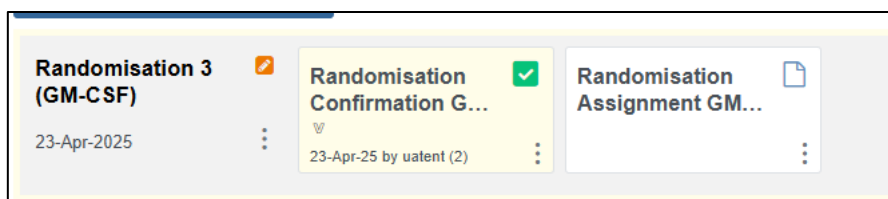


## **Guide to Randomisation and Troubleshooting in SepTiC**

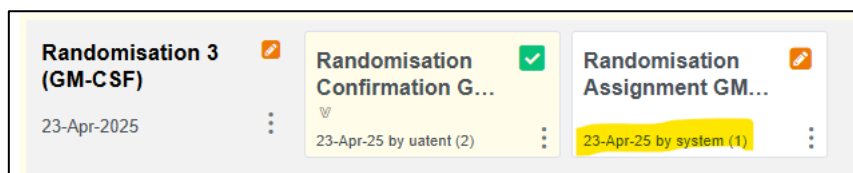
**Step 1.** When randomising to each trial (Diagnostic or Fluid or GM-CSF) two pages are required to be completed.

- a. Randomisation Confirmation requires confirmation that you are happy to randomise the patient and confirm the date of randomisation. Once this page is complete, click the 'complete' button at the bottom of the page and the screen below will appear. Note the green tick as the page is complete.
- b. Randomisation Assignment, this page will show the allocation once the information has sync'd from the confirmation page.

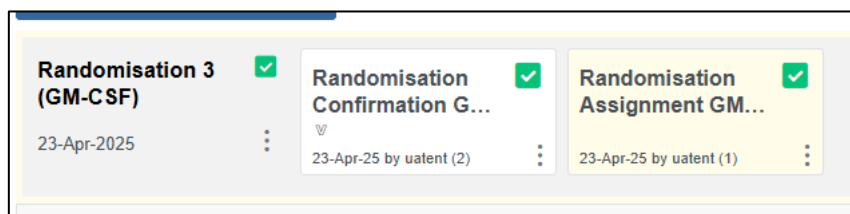
NOTE – **DO NOT** click on the Randomisation Assignment page yet. See screenshot below.



**Step 2.** Leave the Randomisation Assignment form blank for a few seconds until a stamp appears at the bottom of the assignment page and an orange pen icon appears on the top right corner of the assignment page which shows the data is sync'd and the allocation has mapped across:-



2. You may now enter the page, see the allocation and mark the page as complete:-



### **Troubleshooting**

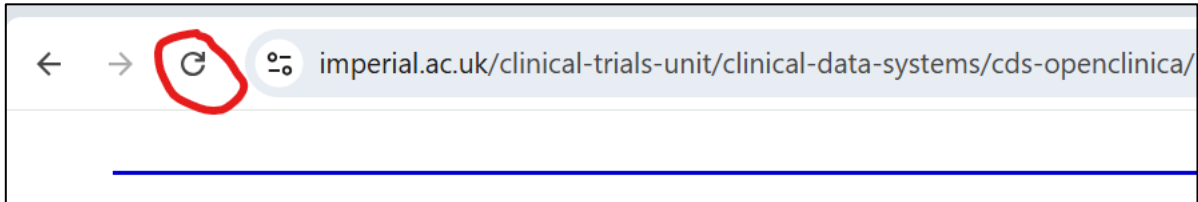
**Q1.** *I have been waiting for a few seconds but I cannot see the stamp appear?*

If the stamp has not appeared as per step 2 above, then please refresh the web browser by clicking the round arrow at the top of the page:-

On Microsoft Edge:-

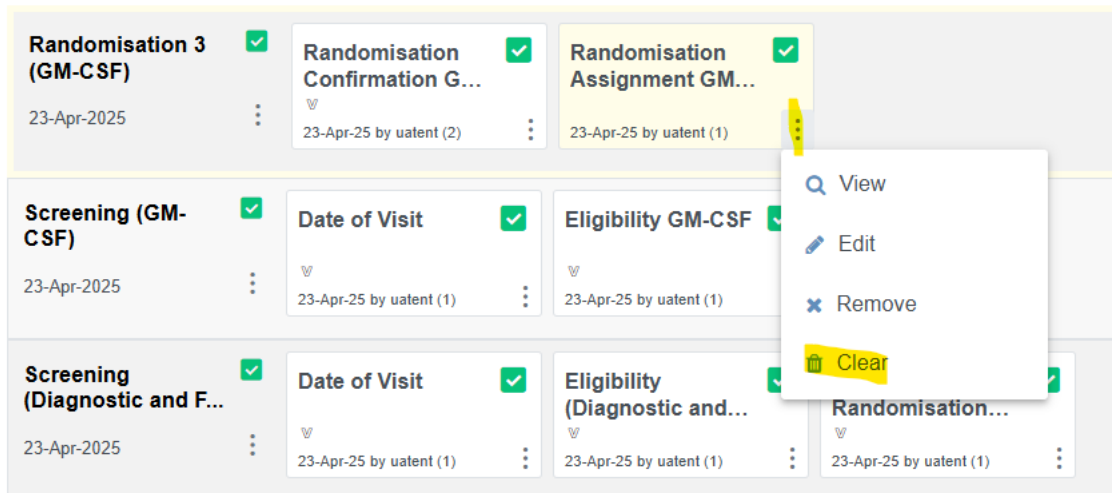


On Chrome:-



**Q2.** What if I have clicked the assignment form too quickly and marked the page as complete? How do I see the allocation?

If you have clicked the assignment form too quickly and marked this as complete, we can clear the information and sync again. To do this click on the 3 dots in the bottom right of the assignment form then click clear, shown below:-



You will be asked to enter a reason for the change:-

Item Data

Id	Value
640	SP66084
637	Male
639	1
638	1980-06-01
846	2025-04-23

Reason for Change: \*

Error

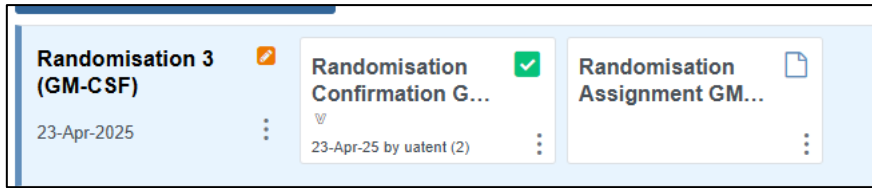
Clear Event CRF Cancel

Then click 'Edit' on the Randomisation Confirmation page see below, wait for the stamp and refresh the page if longer than a few seconds.

Then start the process again from step 1 on page 1.

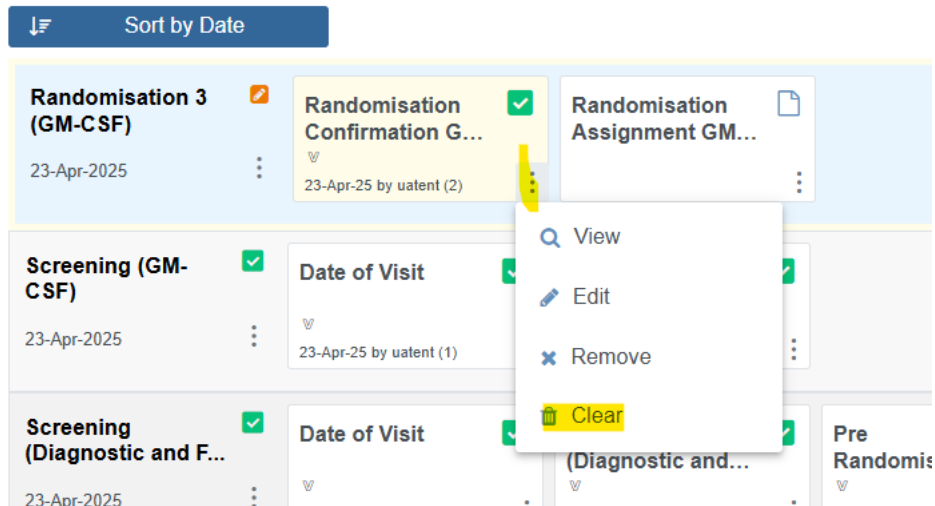
**Q3.** What if I have edited the randomisation confirmation form, but the time stamp is not appearing, and I have waited a few minutes.

If you see the screen shot below (green tick on randomisation confirmation but no tick or stamp on the randomisation assignment):-



If you have refreshed the page and have waited a few minutes then we can clear the information on the randomisation confirmation page, just like we did for the randomisation assignment page

If the stamp does not appear then click on the 3 dots in the bottom right of the randomisation confirmation page and select clear:-



Enter a reason for the change and follow the steps from step 1.