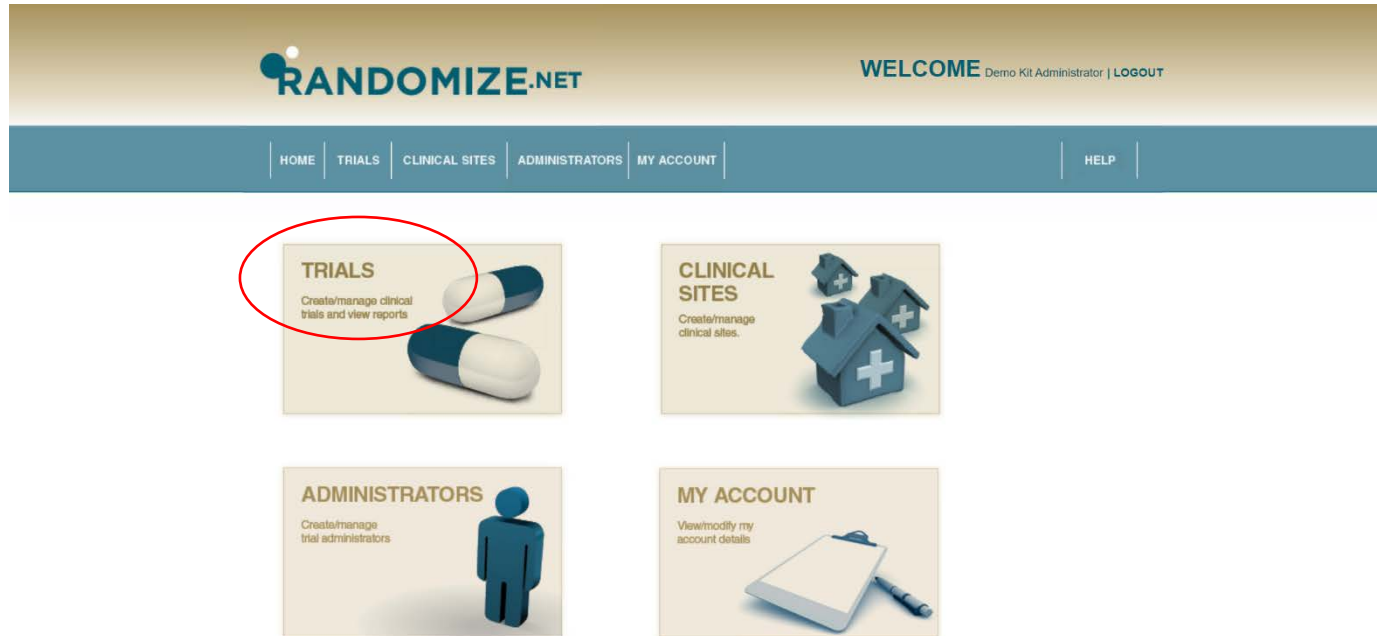
	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	0
<a href="#">View/Edit</a>	democlinsite2	Demo Clinical Site 2	0	0	0

UNASSIGNED KIT COUNT


10

## 1.4 Assign *Kit Numbers* to *Clinical Sites*

To indicate that previously imported *Kit Numbers* are now available at specific *Clinical Sites*, click on “TRIALS” from the Kit Administrator home page.



Click on the appropriate trial.



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Select Trial

TRIALS


Select a trial to manage:

TRIAL ID	TRIAL NAME	ACTIVE	DATE ACTIVATED	NUMBER OF ACTIVE SITES
1968	<a href="#">Demo Trial 1</a>	False	22-12-2019 22:05:23	0
1972	<a href="#">Demo Blinded Trial 1</a>	True	01-09-2020 23:02:39	1



The “TRIAL DETAILS” are shown.

Click on “Manage Kits”.



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Select Trial » Trial Details

### TRIAL DETAILS

[Edit Trial Details](#) | [Notification Emails](#) | [Edit Inclusion/Exclusion Criteria](#) | [Activate Clinical Sites](#) | [Limits](#) | [Reports](#) | [Manage Kits](#)

TRIAL ID	1972
TRIAL NAME	Demo Blinded Trial 1
ACTIVATED	Yes
DATE ACTIVATED	01-09-2020 23:02:39
NUMBER OF ACTIVE CLINICAL SITES	1
RECORD PATIENT INITIALS	Yes
RECORD PATIENT BIRTHDATE	No
RECORD OTHER VARIABLE	No
TREATMENTS	1. Active 2. Placebo
STRATIFY BY CLINICAL SITE	Yes
BLOCKING FACTORS	2
BLOCK SIZES	4
STRATIFICATION VARIABLES	1. Duration since injury a. Less than 2 years b. 2 years or more

Sixty *Kits* have been imported and assigned to “Demo Clinical Site 1”. Seven have been used and there are 53 “REMAINING KITS” for future patients. No *Kits* have been imported and assigned to “Demo Clinical Site 2”.

Ten *Kits* have been imported but not yet assigned to a *Clinical Site*.

Click on “Assign Kits”.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME | TRIALS | CLINICAL SITES | ADMINISTRATORS | MY ACCOUNT | HELP

Select Trial » Trial Details » Manage Kits


### MANAGE KITS

Edit Kit Preferences | Import Kits | **Assign Kits**

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	0
<a href="#">View/Edit</a>	democlinsite2	Demo Clinical Site 2	0	0	0

**UNASSIGNED KIT COUNT** 10

Click on the drop-down menus under “CLINICAL SITE” to select the *Clinical Site* you want to assign each *Kit* to. See the screen on the next page.



WELCOME Demo Kit Administrator | LOGOUT

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[Select Trial](#) » [Trial Details](#) » [Manage Kits](#) » [Assign Kits](#)

### ASSIGN KITS

TREATMENT ID	TREATMENT	KIT	CLINICAL SITE	AVAILABLE	DELETE
2	Placebo	A61	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A62	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A63	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A64	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A65	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A66	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A67	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A68	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A69	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A70	<input type="text" value="Pick One"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Kit Numbers* A61 to A64 are to be assigned to “Demo Clinical Site 1” and A65 to A68 are to be assigned to “Demo Clinical Site 2”.

Clicking on “SAVE CHANGES” will assign the *Kits* and take you to the screen on the next page.

Clicking on “CANCEL” will not assign the *Kits* and take you back to the screen on the previous page.

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Select Trial » Trial Details » Manage Kits » Assign Kits

### ASSIGN KITS

TREATMENT ID	TREATMENT	KIT	CLINICAL SITE	AVAILABLE	DELETE
2	Placebo	A61	Demo Clinical Site 1	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A62	Demo Clinical Site 1	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A63	Demo Clinical Site 1	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A64	Demo Clinical Site 1	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A65	Demo Clinical Site 2	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A66	Demo Clinical Site 2	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A67	Demo Clinical Site 2	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A68	Demo Clinical Site 2	<input type="checkbox"/>	<input type="checkbox"/>
2	Placebo	A69	Pick One	<input type="checkbox"/>	<input type="checkbox"/>
1	Active	A70	Pick One	<input type="checkbox"/>	<input type="checkbox"/>


**SAVE CHANGES** **CANCEL**

Ticking the boxes under "AVAILABLE" will indicate that the *Kits* are physically available at the *Clinical Site* now.

Ticking the boxes under "DELETE" will delete the *Kit Number* and remove it from the database.

Four “NOT YET AVAILABLE” Kits have been added to each *Clinical Site*. This means the *Kits* have been assigned to these *Clinical Sites* but are not yet physically available. Two *Kits* are still unassigned.


The *Kits* can be made available once they are assigned to the *Clinical Sites* (see screen on previous page) or at a later date, see the next section, entitled “[Make Assigned Kits available](#)”.



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Select Trial » Trial Details » Manage Kits

 Kits allocated successfully.

### MANAGE KITS

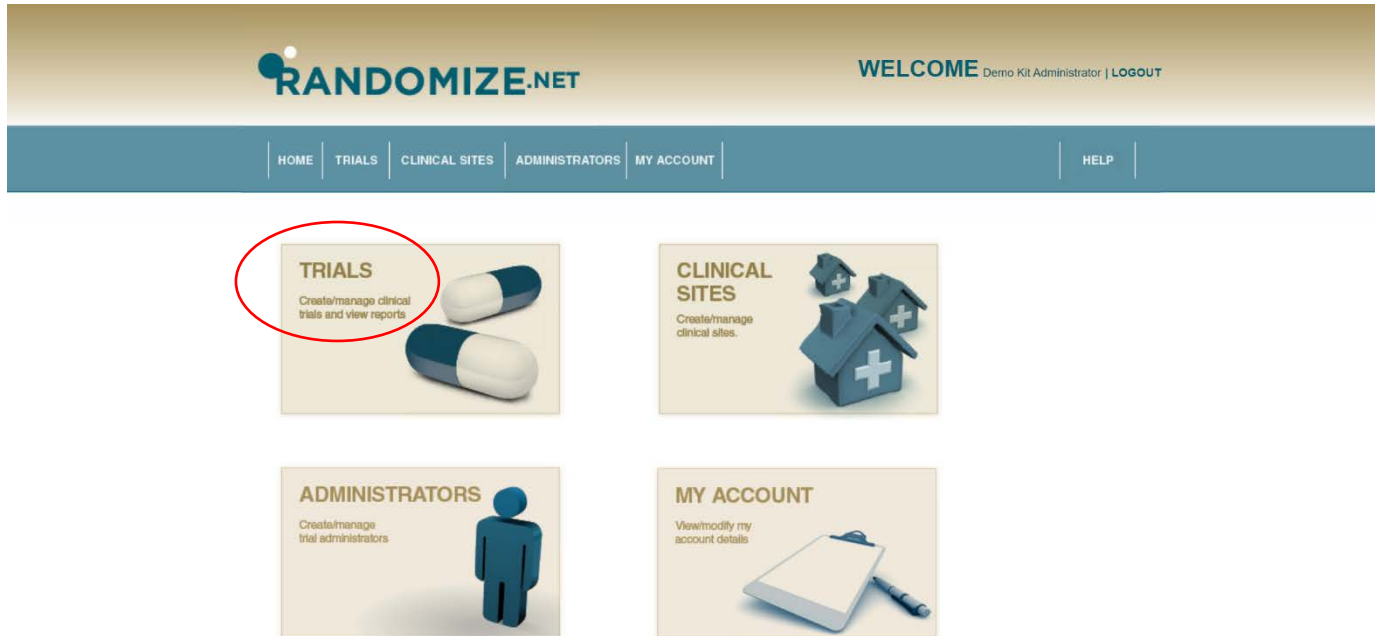
[Edit Kit Preferences](#) | [Import Kits](#) | [Assign Kits](#)

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	4
<a href="#">View/Edit</a>	democlinsite2	Demo Clinical Site 2	0	0	4


UNASSIGNED KIT COUNT 2

## 1.5 Make Assigned *Kits* available

To indicate that *Kits* are available for future patients at the *Clinical Site* to which they have been previously assigned, click on “TRIALS” from the *Kit Administrator* home page.



Click on the appropriate trial.



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[HOME](#) | [TRIALS](#) | [CLINICAL SITES](#) | [ADMINISTRATORS](#) | [MY ACCOUNT](#) | [HELP](#)

Select Trial


TRIALS

Select a trial to manage:

TRIAL ID	TRIAL NAME	ACTIVE	DATE ACTIVATED	NUMBER OF ACTIVE SITES
1968	Demo Trial 1	False	22-12-2019 22:05:23	0
1972	Demo Blinded Trial 1	True	01-09-2020 23:02:39	1

The “TRIAL DETAILS” are shown.

Click on “Manage Kits”.



WELCOME Demo Kit Administrator | [LOGOUT](#)

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Select Trial » Trial Details

### TRIAL DETAILS

[Edit Trial Details](#) | [Notification Emails](#) | [Edit Inclusion/Exclusion Criteria](#) | [Activate Clinical Sites](#) | [Limits](#) | [Reports](#) | [Manage Kits](#)

TRIAL ID	1972
TRIAL NAME	Demo Blinded Trial 1
ACTIVATED	Yes
DATE ACTIVATED	01-09-2020 23:02:39
NUMBER OF ACTIVE CLINICAL SITES	1
RECORD PATIENT INITIALS	Yes
RECORD PATIENT BIRTHDATE	No
RECORD OTHER VARIABLE	No
TREATMENTS	1. Active 2. Placebo
STRATIFY BY CLINICAL SITE	Yes
BLOCKING FACTORS	2
BLOCK SIZES	4
STRATIFICATION VARIABLES	1. Duration since injury a. Less than 2 years b. 2 years or more



Sixty-four *Kits* have been imported and assigned to “Demo Clinical Site 1”. Seven have been used, 53 “REMAINING KITS” are available for future patients, and 4 are “NOT YET AVAILABLE”.

Four *Kits* have been imported and assigned to “Demo Clinical Site 2” but are “NOT YET AVAILABLE”.

Two *Kits* have been imported but not yet assigned to a *Clinical Site*.

To indicate that 2 *Kits* (A65 and A66) at “Demo Clinical Site 2” are now available, click on “View/Edit” on the line entry for “Demo Clinical Site 2”.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

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Select Trial » Trial Details » Manage Kits

Kits allocated successfully.

### MANAGE KITS

Edit Kit Preferences | Import Kits | Assign Kits

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	4
<a href="#">View/Edit</a>	democlinsite2	Demo Clinical Site 2	0	0	4

UNASSIGNED KIT COUNT 2

The 4 *Kits* are listed. They have been “ASSIGNED” to “Demo Clinical Site 2” but not yet indicated as “AVAILABLE”.

To indicate that *Kits* A65 and A66 are now available at the *Clinical Site* tick the boxes under “AVAILABLE”. See the screen on the next page.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME TRIALS CLINICAL SITES ADMINISTRATORS MY ACCOUNT HELP

Select Trial » Trial Details » Manage Kits » Manage Kits For Site


### MANAGE KITS for Demo Clinical Site 2

CLINICAL SITE NAME	SITE ID	TREATMENT ID	TREATMENT	KIT	NUMBER	IS USED	AVAILABLE	ASSIGNED
Demo Clinical Site 2	democlinsite2	1	Active	A65	1	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 2	democlinsite2	1	Active	A66	2	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 2	democlinsite2	2	Placebo	A67	1	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 2	democlinsite2	2	Placebo	A68	2	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Click on the boxes under “AVAILABLE” for *Kit Numbers* A65 and A66.

Clicking on “SAVE CHANGES” will make the *Kits* available for future patients and take you to the screen on the next page.

Clicking on “CANCEL” will take you back to the screen on [page 167](#) and the *Kits* will not be available for future patients.

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Select Trial » Trial Details » Manage Kits » Manage Kits For Site

**MANAGE KITS** for Demo Clinical Site 2

CLINICAL SITE NAME	SITE ID	TREATMENT ID	TREATMENT	KIT	NUMBER	IS USED	AVAILABLE	ASSIGNED
Demo Clinical Site 2	democlinsite2	1	Active	A65	1	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 2	democlinsite2	1	Active	A66	2	False	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 2	democlinsite2	2	Placebo	A67	1	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Demo Clinical Site 2	democlinsite2	2	Placebo	A68	2	False	<input type="checkbox"/>	<input checked="" type="checkbox"/>

[SAVE CHANGES](#)[CANCEL](#)

Sixty-four *Kits* have been imported and assigned to “Demo Clinical Site 1”. Seven have been used, 53 are “REMAINING KITS” and are available for future patients, and 4 are “NOT YET AVAILABLE”.

Four *Kits* have been imported and assigned to “Demo Clinical Site 2”. Two (A65 and A66) are “REMAINING KITS” and are available for future patients and 2 are “NOT YET AVAILABLE”.

Two *Kits* have been imported but not yet assigned to a Clinical Site.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | [LOGOUT](#)

HOME | TRIALS | CLINICAL SITES | ADMINISTRATORS | MY ACCOUNT | HELP

Select Trial » Trial Details » Manage Kits

Kits saved successfully.

### MANAGE KITS

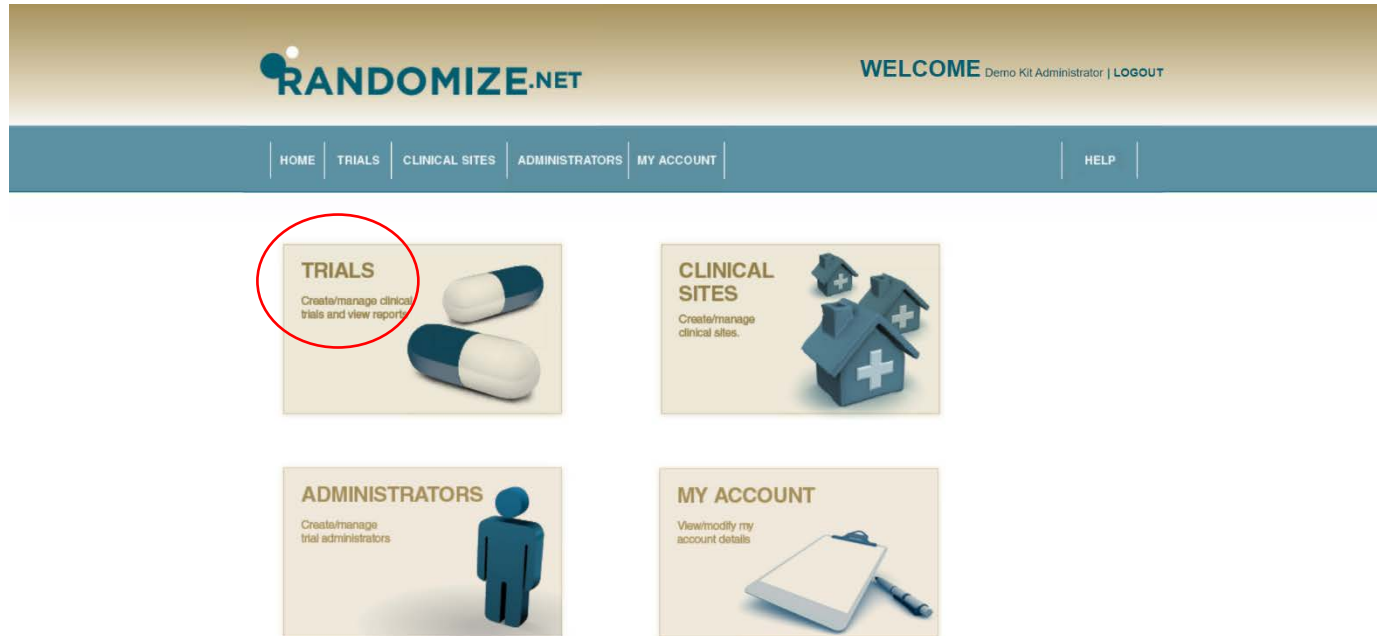
[Edit Kit Preferences](#) | [Import Kits](#) | [Assign Kits](#)

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	4
<a href="#">View/Edit</a>	democlinsite2	Demo Clinical Site 2	0	2	2


UNASSIGNED KIT COUNT 2

## 1.6 Kit Preferences

To View/Edit the *Kit* Preferences for a specific trial, click on “TRIALS” from the *Kit Administrator* home page.



Click on the trial for which you want to View/Edit the *Kit* Preferences.



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[HOME](#) | [TRIALS](#) | [CLINICAL SITES](#) | [ADMINISTRATORS](#) | [MY ACCOUNT](#) | [HELP](#)

Select Trial


TRIALS

Select a trial to manage:

TRIAL ID	TRIAL NAME	ACTIVE	DATE ACTIVATED	NUMBER OF ACTIVE SITES
1968	Demo Trial 1	False	22-12-2019 22:05:23	0
1972	Demo Blinded Trial 1	True	01-09-2020 23:02:39	1

The “TRIAL DETAILS” are shown.

Click on “Manage Kits”.



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[Select Trial](#) » [Trial Details](#)

### TRIAL DETAILS

[Edit Trial Details](#) | [Notification Emails](#) | [Edit Inclusion/Exclusion Criteria](#) | [Activate Clinical Sites](#) | [Limits](#) | [Reports](#) | [Manage Kits](#)

TRIAL ID	1972
TRIAL NAME	Demo Blinded Trial 1
ACTIVATED	Yes
DATE ACTIVATED	01-09-2020 23:02:39
NUMBER OF ACTIVE CLINICAL SITES	1
RECORD PATIENT INITIALS	Yes
RECORD PATIENT BIRTHDATE	No
RECORD OTHER VARIABLE	No
TREATMENTS	1. Active 2. Placebo
STRATIFY BY CLINICAL SITE	Yes
BLOCKING FACTORS	2
BLOCK SIZES	4
STRATIFICATION VARIABLES	1. Duration since injury a. Less than 2 years b. 2 years or more


Click on “Edit Kit Preferences”.



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Select Trial » Trial Details » Manage Kits

 Kits allocated successfully.

### MANAGE KITS

[Edit Kit Preferences](#) | [Import Kits](#) | [Assign Kits](#)

	SITE ID	CLINICAL SITE NAME	USED KITS	REMAINING KITS	NOT YET AVAILABLE
<a href="#">View/Edit</a>	democlinsite1	Demo Clinical Site 1	7	53	4
<a href="#">View/Edit</a>	democlinsite2	Demo Clinical Site 2	0	0	4

UNASSIGNED KIT COUNT

2



An explanation of *Kit Preference* is given below.

Clicking on “SAVE CHANGES” saves all changes made during the session and takes you to screen on the previous page.

Clicking on “CANCEL” removes all changes made during the session and takes you to screen on the previous page.

The screenshot shows the 'RANDOMIZE.NET' interface. At the top, there's a navigation bar with 'HOME', 'TRIALS', 'CLINICAL SITES', 'ADMINISTRATORS', and 'MY ACCOUNT'. Below this is a breadcrumb trail: 'Select Trial » Trial Details » Manage Kits » Kits Preferences'. The main heading is 'KITS PREFERENCES'. The settings include:

- Kit List Per Clinical Site:** Radio buttons for 'Yes' (selected) and 'No'.
- Allow Refill/Replacement Of Kits:** Radio buttons for 'Yes' and 'No' (selected).
- Low Kit Email Alert Level per Treatment Arm:** A dropdown menu set to 'Off'.
- Send Email Alert to:** Checkboxes for 'All Kit Administrators', 'Coordinating Center', and 'Clinical Site'.

At the bottom are 'SAVE CHANGES' and 'CANCEL' buttons. Three red callout boxes provide additional information:

- Callout 1 (points to 'Kit List Per Clinical Site' 'No' option):** If "No", all *Kit Numbers* must be available at all *Clinical Sites*. If "Yes", *Kit Numbers* must be assigned to one *Clinical Site* only. The default is "Yes" and cannot be reset after trial is activated.
- Callout 2 (points to 'Allow Refill/Replacement Of Kits' 'No' option):** If "Yes", a *Clinical Site* can request another *Kit Number* containing the same treatment for a previously randomized patient. The default is "No" and can be reset anytime.
- Callout 3 (points to 'Low Kit Email Alert Level per Treatment Arm' dropdown):** Low *Kit* alert settings. These are explained in the next 2 pages.

Click on the desired Low *Kit* Alert value. For example, if “5” is chosen, when there are only 5 available *Kits* left for a treatment arm at a *Clinical Site*, the alert email will be sent.

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | [LOGOUT](#)

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Select Trial » Trial Details » Manage Kits » Kits Preferences

### KITS PREFERENCES

Kit List Per Clinical Site: ☒ Yes ☐ No

Allow Refill/Replacement Of Kits: ☐ Yes ☒ No

Low Kit Email Alert Level per Treatment Arm:

Send Email Alert to :

- 1 Kit Administrators
- 2 Coordinating Center
- 3 Clinical Site
- 4
- 5
- 6
- 7
- 8
- 9
- 10

The alert level is now set to "5". When there are only 5 available *Kits* left for a treatment arm at a *Clinical Site*, the alert email will be sent. You can choose to whom the alert emails are sent. In this example, it is "All Kit Administrators" and the "Clinical Site".

**RANDOMIZE.NET** WELCOME Demo Kit Administrator | LOGOUT

HOME | TRIALS | CLINICAL SITES | ADMINISTRATORS | MY ACCOUNT | HELP

Select Trial » Trial Details » Manage Kits » Kits Preferences

### KITS PREFERENCES

Kit List Per Clinical Site: ☒ Yes ☐ No

Allow Refill/Replacement Of Kits: ☐ Yes ☒ No

Low Kit Email Alert Level per Treatment Arm: 5 ▼

Send Email Alert to : ☒ All Kit Administrators ☐ Coordinating Center ☒ Clinical Site

**SAVE CHANGES** **CANCEL**