Moonlight Imaging

PORTAL USER GUIDE

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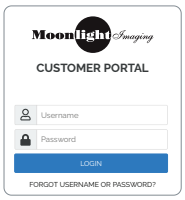
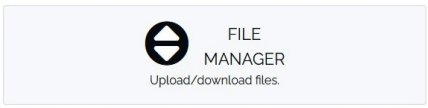
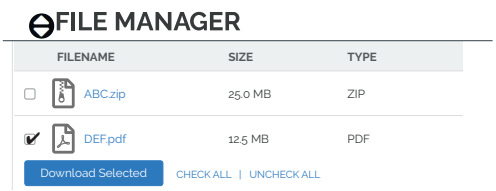


DOWNLOAD

Click and download selected files for review and for local translations





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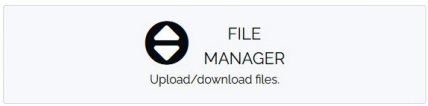
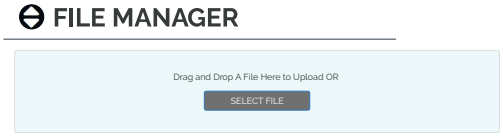
UPLOAD FILES

Upload files in English and/or local language for layout. Name your file following the naming conventions*





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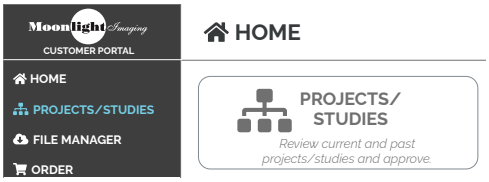
Please name your file following the naming conventions*

SELECT STUDY

Select from your list of studies



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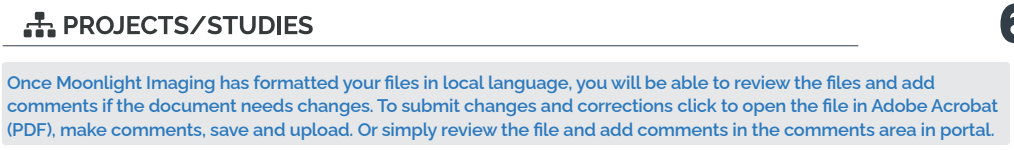
REVIEW EDITED FILES

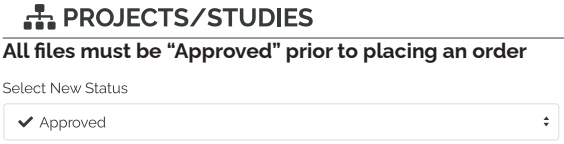


6

Please name your file following the naming conventions* **and add "_comments" at the end of file string**

After Edit should be posted as: MK0000-000_AFR_Zulu_Description_v1.2_Site 0000_comments.pdf

APPROVE FILES



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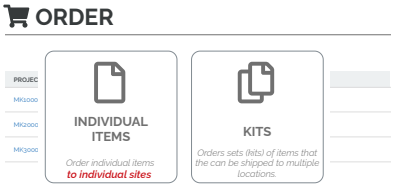
ORDER MATERIALS



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TRACK

your shipments

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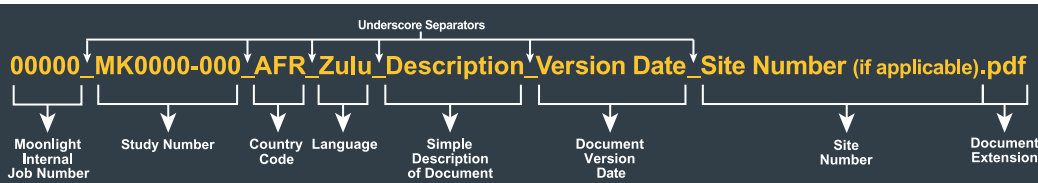
* NAMING CONVENTION



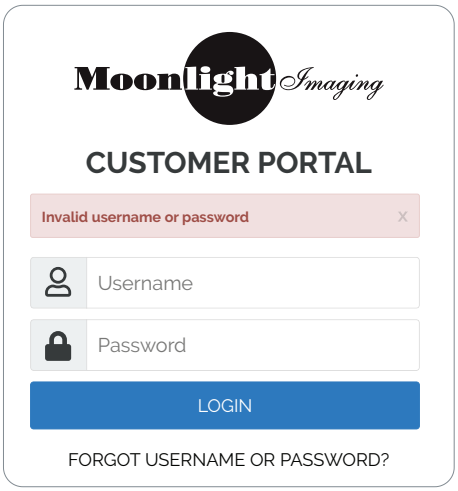
GETTING STARTED

- When a study is initiated - GTOs will provide the Moonlight Imaging Web Administrator (portal@moonlightimaging.com) a list of names and emails for the study team.
- Moonlight will issue **User Names** and **Passwords** which will be sent to their individual email address.

LOG IN

Login requires a username and password. These are assigned by Moonlight Imaging Portal Administrator.

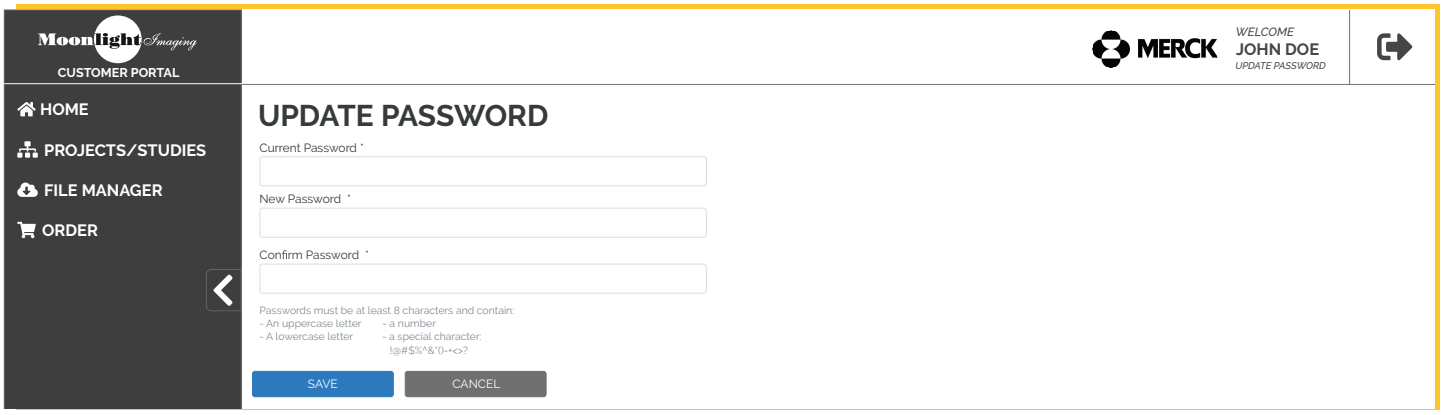
- Users can use the "Forgot Username Or Password" to have the system email their username and a link to reset their password. The reset password links are only valid for one hour after being issued.
- If user enters invalid passwords more than three times this will trigger a risk and will lock the account for 5 minutes. User will be able to retry to input the password after that 5 minutes has elapsed.
- When a user signs in for the first time, they will be presented with the portal's Terms of Use and be required to accept before entering. They will not see the message again.
- **Agree** will close the terms window, record the user has accepted the terms and show the home screen.
- **Disagree** and logout will log the user out and return them to the login screen.



Update Password

The user can update their password.

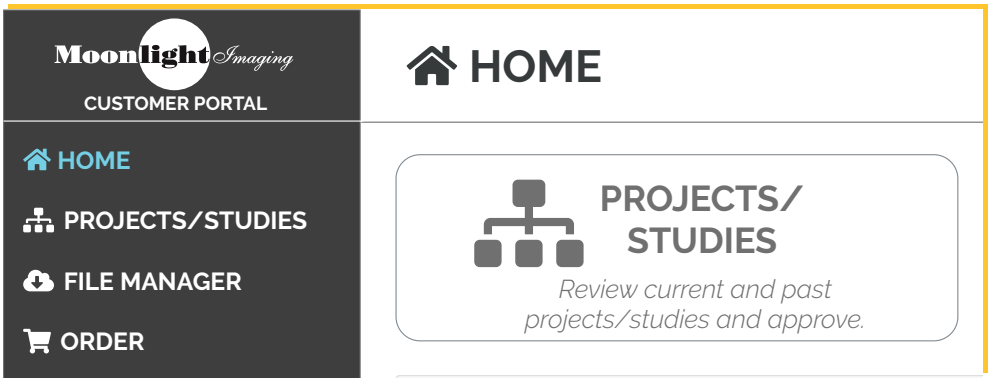
- You are not able to update your name or email address, only Portal Admin can modify this information.
- Passwords must be at least 8 characters long and contain: a lowercase letter, an uppercase letter, a number and a special character: !@#$%^&*()-+<>?



SELECT STUDY

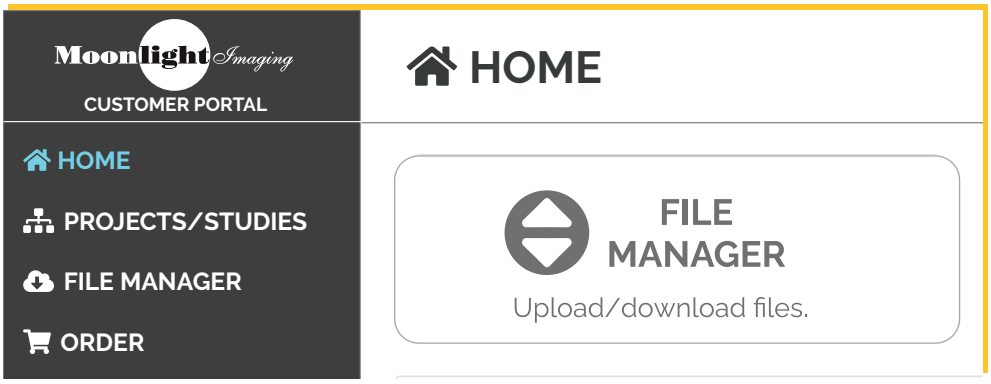
Home page includes icons and a brief description of each customer portal area the user has access to:

Projects/Studies

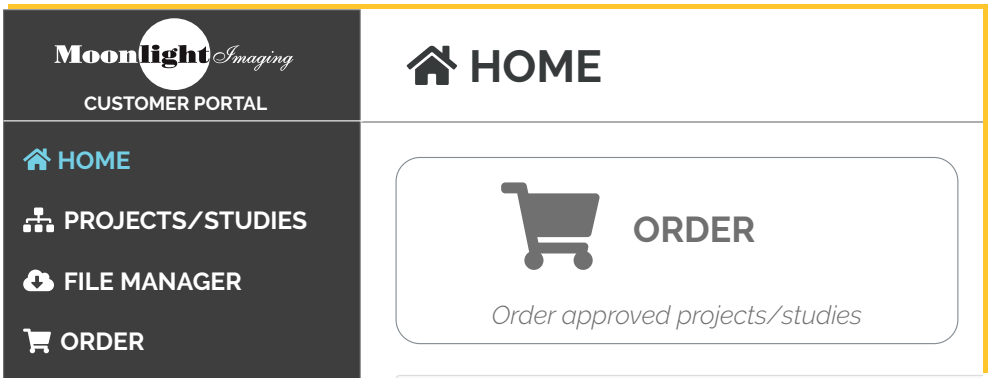


- To select a study go to **Projects/Studies**. Here you will see a list of the studies that you are associated with and this is where you can review and download study documents.

File Manager - Upload and Download Files



Order



DOWNLOAD FILES – STEP 1

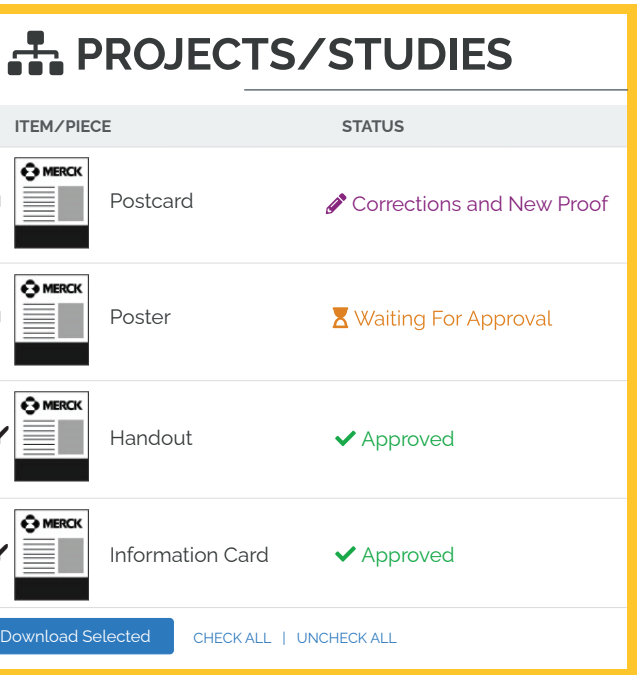
Download documents FOR REVIEW

GTO goes into the **Project/Studies** to pull down the ENG documents to review

- Click the checkboxes next to items and download a zipped file of all selected files.
- All assigned users can download documents for review.
- The default status of the document for review is **Waiting for Approval**. The status of each item includes a unique color for each status.
- The GTO should approve the document so it can be used by the COM to move on with the translation phase.

PROJECTS/ STUDIES

Review current and past projects/studies and approve.



OR

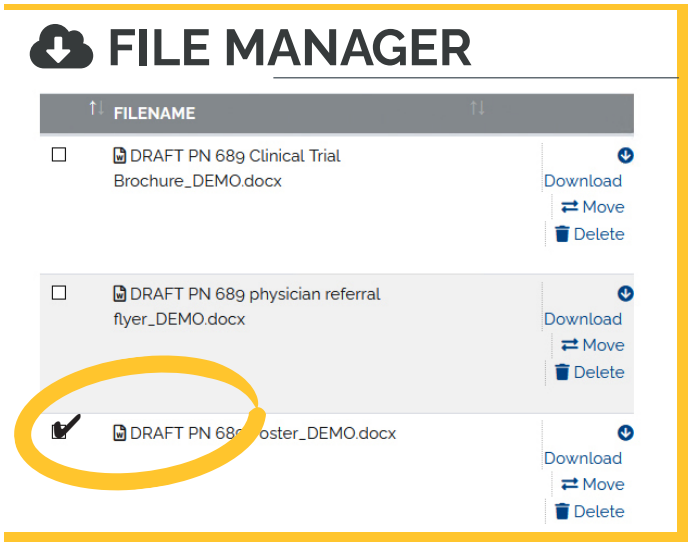
Download documents FOR TRANSLATIONS

Once the ENG version of the document is **available** the EXUS COMs associated with the study will receive an email auto notification that Word files are ready to download for translation.

COM then goes into the **File Manager** to pull down the ENG **Approved** Word documents to translate.

FILE MANAGER

Upload/download files.



Approved – Document is Final Approved

Approved with Corrections – Document needs minor edit but is Approved

Corrections and New Proof – Corrections Needed a New Proof is generated for Review

Hold – Document currently placed on Hold

Cancel – Document no longer needed

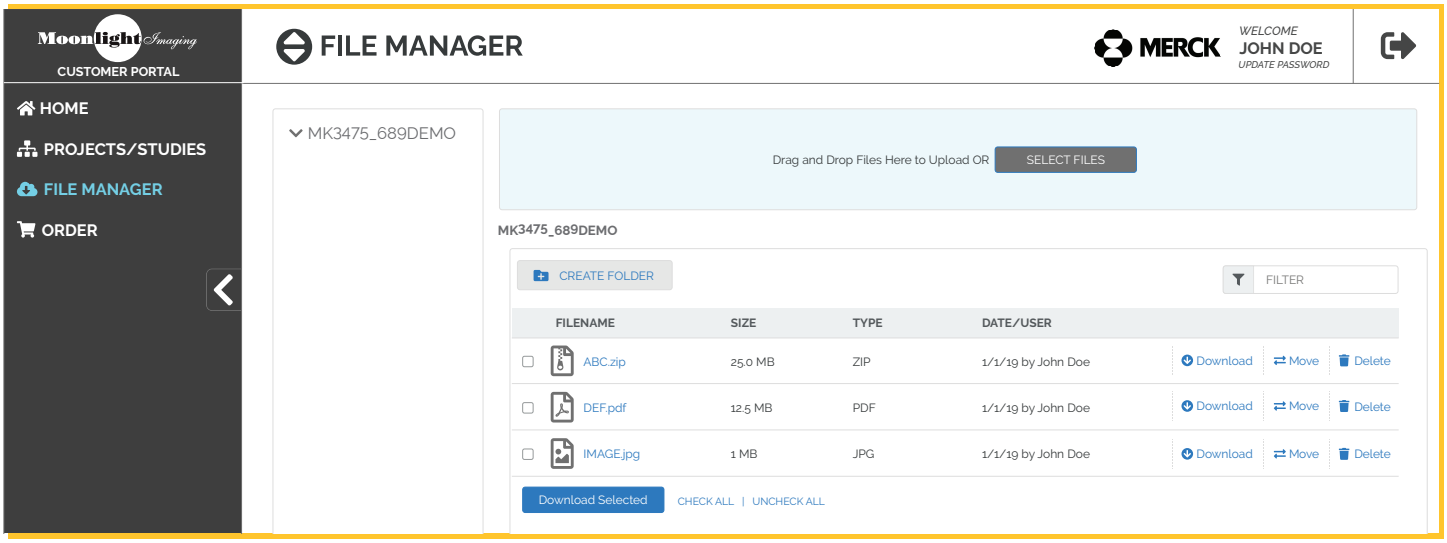
Waiting for Approval – Document pending review and approval

UPLOAD FILES – STEP 2

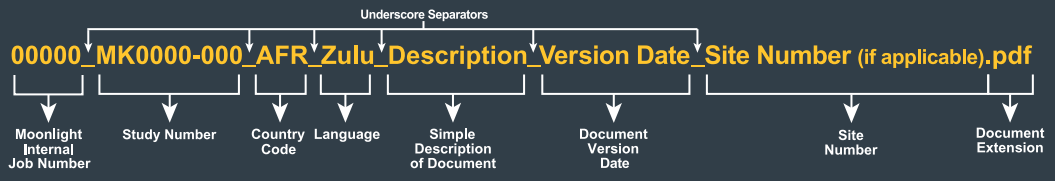
Upload locally translated documents

When in-country translations are completed the COM uploads the file in **File Manager** area so that Moonlight Imaging can create the language document layouts.

- To upload files go into **File Manager** to either drag and drop your files into the blue section or click on **Select Files** to browse and select individual files
- For support after translation and before EC submission if applicable.
- After EC approval before distribution to sites.
- When you upload your files please follow the standard naming convention* followed below
- You will only see projects/studies you are assigned to.



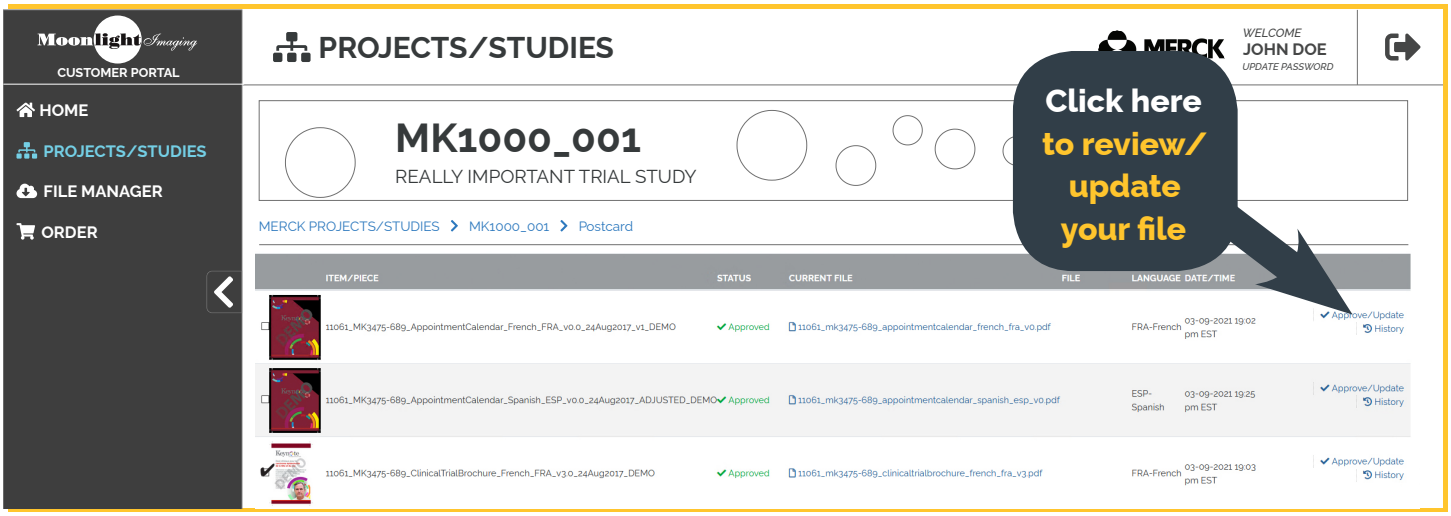
* NAMING CONVENTION



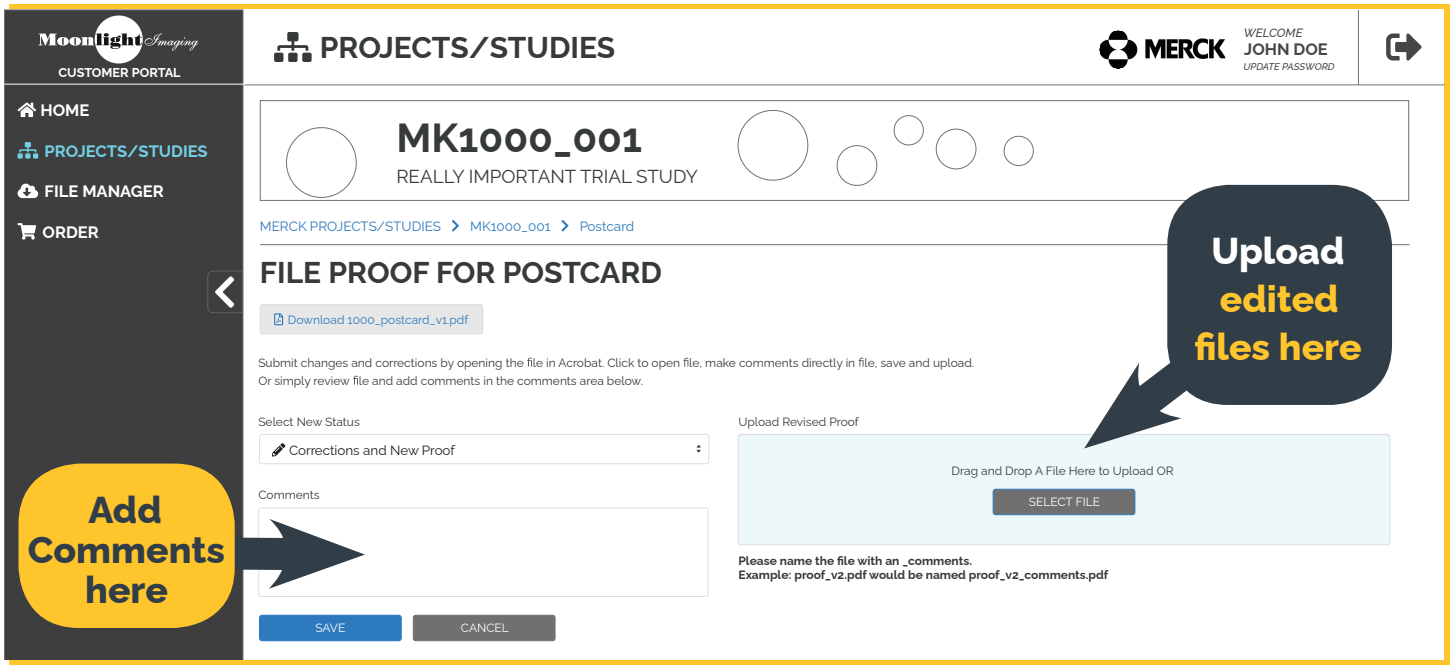
REVIEW EDITED FILES – STEP 3

Once the translated document layouts are complete they will be posted in **Projects/Studies** and an email notification will be sent to the COM. A thumbnail of the current file is displayed on the **Projects/Studies** section.

- Click on the file name to view the formatted document in local language for **review**.



- Once the document is reviewed, select **Approved** or **ask for changes** by changing the document status to either **Approved with Corrections** or **Corrections and New Proof** (see different status descriptions on page 4 above).

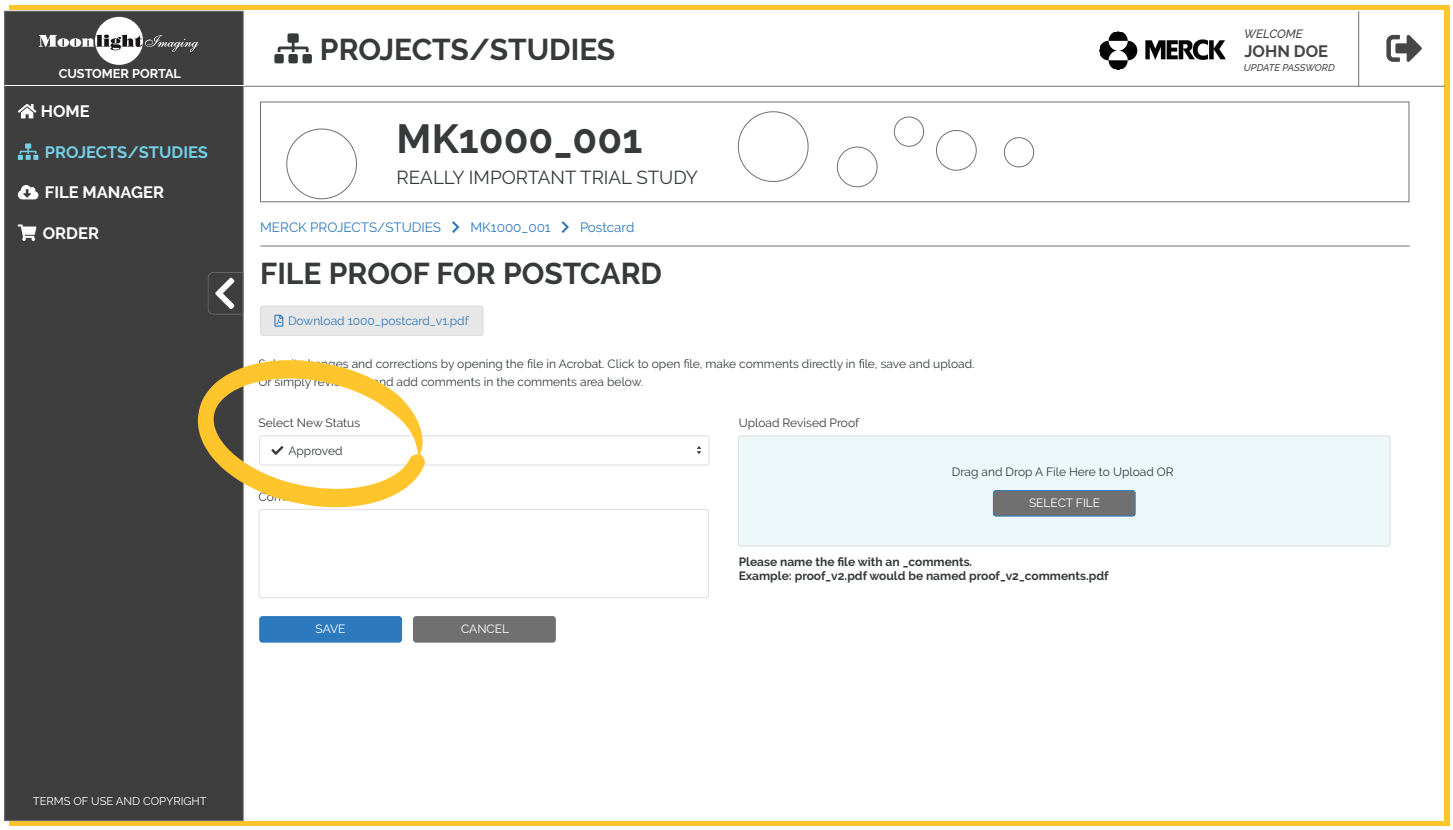


File Name Tip: **Remember when uploading edits – to name your edited file following the naming conventions* and add "_comments" at the end of file string.**

APPROVAL FILES – STEP 4

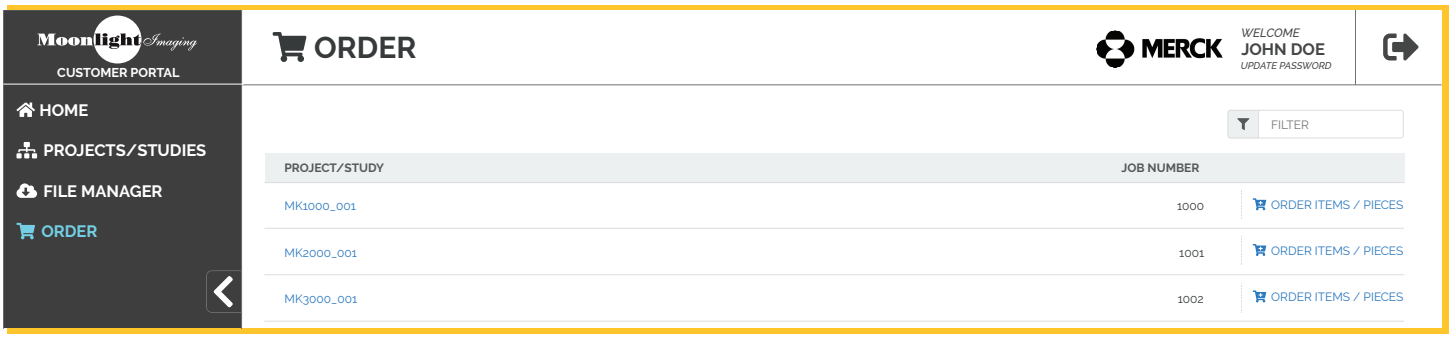
All US and EXUS document files must be **Approved** before placing an order.

- Once the document is ready for approval, select the file, change to "**Approved**" on the "**Select New Status**" pick-list and click Save.
- Only the COM assigned as the approval person can "**Select New Status**" for their study documents.
- The updated document will save to the item History.

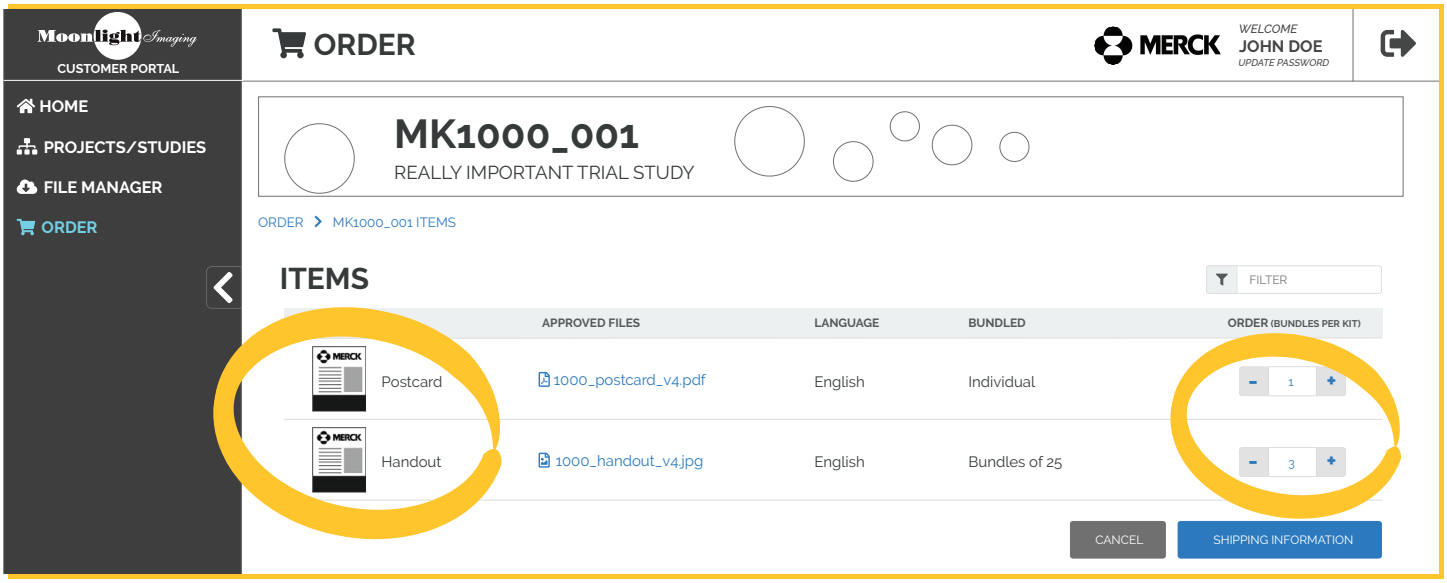


ORDER MATERIALS

- To place an order, the COM goes to the Home Page of the study and clicks on the Order icon or can access ordering on the menu bar.
- Select the appropriate study. Click on Order Items to proceed.

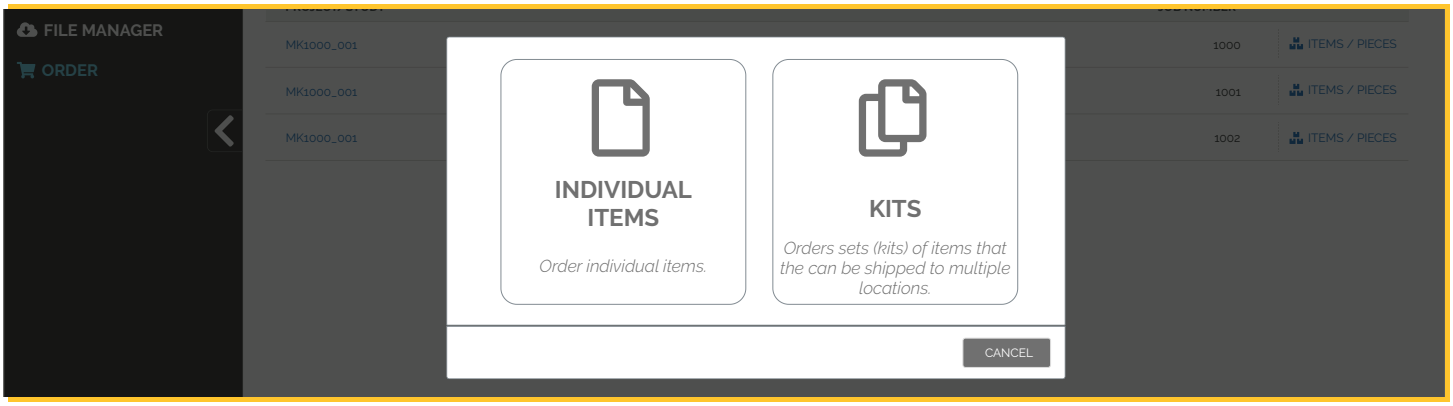


- Select items for the order and quantities and click shipping information. Then proceed to shipping by clicking on shipping button.



Ordering Icon

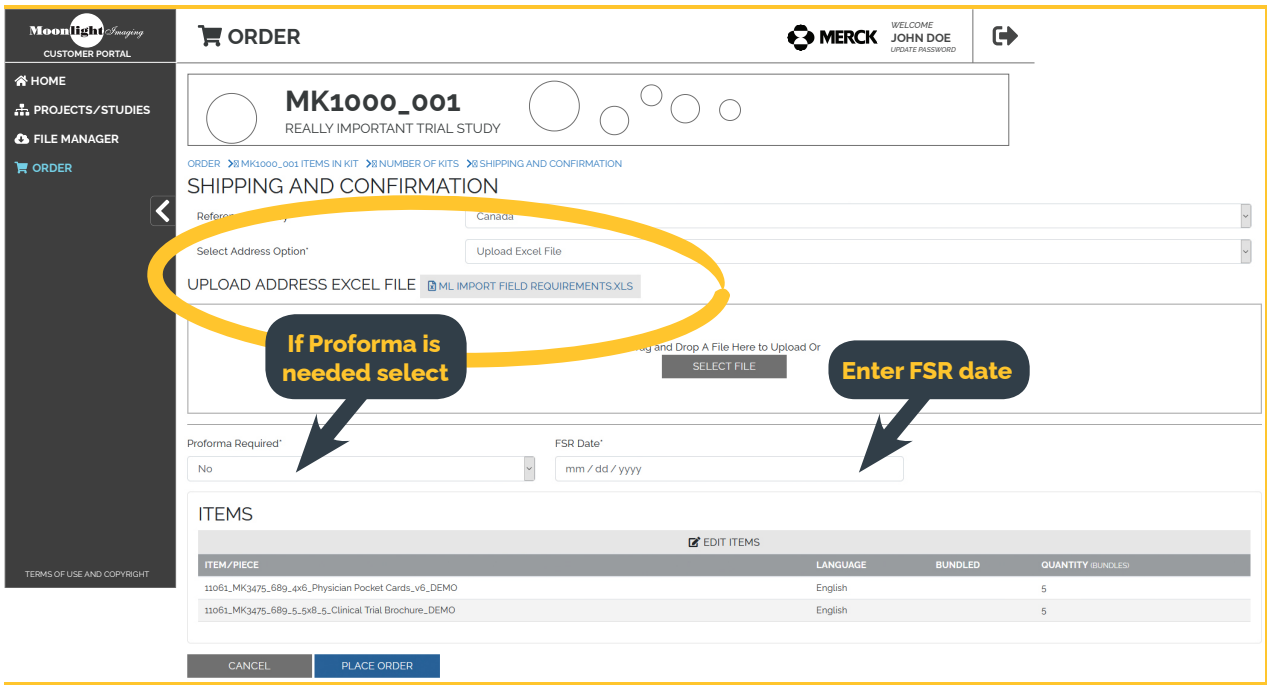
The icon allows users to select if they want to order individual items or kits.



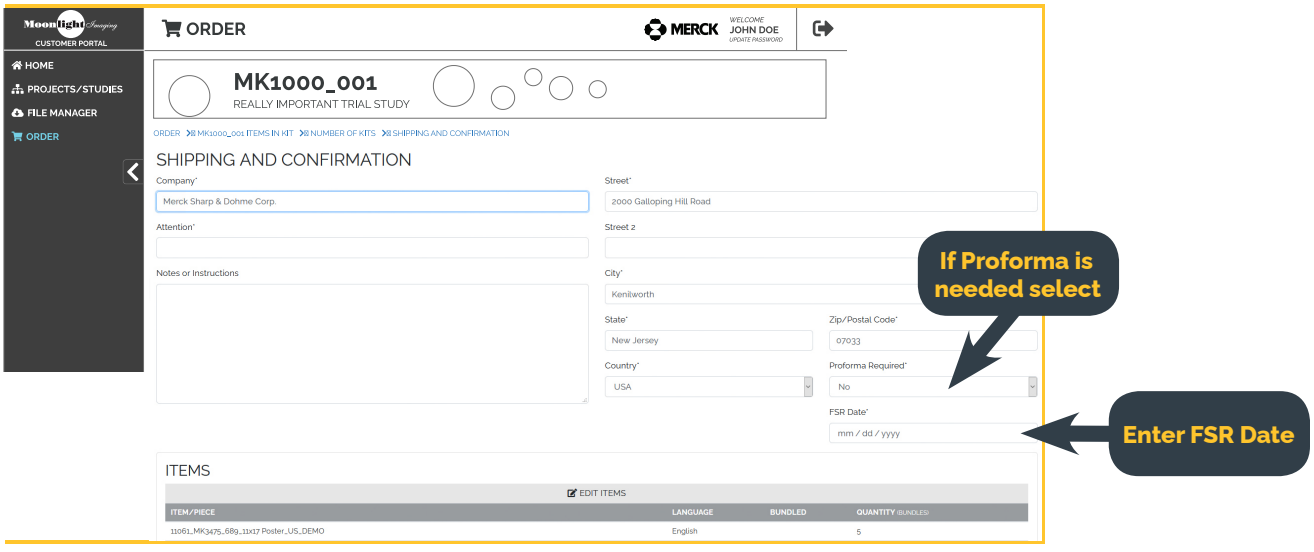
SHIPPING

- You have the option to:
  - Input shipping information manually
  - Upload your own Address Excel File
  - Update the Address Excel File provided by GTOS
- If you wish to ship only to a few sites, please **Download** the original Address Excel for the study, **Edit** the original Address Excel file to remove the sites that you do not want to receive materials and **Upload** your edited Excel file back into the Portal.

Upload Address Excel File

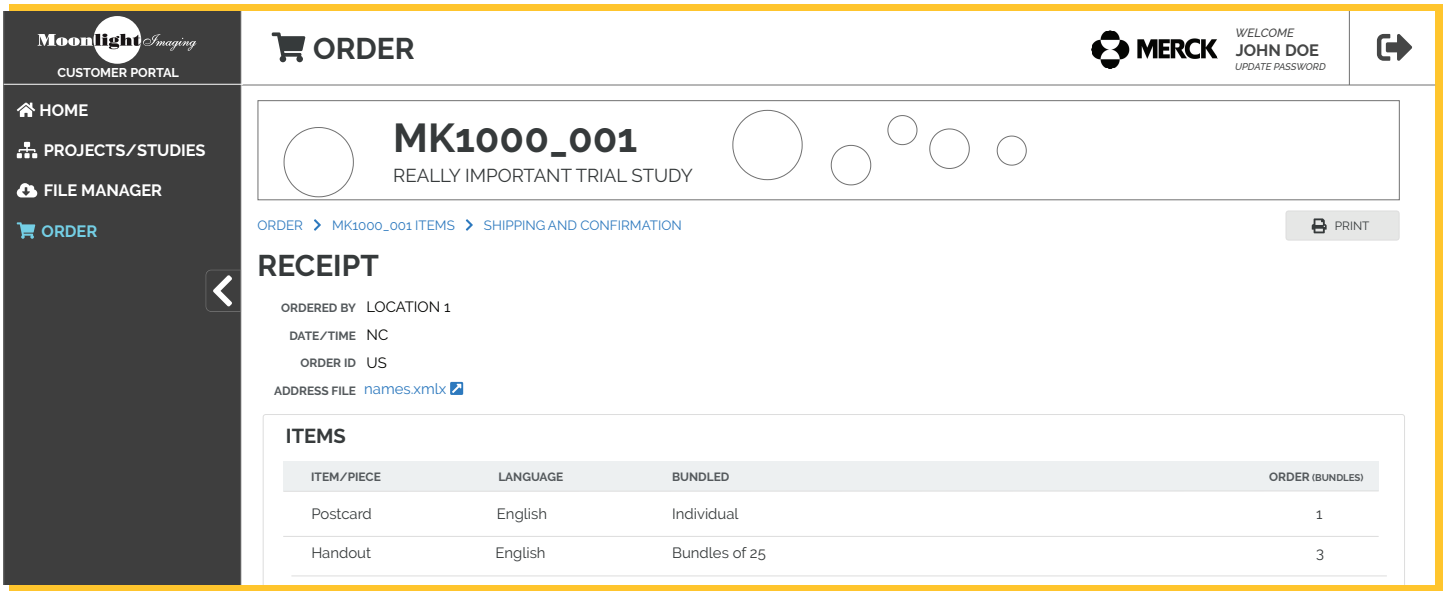


Upload Manual Address Entry

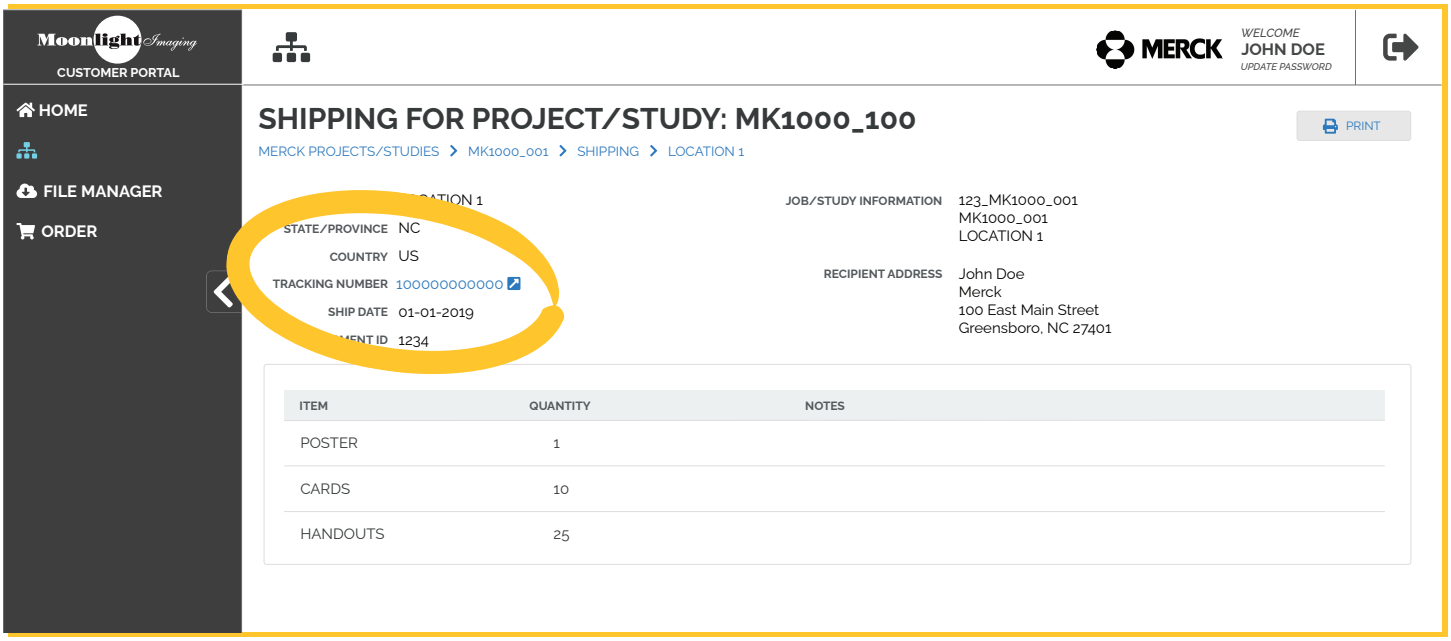


TRACK YOUR SHIPMENTS

- A shipping receipt will show after the user has placed an order.



- This shipping receipt can be printed and includes the track number for the shipment.



For any questions related to the use of Moonlight Portal, please contact the Moonlight Imaging Portal Administrator at **portal@moonlightimaging.com**

Only the assigned COM per country will be able to access the study documents. Please remember that if there is any change on the team (i.e. COM changes), portal@moonlightimaging.com should be notified. Full name and email address of the new team member should be provided so he/she can gain access to work with the study documents.

Moonlight Imaging

www.moonlightimaging.com
Phone: 973.300.1001

11.2020