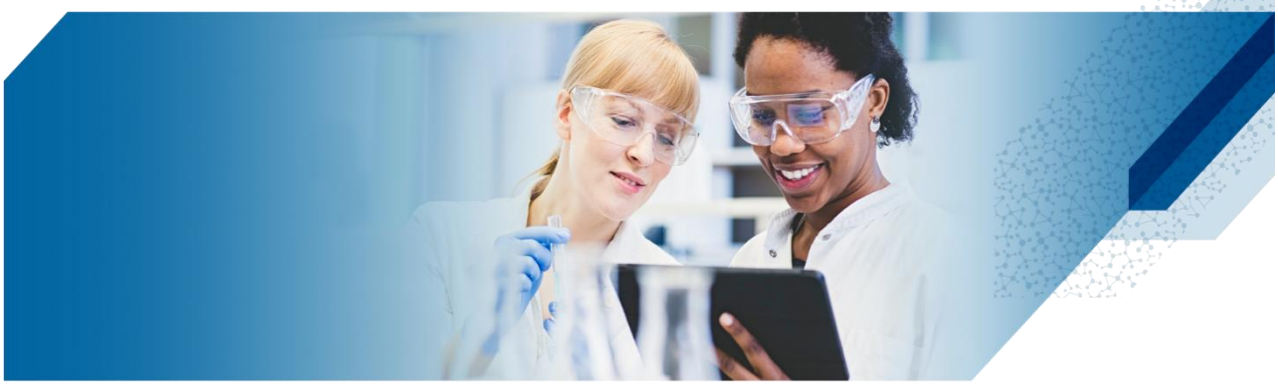
IQVIA Laboratories LTMS Portal Information Packet

V02



LTMS Portal Overview Information Packet

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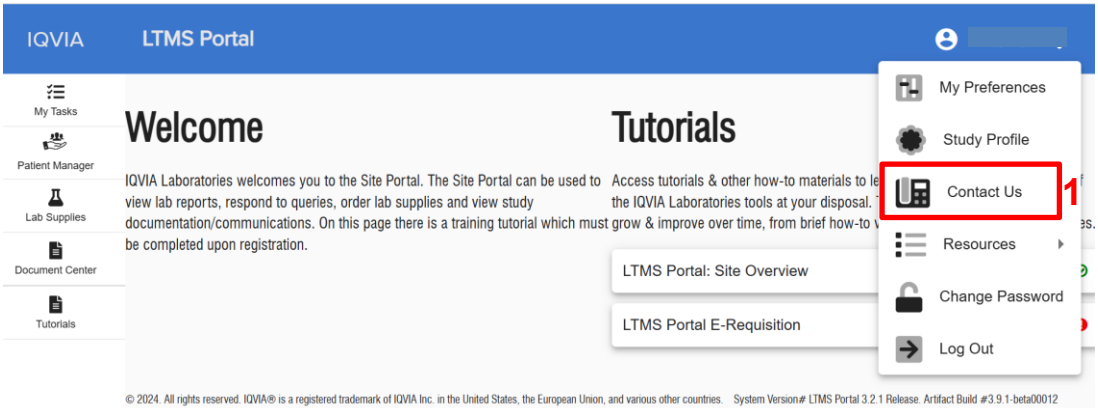
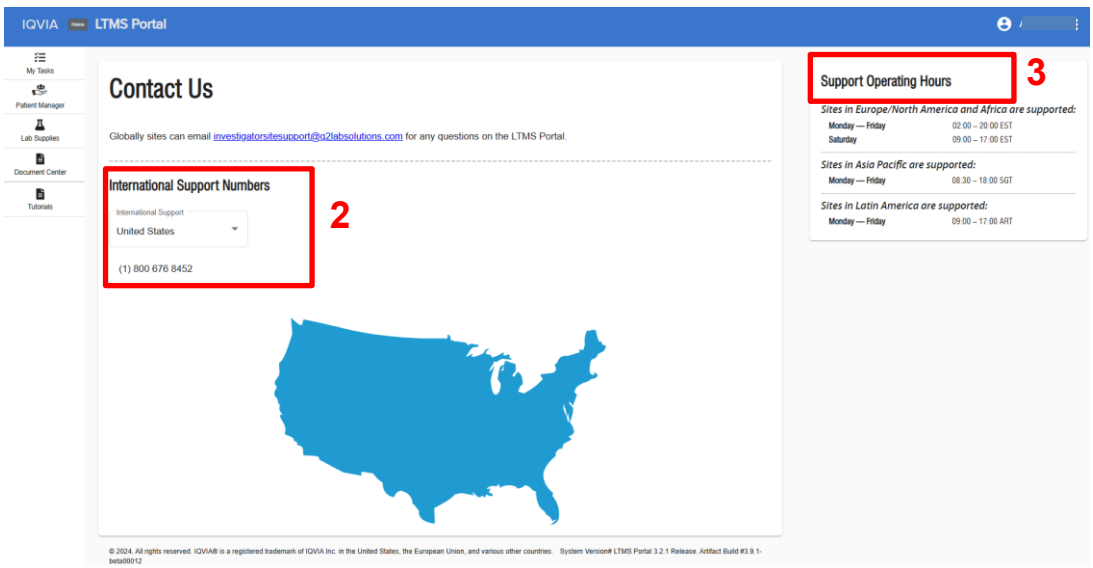
About

The purpose of this document is to provide you with the information you need to support Investigator sites in the transition to the LTMS Portal. Due to the Investigator and Site Coordinator-specific features of the LTMS Portal, CRAs are not granted access to the LTMS Portal, they will continue to navigate using Clinical Analytics** to monitor their respective trials. For LTMS Studies, CRAs are not granted access to the LTMS Portal** but will access the Customer Portal for access to their specific study data through Microsoft Power BI Dashboards. IQVIA Laboratories is providing this document to you as a tool to help you understand the functionality of the LTMS Portal and to assist your sites in their transition to web-based activities.
***Functionality may differ based on the LIMS platform for your protocol.*

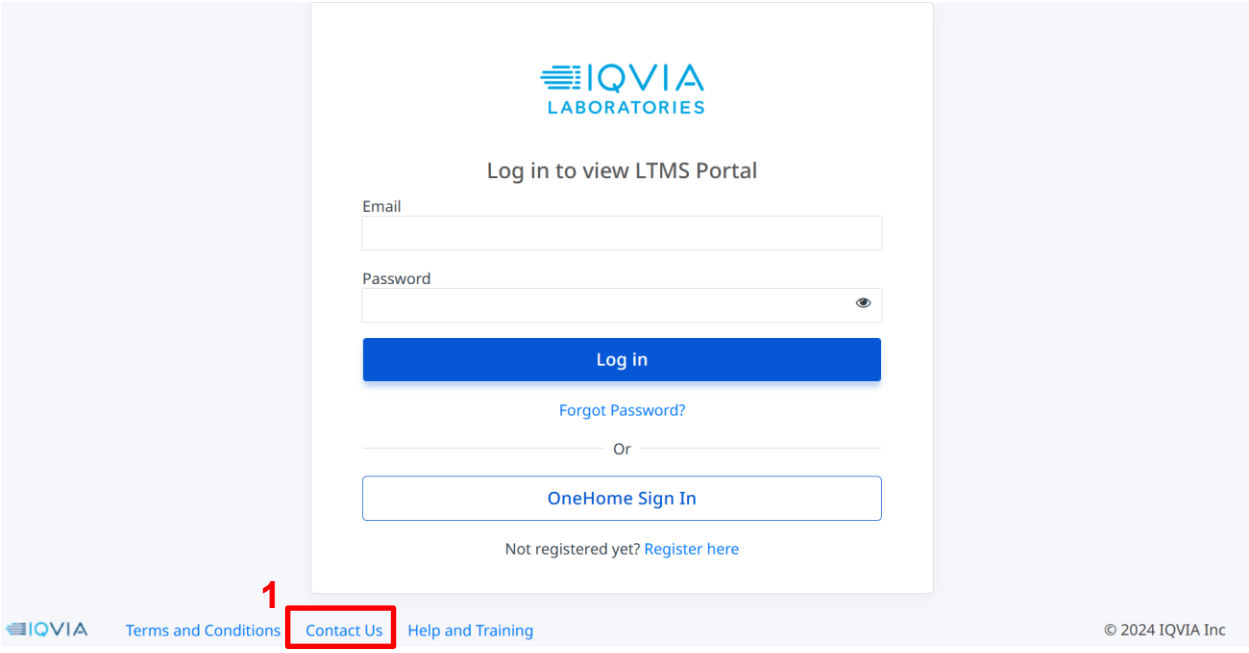
If your site has questions that you or this document cannot help in answering, please have the site contact the Investigator Site Support at investigatorsitesupport@iqvia.com.
You should also reach out to your IQVIA Laboratories representative if you need more information.

Existing user can also navigate to the Contact Us (1) section next to your username (also available at the login page). Select the applicable country for support number information (2). Operating hours are displayed on the "Support Operating Hour" section (3).





Site Portal Web Address: https://ltms.q2labsolutions.com



Account Provisioning

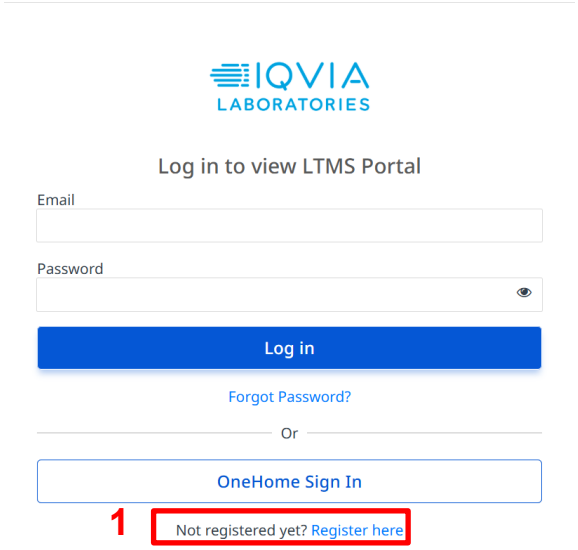
For site users to receive access to the LTMS Portal, the IQVIA Laboratories Project Services team needs to submit the site staff's information to the relevant department for account provisioning. **Each site staff member will then receive an automated welcome email with a username (the user's email address), the web address for LTMS Portal and instructions for self-registration (please see self-registration instructions below).

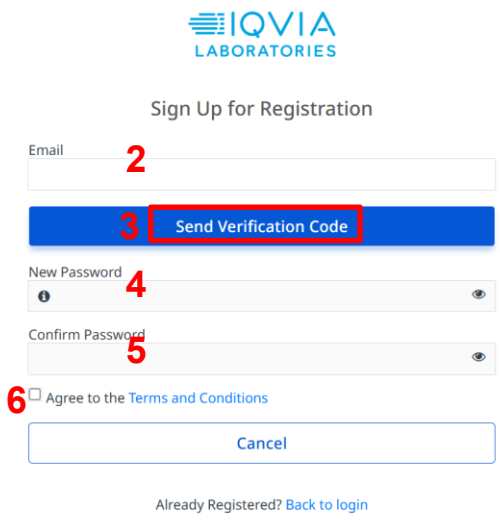
***Functionality may differ based on the LIMS platform for your protocol.*

New Users

If site user is a first-time user on LTMS Portal, please follow the steps below:

1. Go to https://ltms.q2labsolutions.com. Click on "Register here" (1) for Registration.
2. Enter your authorized Email address (2). *"Authorized Email" here, refers to email ID that has been submitted to IQVIA Laboratories PM Team for access provisioning. If this was not submitted, the self-registration will not proceed.*
3. Click Send Verification Code (3) to get the verification code in your email.
4. Enter your verification code to set your password.
5. Enter the New Password (4).
6. Enter the Confirm New Password (5).
7. Select the check box next to Agree to the Terms and Conditions (6).





Existing Portal Users

If a user already has access to LTMS Portal and receives access to a new protocol, he/she will not receive a Welcome Email. Each person has only one username and password regardless of the number of protocols in which he/she is participating.

To prevent potential delays in account creation, please have the site staff add the following e-mail addresses to the "Safe Sender" list of their respective e-mail accounts:

- investigatorsitesupport@iqvia.com
- sitealert@quintiles.com

Existing Portal User Requesting Access for Protocols

If you have site staff members who need access to a protocol within the LTMS Portal, send the following information to the IQVIA Laboratories Project Services team.

- Protocol **(Please provide the full study protocol name)**
- Site Number
- First and Last Name
- Role (i.e., Principal Investigator, Site Coordinator)
- Email Address (NOTE: if a user has an existing LTMS Portal account, please provide the email address corresponding with the existing account username).
  (NO SHARED EMAIL ADDRESSES ARE PERMITTED)

When the site users receive access to LTMS Portal, they will each receive an email from investigatorsitesupport@iqvia.com with the subject **"Q Squared Solutions LTMS Portal Account Information - please read". Sites should check both the inbox as well as their spam/junk folder to locate the email.

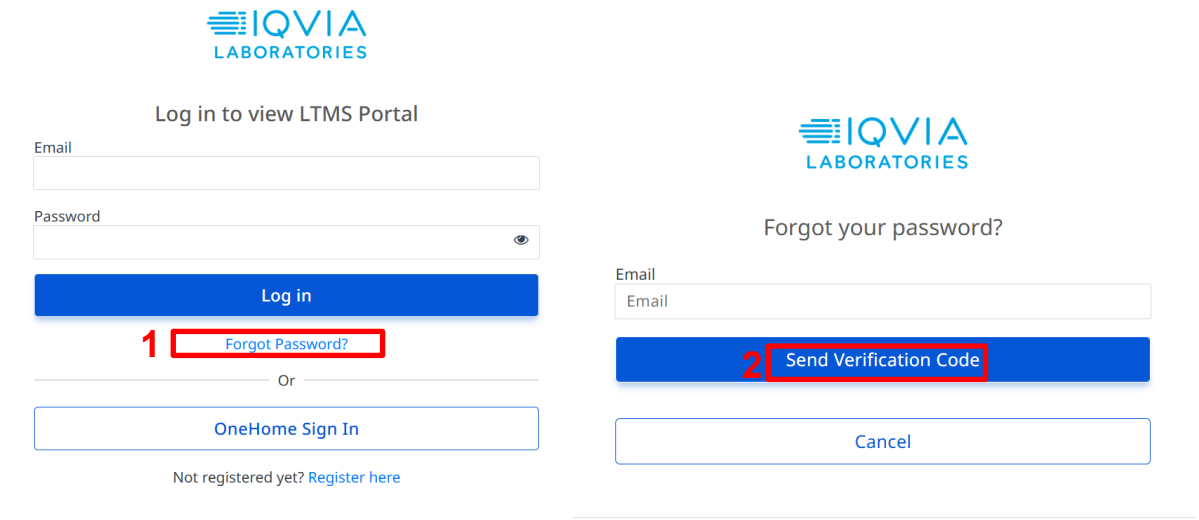
The emails will contain the individual user's information:

Your login details are provided below:
Username: john.doe@site.com

Once the site users have received the welcome email, they can log into LTMS Portal by clicking on the web link: https://ltms.q2labsolutions.com. The users should follow the Self Registration instructions.
***Functionality may differ based on the LIMS platform for your protocol.*

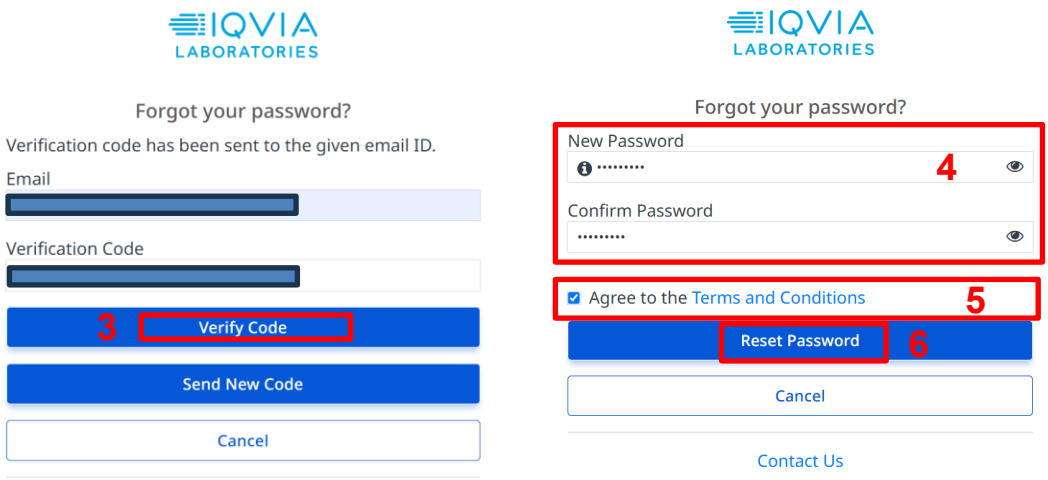
Forgot Password

In the event where site users forgot their password, to obtain a new password, the user can click on Forgot Password (1). This will navigate the user to a screen to request for a new verification code (2).



Upon receipt of the verification code, site staff should key in the verification code and click on "Verify code" (3). After that type in your new password and confirm it (4), check the "Agree to Terms and Conditions" (5) and click on "Reset Password" (6).

Continue to log into the LTMS Portal with the newly set password.



Tutorial

Interactive tutorial is available mandatory for site users to be able to access the IQVIA Laboratories LTMS Portal. Tutorial is available at the Tutorial Module (1) and is the default module at the user's initial login to the LTMS Portal.

Upon provisioning of LTMS Portal access, Site user to navigate to Tutorial (1) Page and complete the required trainings. Once trainings are completed, completion will be captured with a green tick "Completed". You may revisit the training at any time by clicking on the box again.
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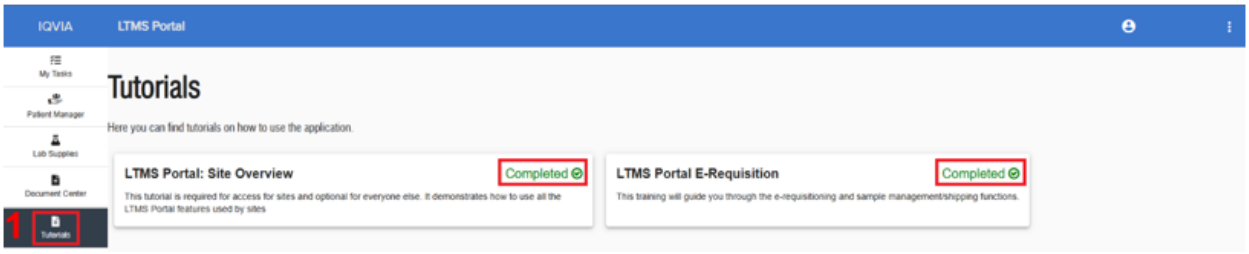
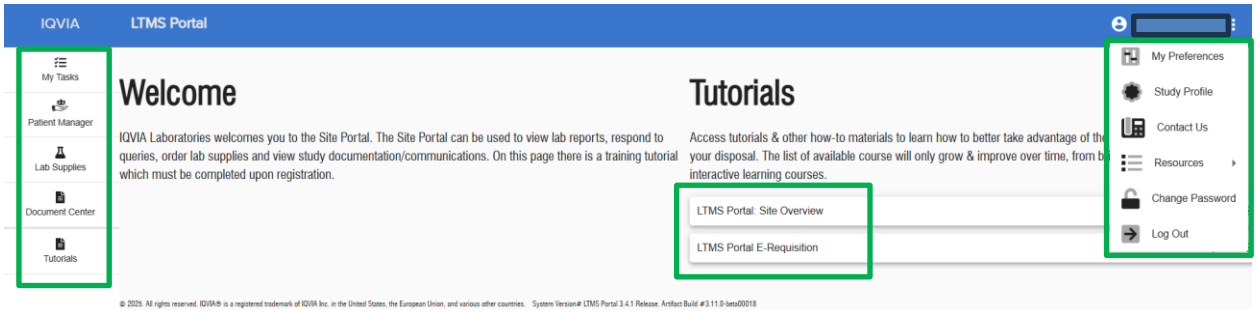


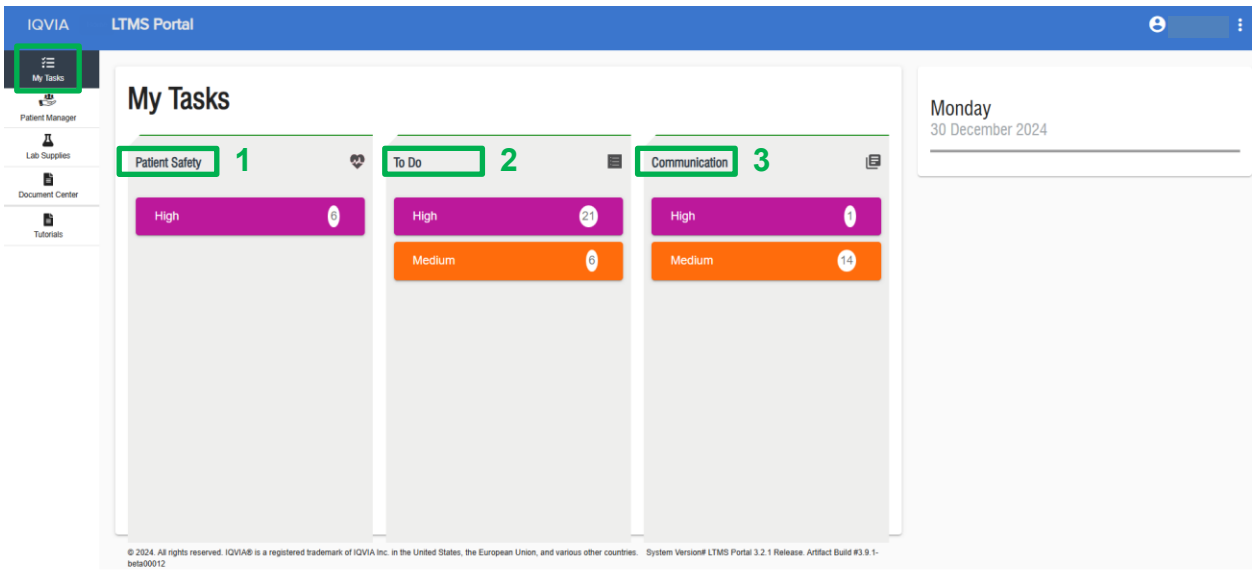
LTMS Portal Functional Overview

Welcome Page

Upon successful login, site users will land on the Welcome Page and Tutorials. From here, site users can access tutorials & other how-to materials to learn how to better take advantage of the IQVIA Laboratories tools at their disposal. They can also navigate to “My Tasks” to view their dashboard.



My Tasks



“My Tasks” page is where site users will land after completing the mandatory tutorial. This dashboard shows all your IQVIA Laboratories pending actions, new documents, and announcements. Everything is organized into one of three categories below:

- **Patient Safety (1)** shows tasks and notifications that is related to patient safety, medical reports (for LTMS studies this includes Lab Reports and Alerts).

- **To do (2)** is for tasks that require an action from you, either within LTMS Portal, or at your site. Examples include providing response to open queries and acknowledgment of expired kits.

- **Communication (3)** is notifications sent to site user for informational purpose, such as study memos, Laboratory Manual, Study Specific Flowcharts, and general communications.

To open and action a notification, click on the Priority banner (High/Medium) to view all the notifications for tasks of that priority level in the Task Category. (Patient safety/To Do/ Communication. A notification card for that priority level opens. It contains a summary of all the notifications for that Priority level.

The priority assigned to each task in LTMS Portal is based on a risk assessment which includes factors such as patient safety. The priorities are defined as per below.

High	Contains important actions and information that may affect patient safety results.	Medical Report, Open Queries, Study communication (Memos, Reference documents)**
Medium	Contains important actions and information that may affect site operations.	Expired Kits, Q Squared Solutions documents
Low	Contains non-critical information that is useful to the site and may not require immediate attention.	Other reports

***Functionality may differ based on the LIMS platform for your protocol.*

Patient Safety

Medical and Non-Medical Reports

Through the LTMS Portal, sites can view and print reports online.

Medical Reports**

The Medical Reports section contains Lab reports/and or Abnormal Value reports. Medical reports can be accessed through “My Tasks”.

NOTE: Viewing a medical report within the portal does not satisfy a documented review by the investigator per GCP requirements. Please print the final lab report for review and signature prior to filing the report in the patient's source documentation.

***Terminology may differ based on the LIMS platform for your protocol.*

Non-Medical Reports**

The Non-Medical Reports section contains reports such as Cancelled Test Reports and Frozen Shipment Verifications. These non-medical reports do not need to be signed by the Investigator but should still be printed for the site’s records.

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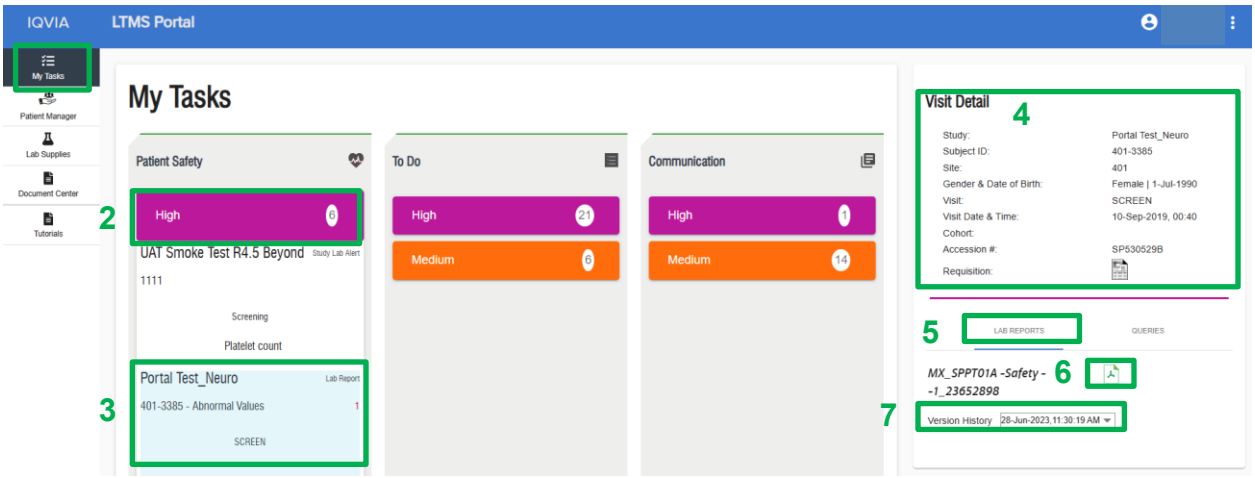
Medical Reports** via My Tasks:

To open a Lab Report, click on “My Tasks”, next click on (2)” High”. Select “(3) study protocol and the Visit details will populate at the right-side panel (4). Select (5) “Lab reports” to check the released reports. Then select (6) PDF icon to launch the document.

***Terminology may differ based on the LIMS platform for your protocol.*

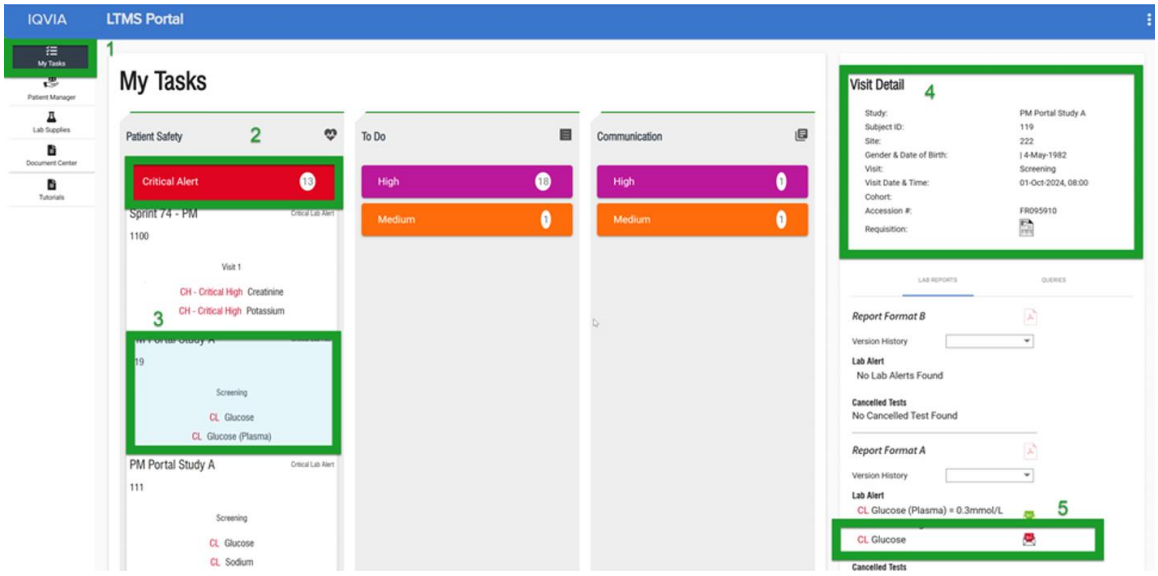
The “Version history” will contain information of previously released lab reports for this accession. Once the Lab Report has been read, the notification will be removed.

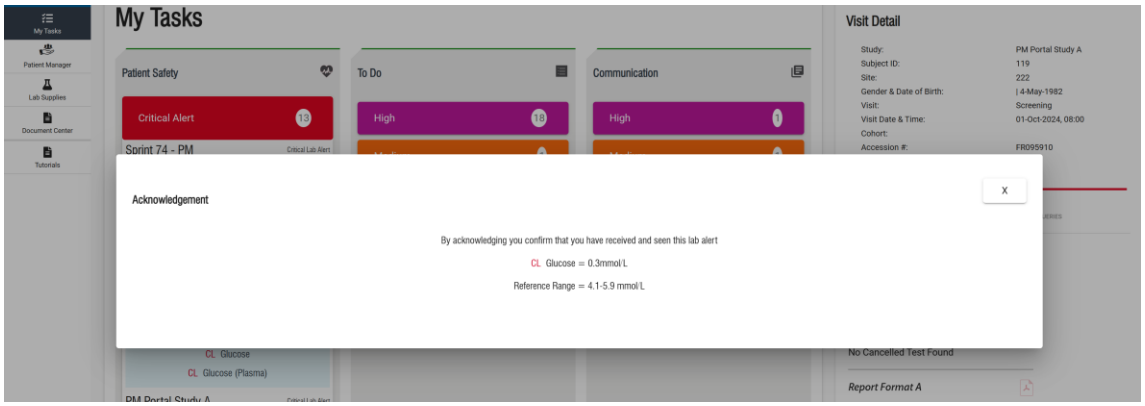


*Critical Alerts via My Tasks ** (LTMS Only)*

**Functionality may differ based on the LIMS platform for your protocol.*

Any Critical Alert Values will display under the Critical Alert Banner. To open a Critical Alert, click on “My Tasks” (1), next click on (2)” Critical Alert”. Select “(3) study protocol and the Visit details will populate at the right-side panel (4). Select (5) the Red Envelope under the alert value to review the alert information.



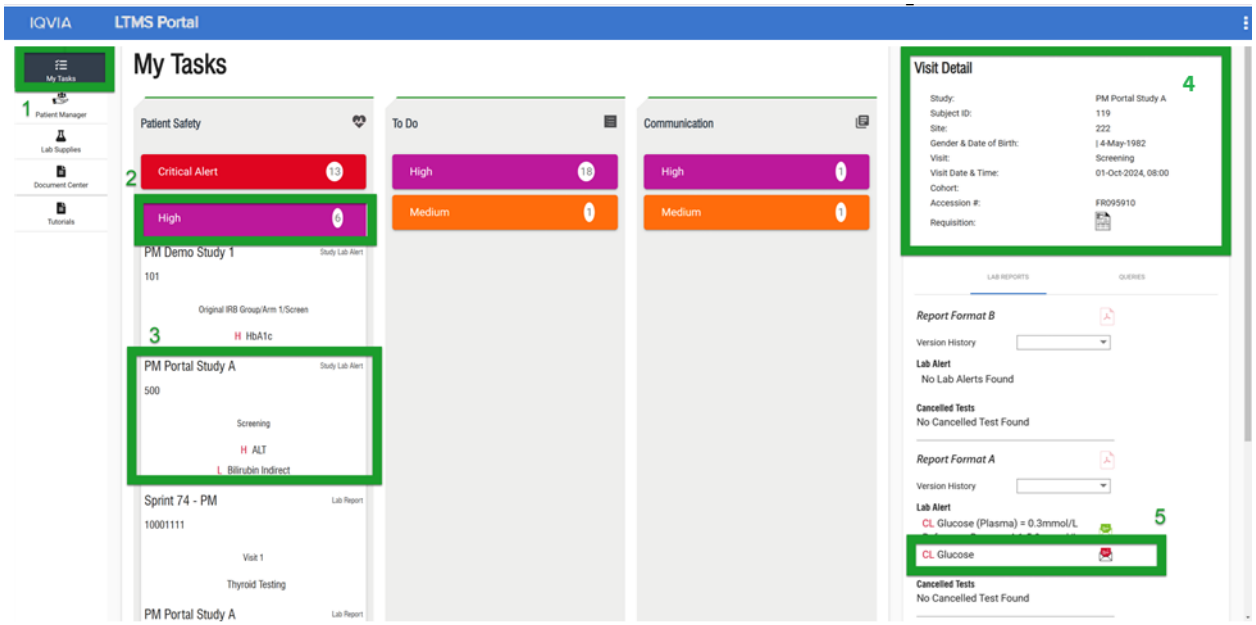


Once acknowledged, the envelope color will change from Red to Green and the information will disappear from the My Tasks page. The Critical Alert Value(s) can be reviewed via Patient Manager.

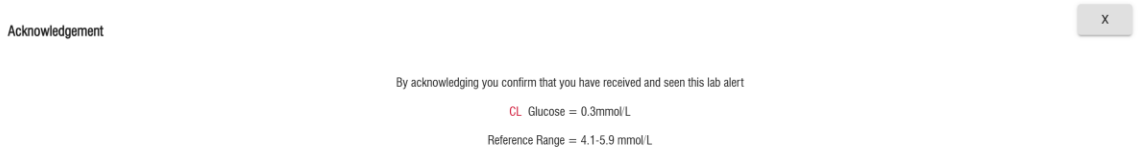
Study Alerts via My Tasks** (LTMS Only):

**Functionality may differ based on the LIMS platform for your protocol.*

Any Study Alert Values will display under the High Alert Banner. To open an Alert, click on “My Tasks” (1), next click on (2)” High”. Select “(3) study protocol and the Visit details will populate at the right-side panel (4). Select (5) the Red Envelope under the alert value to review the alert information.



The Acknowledgment box will appear with more details on the specific value:

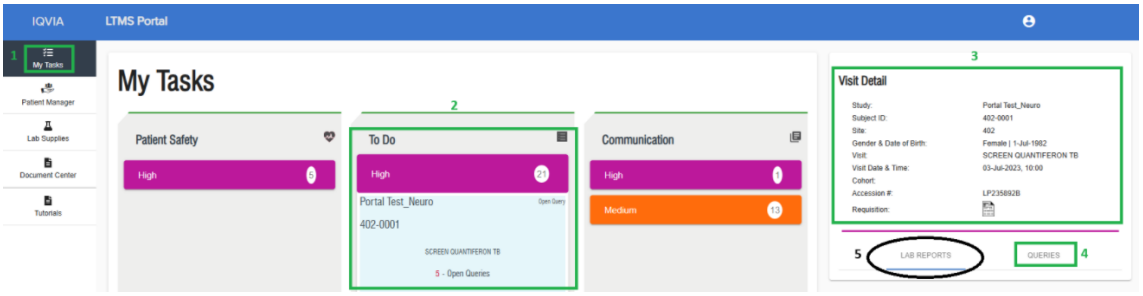


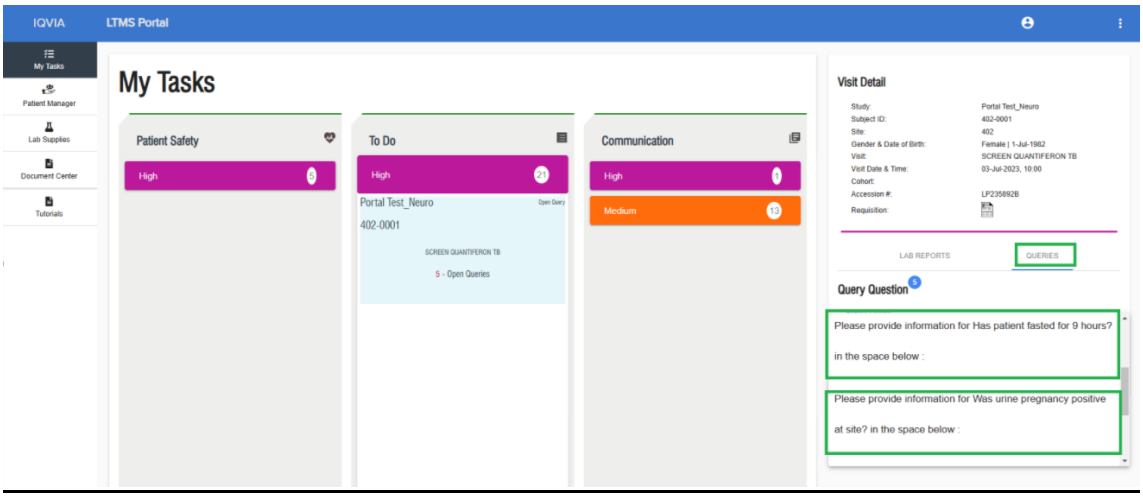
Once acknowledged, the envelope color will change from Red to Green and the information will disappear from the My Tasks page. The Alert Value(s) can be reviewed via Patient Manager.

To-Do- Queries

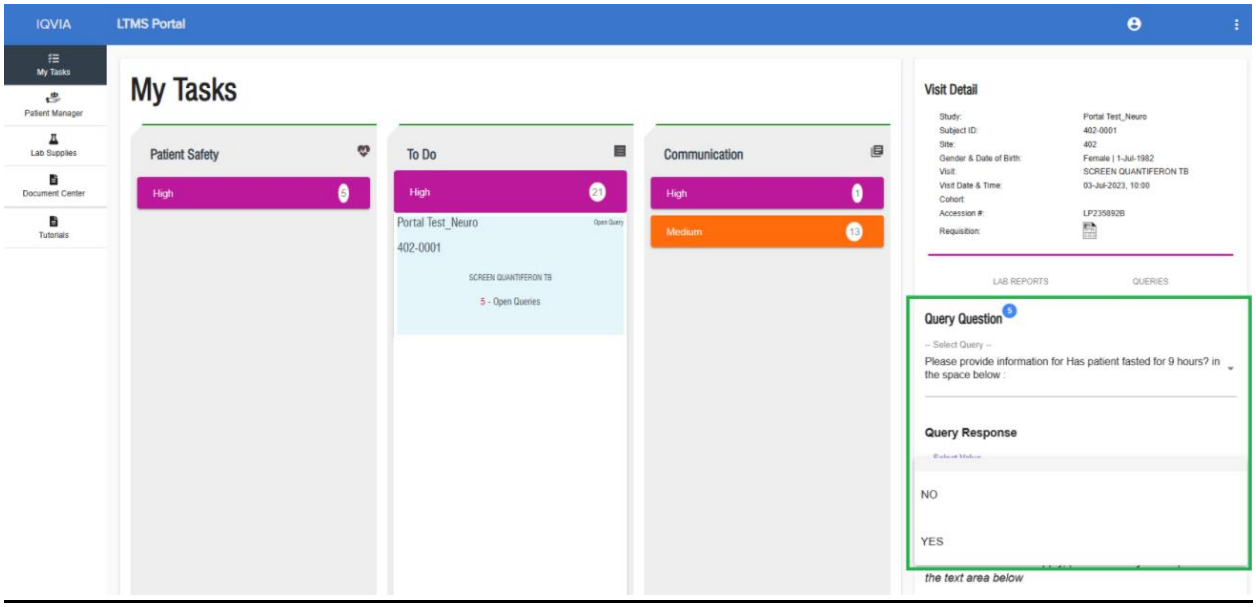
Sites staff should monitor and respond to queries via LTMS Portal so it can be sent to IQVIA Laboratories for us to resolve the queries and expedite delivery of the lab reports. It allows users to view all open queries in one location when viewing or clarifying queries over phone calls with Investigator Site Support Team.

Site staff can respond to data queries by selecting (1) “My Tasks” and then click on “To-Do” (2), select the protocol, refer to subject and visit information populated at (3). Users can further navigate to Queries (4), to view and respond to a query associated with the visit. To access Lab reports, select (5).





Click on the query. The query will expand below.



Site users can enter a response and click submit. Repeat if there is more than one query. When all queries for a visit/accession have been answered, the notification will automatically disappear.

After the site submits a response, the High Priority banner from “To Do” will disappear. The response is immediately sent to IQVIA Laboratories to review and resolve. If there is an issue with the site response, an IQVIA Laboratories representative will contact the site or re-issue the query back to the LTMS Portal.
If the site is experiencing delays in receiving reports, they should contact an IQVIA Laboratories representative via the Toll-Free numbers indicated on the lab manual.

To-Do- Cancelled Tests** (LTMS Only)

Under (1) “My Tasks”, Select Priority Banner (2) “High” and the notification card (3) will summarize the “Cancelled Test” notification for your listed study protocol(s). Upon selection of (3), the the Visit details will populate at the right-side panel (4). Select (5) the Red Envelope under the cancelled tests to review the cancellation information.

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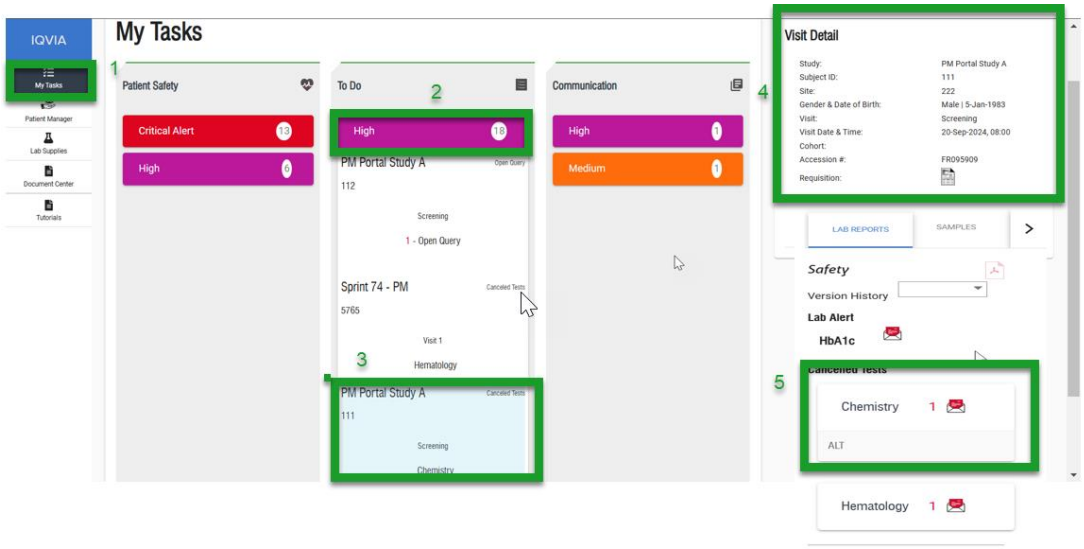
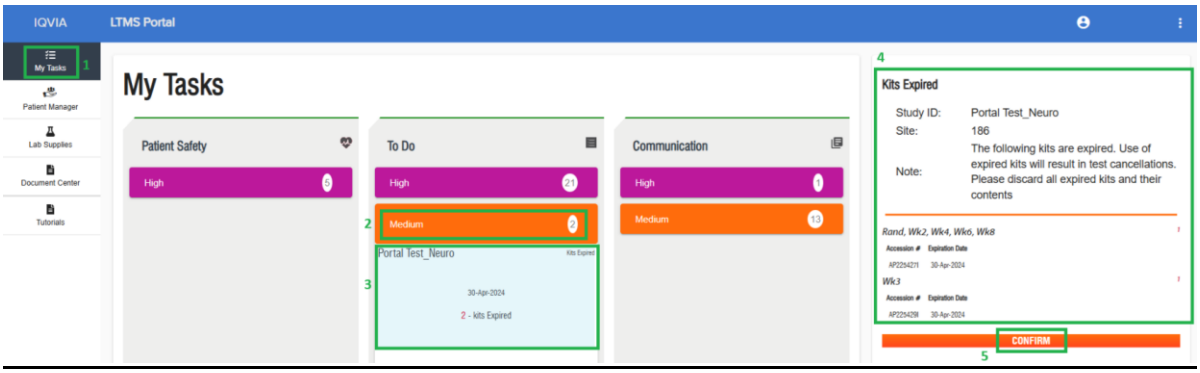


To-Do- Expired Kits

Under (1) “My Tasks”, Select Priority Banner (2) “Medium” and the notification card (3) will summarize the “Kits Expired” notification for your listed study protocol(s) with number of kits expired and the date of expiry. Also, upon selection of (3), the “Kits Expired” notification will populate at the right panel (4), where the details are listed. Site user can read the notification and select “Confirm” (5). The notification will then disappear.



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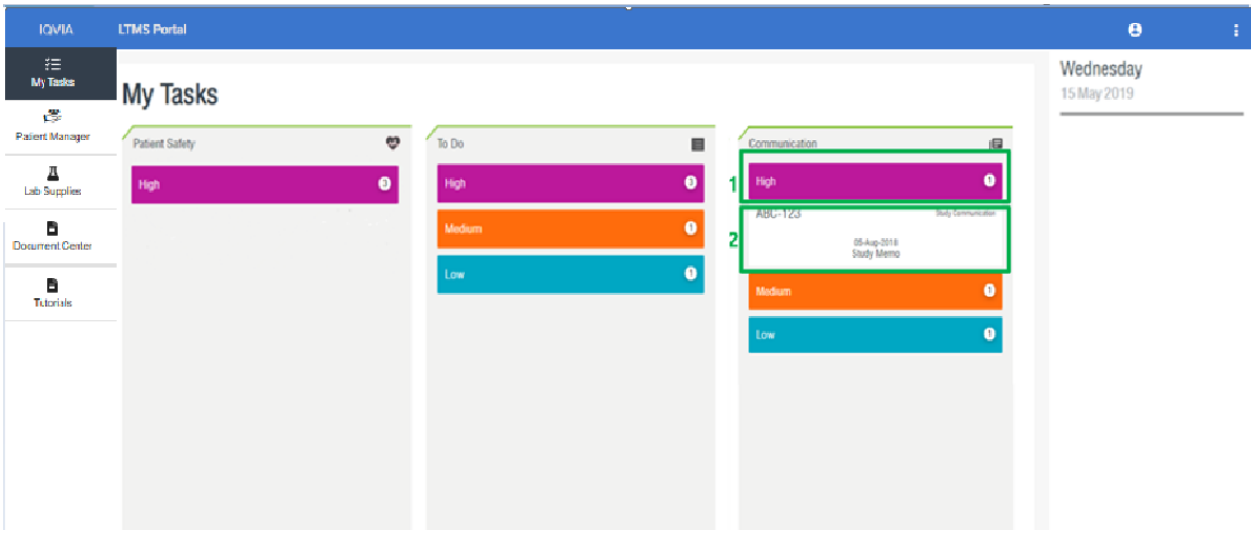
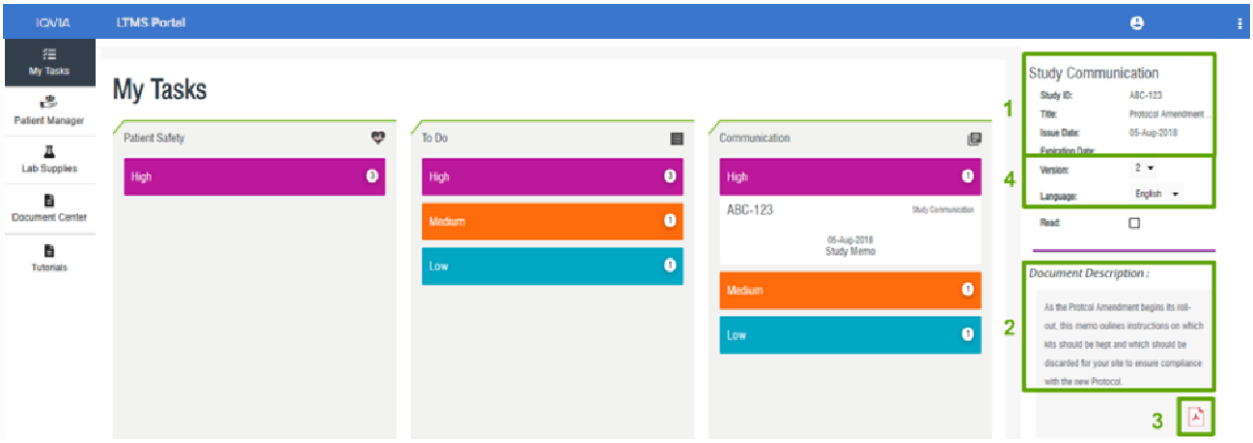
Communication

In “Communication”, site user will view new study documents, such as memos and study reference documents. Click on a specific category under communication, e.g., “High” (1) and then Study Memo (2) to view the document details.



Information about the document, such as the Protocol Number, Title, Effective Date, and Expiration Dates [1], as well as a summary of the document [2] will be populated on the right-side panel. Click the PDF icon (3) to open and if required print/save the communication. The document has now been acknowledged, and the notification will be removed. You can also select previous document versions from the dropdown (4), and select from different document languages, if available.
If full wording does not appear, hover the mouse over the text and full wording will appear in tooltip format.



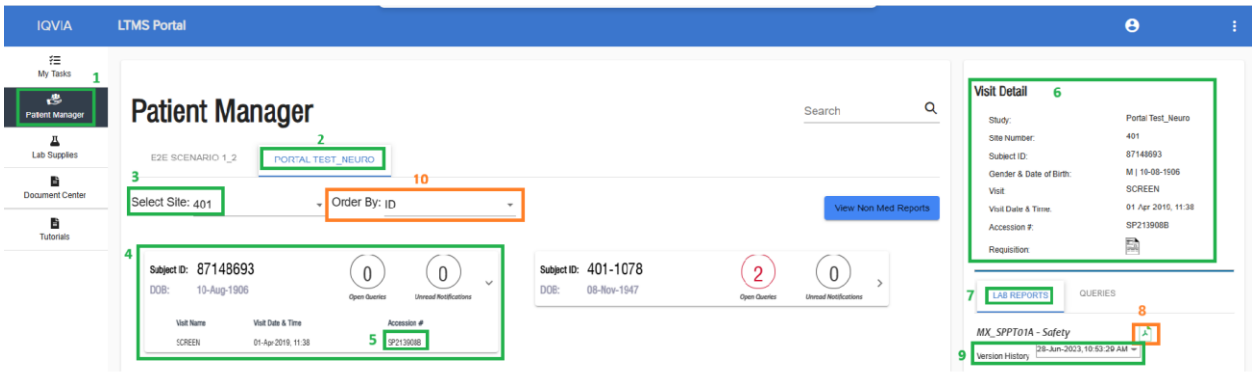
Patient Manager

Medical reports can be accessed through “Patient Manager” and “Patient Manager- Search” function.

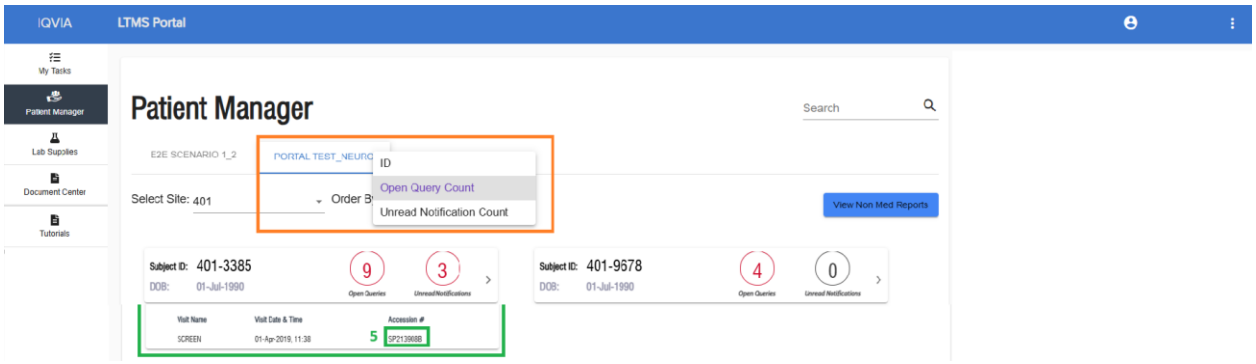
Medical Reports** via Patient Manager

To open a Lab Report, click (1) “Patient Manager”. Next click on (2) “Study Protocol”. Next select the “Site number” (3), followed by the correct patient card (4) and the accession number (5). The “Visit details” (6) will be populated on the right-side panel. Select “Lab reports” (7) and the unread medical report is denoted with a red PDF icon (8). Click on (8) to launch the document.

The “Version history” (9) will contain information of previously released lab reports for this accession. Once the Lab Report has been read, the notification will be removed.



The “Order By” allows you to sort the information by “ID”, “Open Query count” and “Unread Notification Count”.

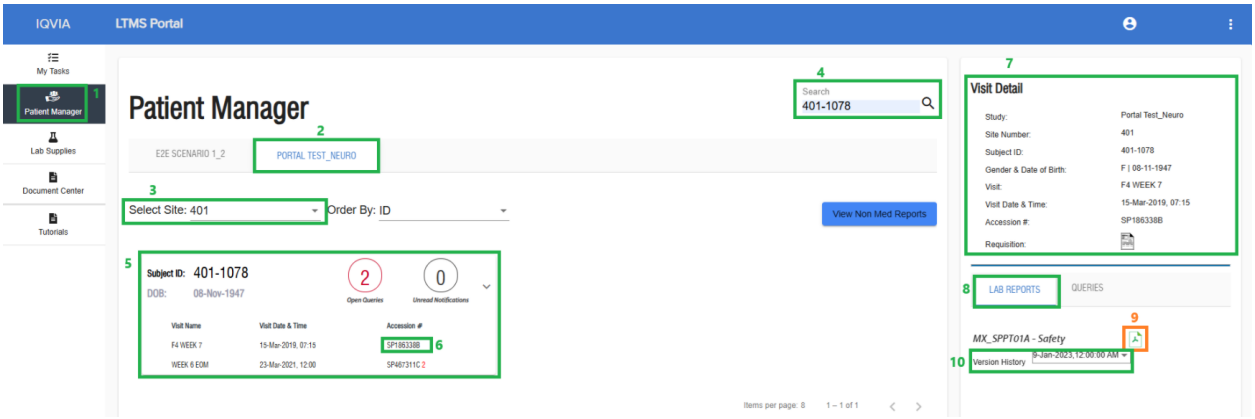


Medical Reports** via Patient Manager "Search" function:

Medical Reports** can also be searched using the patient number via "Patient Manager". Select (1) Patient Manager. Next click on (2) the study protocol. Select the site number (3) and key in the exact patient number at (4) Search bar. ***Please include any special characters if applicable (e.g: 999-999)***

From the search results, select the patient card (5). The visit summary and accession numbers will populate below. Select (6) Accession number. The accession visit details will populate (7) on the right-side panel. Next, select Lab reports (8) and the PDF document icon (9) to launch the report.

The "Version history" (10) will contain information of previously released lab reports for this accession. Once the Lab Report has been read, the notification will be removed.



The site user still needs to print the Medical Report**(s) and have it signed by the Site Investigator. Close the PDF viewer to return to the previous page.

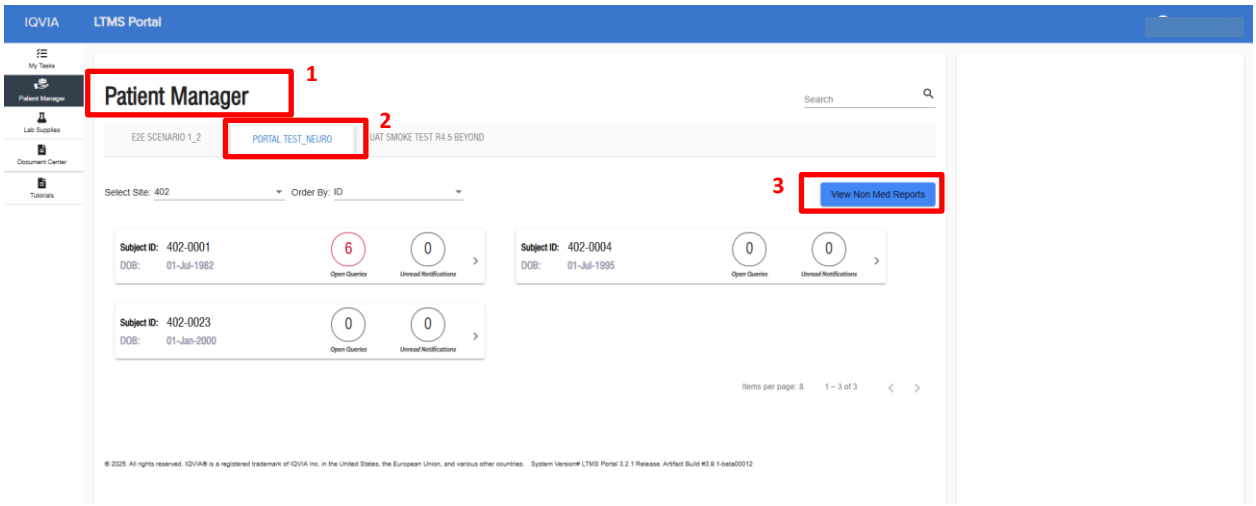
***Terminology may differ based on the LIMS platform for your protocol.*

Non-Medical Reports

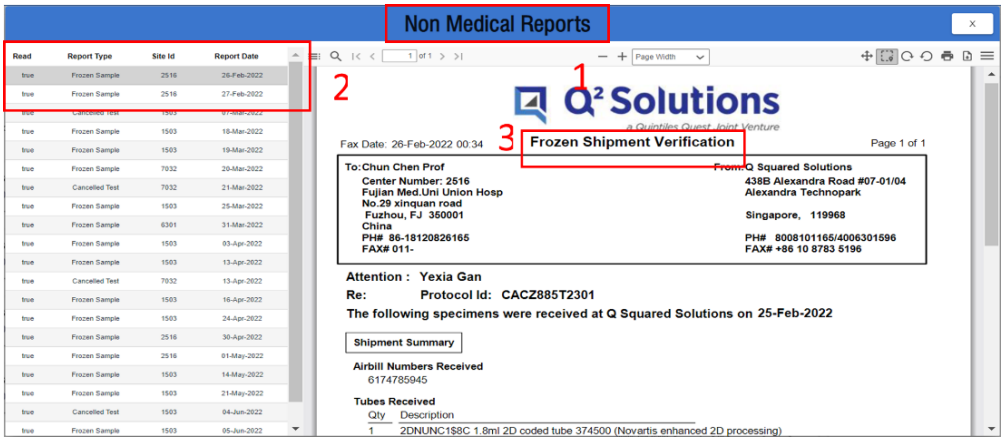
***Functionality may differ based on the LIMS platform for your protocol*

The Non-Medical Reports section contains reports such as Cancelled Test Reports and Frozen Shipment Verifications. These non-medical reports do not need to be signed by the Investigator but should still be printed for the site's records.

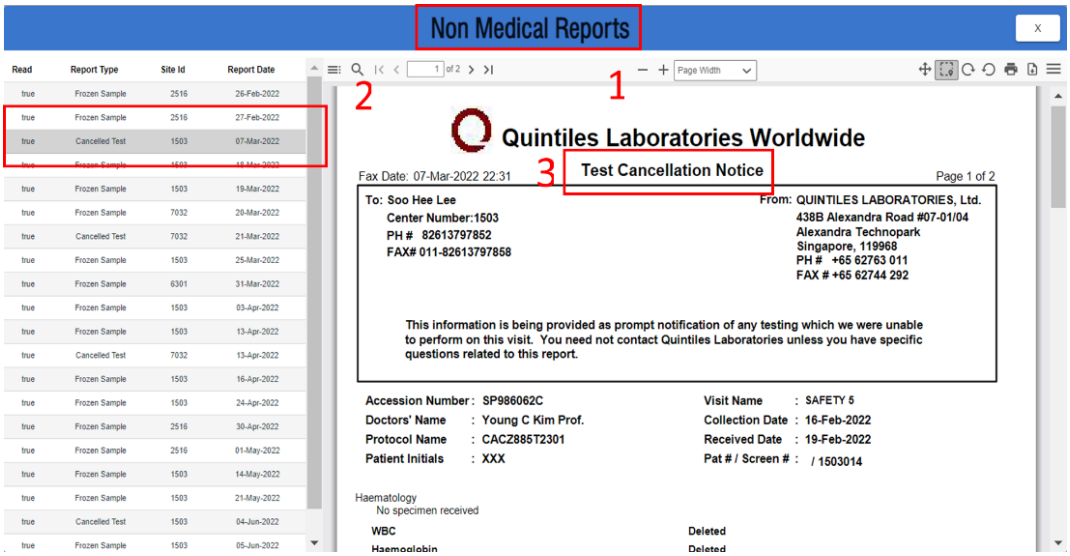
Navigate to Patient Manager (1) and select respective study (2). After selecting the study, click on the blue button named "View Non-Med Reports" (3).



Under "Non-Medical Reports" (1), user can view Frozen shipment verification report by clicking the respective report on the left bar (2). Upon clicking the report, selected report will display on the right side of the screen (3).

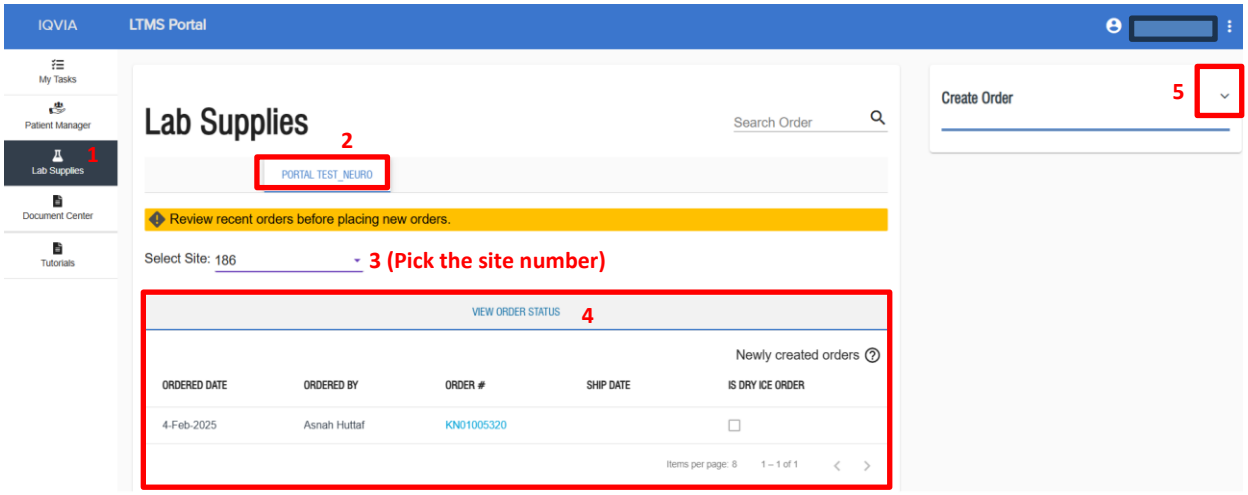


Under “Non-Medical Reports” (1), user can view Test Cancellation notice by clicking the respective report on the left bar (2). Upon clicking the report, selected report will display on the right side of the screen (3).



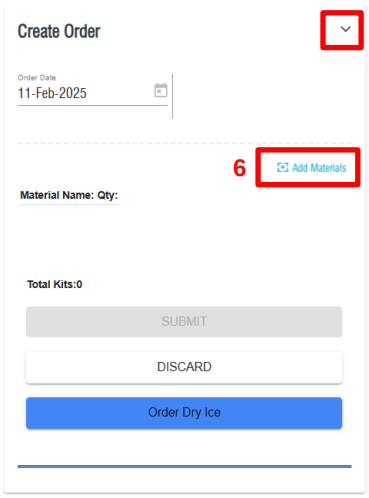
Lab Supplies

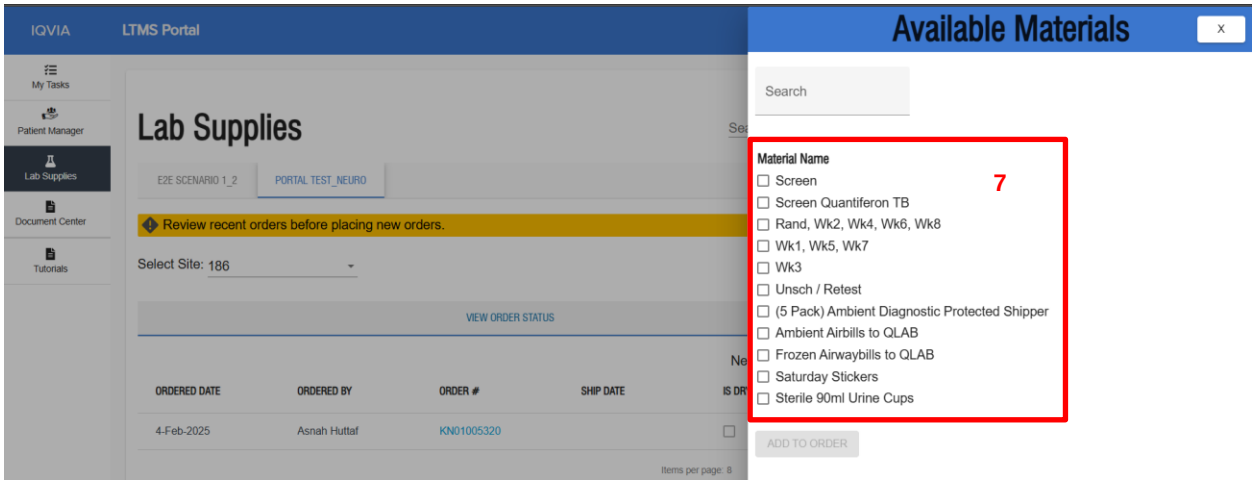
The site can place a kit order within “Lab Supplies” tab. Click on “Lab Supplies” (1).
Select the study protocol (2). Select the site number (3). Site staff can track resupply orders of the last 10 orders previously placed in the last 6 months for their protocol (4). To Create a new order, select the dropdown (5).



Placing a kit order:

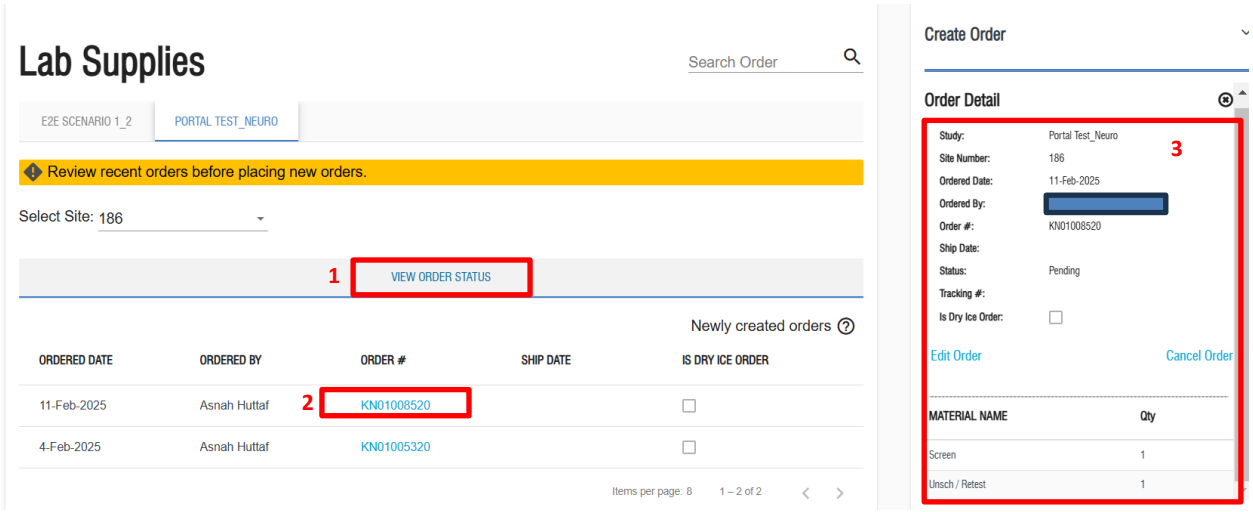
Next, select “Add Materials” (6). Site can select the kits / ancillary materials that they wish order from the picklist (7) and select “Add to Order”.





Viewing Previous Orders.

To view a previously placed kit order, site can navigate to View Order Status (1). Select the order number in hyperlink (2) to view details of that order. The Order Details section and tracking number will populate on the right-hand side panel for shipment tracking purposes by site staff (3).

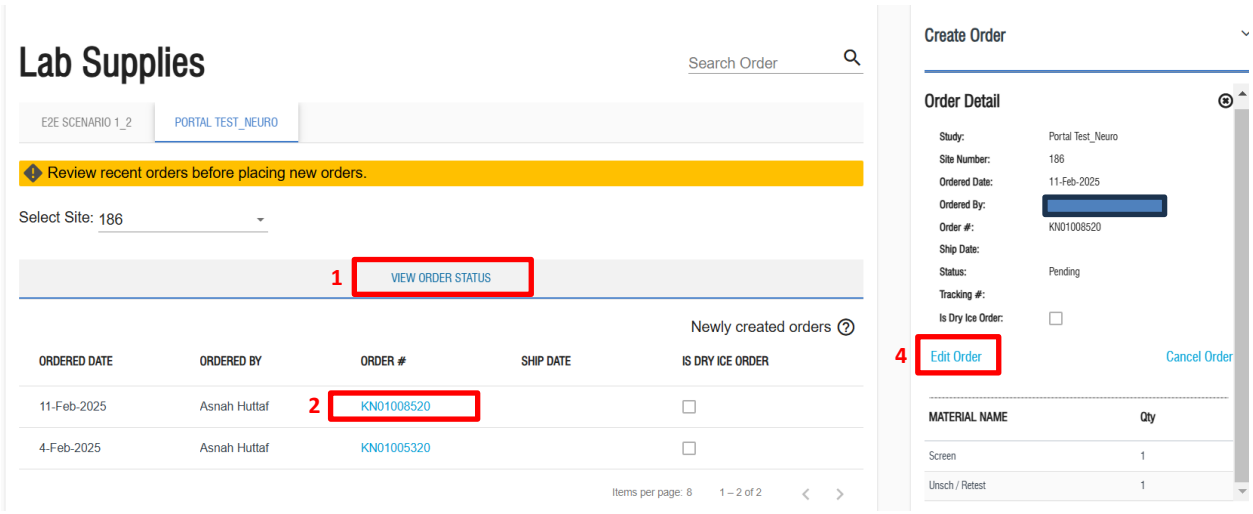


Editing/ Cancelling the Order that was placed.

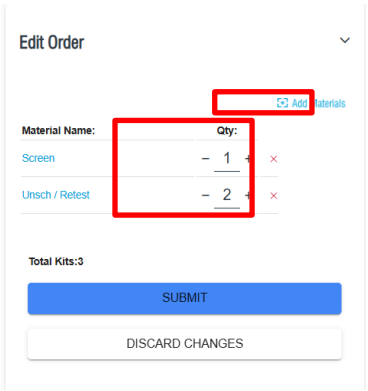
***Functionality may differ based on the LIMS platform for your protocol*

Site can edit or cancel the order that was placed when the kit building status is in "PENDING". If you want to add/remove 1 type of material or quantity, please use the "Edit Order" function. "Cancel Order" will cancel the entire order.

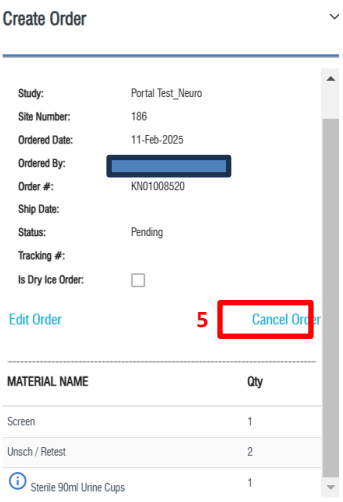
To edit an order that was placed, navigate to "View Order Status" (1) and select the order number (2). Site can edit the order by clicking "Edit Order" in blue hyperlink (4).

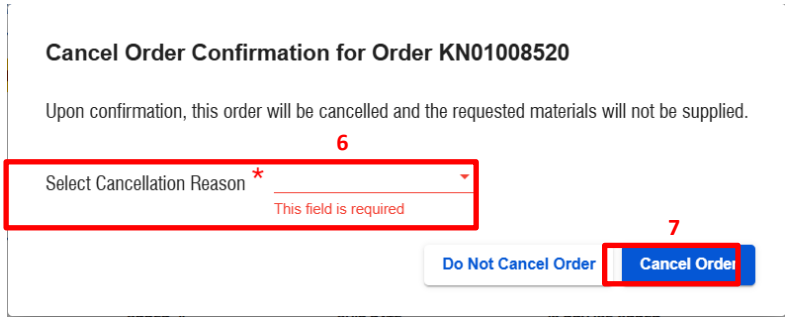


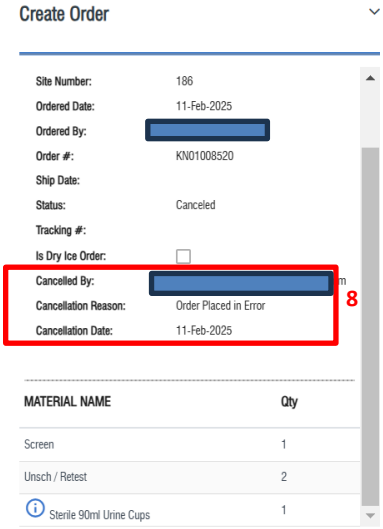
Site can edit the quantity of the kit(s), Add/Remove Materials and click on “Submit” to save the changes.

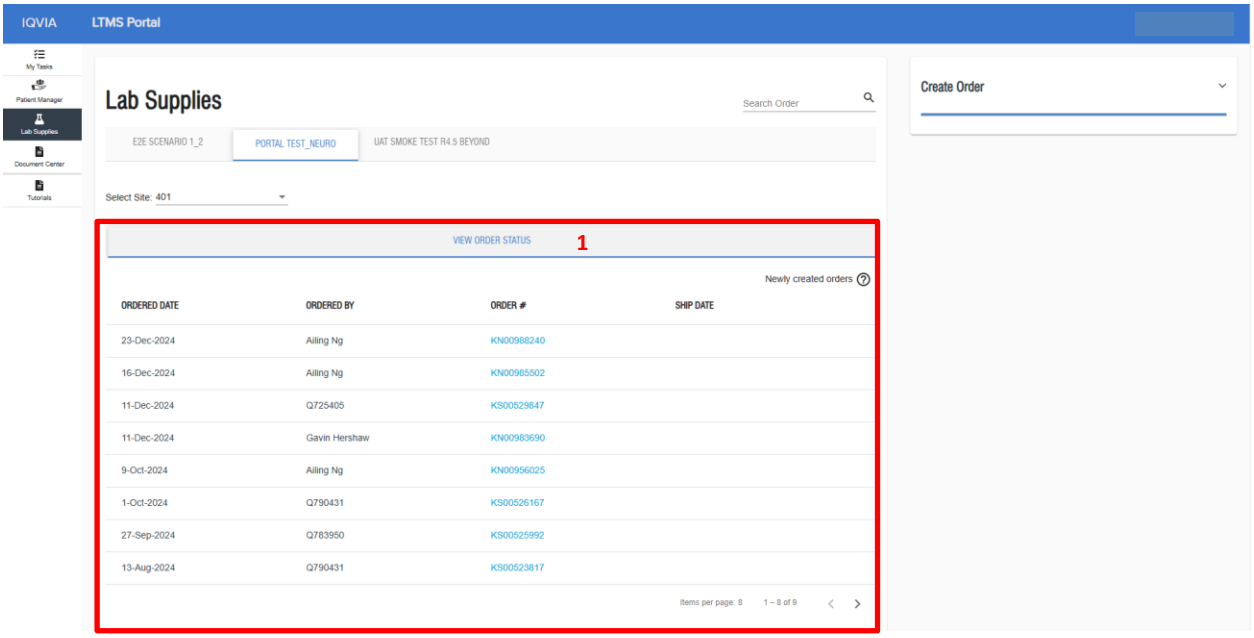


Site can click “Cancel Order” (5) to **<u>cancel the entire order</u>**. Proceed with selecting a mandatory reason from the picklist (6) and click on “Cancel Order” (7). Order will be cancelled, and changes will be recorded (8).


Create Order
Study: Portal Test_Neuro
Site Number: 186
Ordered Date: 11-Feb-2025
Ordered By:
Order #: KN01008520
Ship Date:
Status: Pending
Tracking #:
Is Dry Ice Order:
Edit Order
5
Cancel Order
MATERIAL NAME
Qty
Screen 1
Unsch / Retest 2
Sterile 90ml Urine Cups 1


Cancel Order Confirmation for Order KN01008520
Upon confirmation, this order will be cancelled and the requested materials will not be supplied.
6
Select Cancellation Reason *
This field is required
7
Do Not Cancel Order
Cancel Order


Create Order
Site Number: 186
Ordered Date: 11-Feb-2025
Ordered By:
Order #: KN01008520
Ship Date:
Status: Canceled
Tracking #:
Is Dry Ice Order:
Cancelled By:
Cancellation Reason: Order Placed in Error
Cancellation Date: 11-Feb-2025
8
MATERIAL NAME
Qty
Screen 1
Unsch / Retest 2
Sterile 90ml Urine Cups 1



The View Order Status (1) shows a listing of the last 10 kit orders within the last 6 months that have been placed for the site. **

***Functionality may differ based on the LIMS platform for your protocol*

- Ordered Date: The date that the order has been placed for the site.
- Ordered By: Site can see if the order has been placed through portal or if there is a Q/U xxxxxx number, the order has been placed by a IQVIA Laboratories employee.
- Order #: Kit order number reference that is unique.
- Ship Date: The order has been shipped on the date referenced.

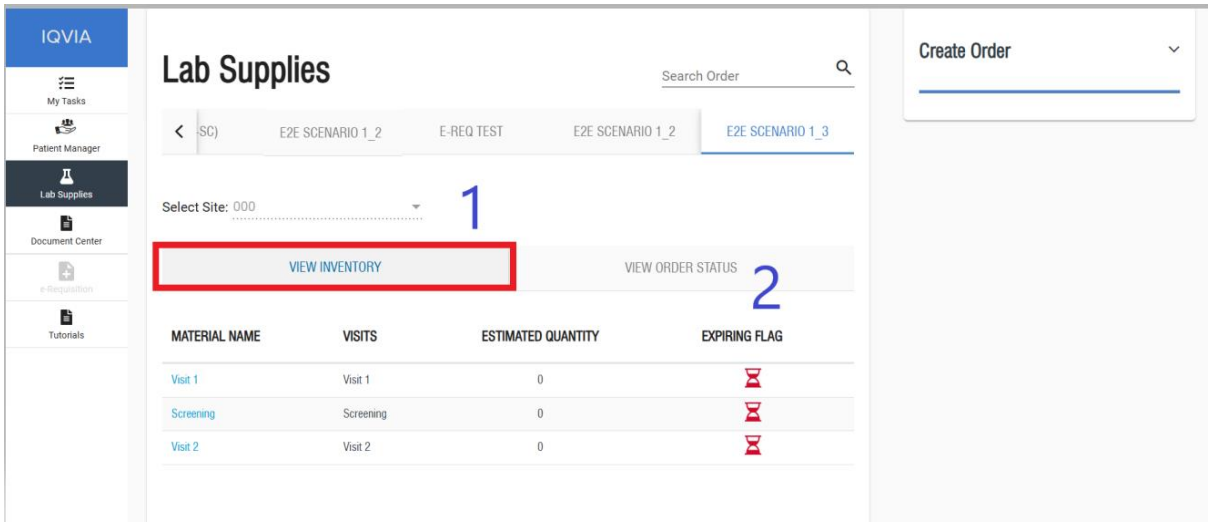
Status (Order Details Section):

- New / Pending: Order has been placed and is not yet being worked on by the IQVIA Laboratories kit building department.
- Under Construction: Order is being worked on by the IQVIA Laboratories kit building department.
- Shipped: Order has dispatched from IQVIA Laboratories and is in transit. Once an order has shipped, a Ship Date and Tracking Number will populate. The site can use the Tracking Number to track the shipment on the courier's website.
- Canceled: Order has been canceled.

Orders cannot be modified after they have been placed. Please reach out to a IQVIA Laboratories representative should you need assistance.

Kit orders placed through the LTMS Portal will be shipped between 7 to 10 business days. If a site requires kits to be delivered more urgently, they should contact a IQVIA Laboratories representative after an order has been placed on LTMS Portal. The View Inventory Tab (1)** can be used to view an estimate of the Kits that are available at Site based on our knowledge of Kits that

have been Shipped, have not yet been returned to IQVIA Laboratories and are still within date of expiry. There will also be an Expiry Flag (2) displayed to indicated whenever kits have expired or are approaching expiry.

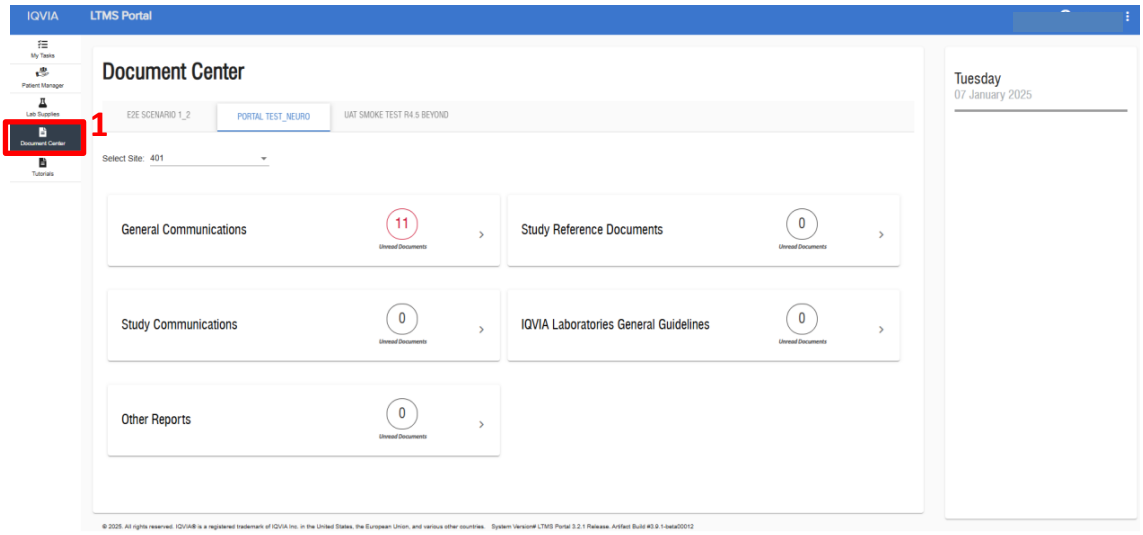


***Functionality may differ based on the LIMS platform for your protocol.*

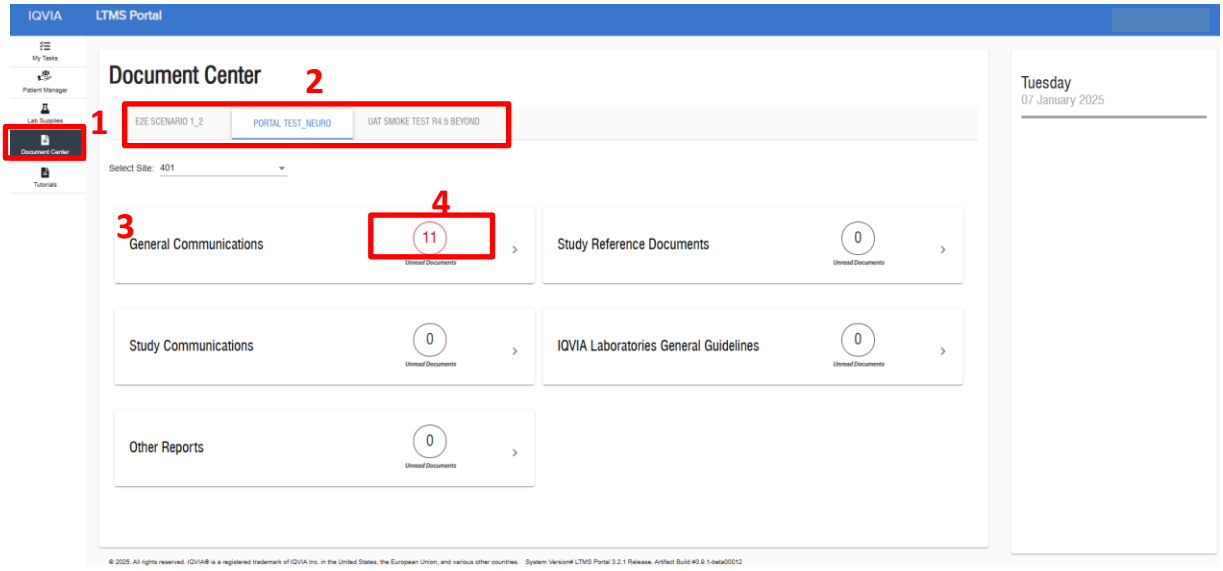
Document Center

All training material, including trial-specific Laboratory Manuals and Flowcharts as well as any Lab memos generated for your site, can be accessed at any time by clicking on the **Document Center module.**

As new training, documents or communication becomes available, a number will appear next to the Alert Bell icon to indicate how many new items are available.



Within Document Center, user can navigate to Document Center (1) to view all the documents that are relevant to your protocols (2) including past version of each document. In the Document Center you can see different Cards (3) such as General Communications, Study Reference documents, Study Communications, IQVIA Laboratories General Guidelines & Other Reports that represents different classes of document for the study. The Red number (4) shows the number of unread documents in each document type.



Frequently Asked Questions

Security and Connectivity

1) **How secure is the system? Will it comply with my company's IT and QA policies?**
   Yes. It is a very secure system managed through IQVIA Laboratories Global IT Security Authentication (single sign on) and is 21 CFR Part 11 regulatory compliant.

2) **What if the site's internet connection is temporarily disabled and report is required urgently?**
   The user should contact LTMS Portal Support (investigatorsitesupport@Iqvia.com) or a IQVIA Laboratories representative for assistance.

3) **Does the investigator require any software to be loaded on his/her PC?**
   Any browser on any system will be able to view the LTMS Portal. To view PDF images (reports and requisitions), the user will need Acrobat Reader software.

4) **Can the system be accessed from any PC? Does the site need to have a specific browser?**
   Yes, any common browser on any common system will be able to access the LTMS Portal.

5) **Can user access LTMS Portal and review reports from iPhone/Android/Windows Phone?**
   Yes, if the device has a PDF reader and a browser. Please note that LTMS Portal is more accessible than Infosario Site Gateway on mobile devices, but it is not specifically optimized for mobile devices.

6) **Will LTMS Portal be available in different languages?**
   LTMS Portal is standardized in English. Online help will only support English as well.

7) **What if the site doesn't have internet access?**
   Per IQVIA Global Access to Patients team, virtually all sites have internet connections. Having internet access has become a site selection criterion. Please contact your Q^2 representative if this is a concern.

8) **Will anyone else be able to access the reports? How do I know it is secure?**
   No, users will sign on the system through IQVIA Global IT Security Authentication (single sign on), which is 21 CFR Part 11 compliant.

9) **Can more than one user have access to the LTMS Portal?**
   Yes, IQVIA Laboratories will use the Sponsor-supplied contact list to establish user accounts for all studies. Each user will have a unique username and password.

Account Provisioning

10) **I have access to Infosario Site Gateway for my current studies, how will I get access to LTMS Portal?**
    All current users will be transitioned automatically at the backend. Please perform a self-registration (instructions available within LTMS Portal Information Packet) on your first login to LTMS Portal.

11) I am a new user how do I request for access? / How do I (CRA/Sponsor) request access for my participating sites?

Please reach out to your respective Q^2 Project Manager for new site user account setup.

12) What is the turnaround time for access request for LTMS Portal?

No change in access request TAT. Please allow for a 5-10 Business Days TAT for account provisioning. If urgent request, please reach out to Q^2Project Services team.

13) How will sites obtain access and a password?

Once email addresses are provided for site contacts, users will receive an email containing a URL/Username. Site users will be asked to complete self-service register and new password at initial log in. Users will have ability to change passwords online.

***Functionality may differ based on the LIMS platform for your protocol.*

14) Will the user's account become inactive if the user does not log into the LTMS Portal after a period?

If the site's session is inactive for a period, there will not be account deactivation. Users must change password minimally every 180 days.

15) Will site contacts get multiple emails with log in information if they participate in multiple studies?

Yes, site contacts will receive a new e-mail with the same log in information each time the account is authorized to a new trial. If the site user has previously logged onto the LTMS Portal, the user will see the new protocol at the next log in after self-registration.

***Functionality may differ based on the LIMS platform for your protocol.*

16) Who is the sender? Also, what is the subject of the email that site users receive when they are granted initial access?

The sender is investigatorsitesupport@iqvia.com, and the subject is **"Q Squared Solutions LTMS Portal Account Information - please read "**. If site users say that they have not received the email, provide them with this information and ask them to look in their SPAM folder. If users are expecting to receive access, they should add investigatorsitesupport@iqvia.com to the "Safe Senders" list within their respective e-mail accounts.

17) Can CRAs/Sponsors obtain access to the LTMS Portal?

No. The features of the LTMS Portal are role-specific to Investigators and the site coordinators. Everything that the sponsor needs to maintain oversight for their sites will be available via Clinical Analytics and Customer Portal for LTMS Studies

Training

18) How will sites be trained on use of the system?

Training will be available within the LTMS Portal. Users must complete and acknowledge the required training before they can access reports, queries, or other functions. Users will be able to access training files and training records within the LTMS Portal.

19) Is training required? If so, who will support site training?

Training is administered within LTMS Portal. Before a user can access any functionality within the LTMS Portal, he/she must first complete and acknowledge training. Each user has a unique training section within the LTMS Portal where he/she can access completed training.

20) Can CRA/Sponsor access LTMS Portal to train and guide the participating site?

No. The features of the LTMS Portal are role-specific to Investigators and the site coordinators. IQVIA Laboratories' representatives will share relevant supporting documents to support your site training.

Support / Helpdesk

21) Will the site have helpdesk support?

Yes, LTMS Portal support can be contacted at investigatorsitesupport@iqvia.com or through the phone numbers provided on LTMS Portal. This is the same support staff that the site contacts for other lab-related issues, such as query resolution or kit ordering. Note: Sites work with the call centers on all studies and the call center has representatives fluent in key languages for each region.

Functionalities:

22) Is there a file size limit for loading documents into Document Center?

10 MB for documents.

23) Resupply – Air Waybill tracking and kit history if it is available?

Yes. This is available at the "Lab Supplies" module within LTMS Portal for the 10 latest kit orders within the last 6 months. Please refer to LTMS Portal Information Packet for more details.

***Functionality may differ based on the LIMS platform for your protocol*

24) Can I still retrieve Frozen Shipment Verifications via LTMS Portal?

Yes. This is available in "Patient Manager- Non-Medical reports". Please refer to LTMS Portal Information Packet for more details.

***Functionality may differ based on the LIMS platform for your protocol*

General Troubleshooting Step

Perform a cache clearance and restart your browser, this should solve the issue. If issue persists, contact IQVIA Laboratories support team with the screenshot of the error from site user.

Change Log

Section / Page number(s) updated	Version (s)		Reason(s)	Revision(s)
	Current	Amended		
N/A	V01 07-Nov-2022	NA	Initial Release	NA
Throughout the document	V01 07-Nov-2022	V02	Aesthetic updates	Screenshots updated and page number updated in line with the updates.
Pg 4-5	V01 07-Nov-2022	V02	New Login Page	New Login page with Help and Training link.
Pg 5	V01 07-Nov-2022	V02	Added clarity	Added clarify for site users receiving access for a study.
Pg 6-7	V01 07-Nov-2022	V02	Change in Tutorial requirement	Remove the word “mandatory” for tutorial.
Pg 7	V01 07-Nov-2022	V02	Open Queries Task Flag	Open queries task flag moved to “High” within Task Manager.
Pg 20	V01 07-Nov-2022	V02	Aesthetic updates	Pg 20, modify font colour from blue to red to ensure consistency.
Pg 16	V01 07-Nov-2022	V02	Hyperlink updates	Pg 16, hyperlink to include the full email address.
Throughout the document	V01 07-Nov-2022	V02	Page number updates	Page number on headers updated to match the entire document.
Throughout the document	V01 07-Nov-2022	V02	Updates on platform name	Modify “Site Portal” to “LTMS Portal” to match branding updates.

Throughout the document	V01 07-Nov-2022	V02	Email domain updates (as applicable)	Email domain updates (as applicable)
Throughout the document	V01 07-Nov-2022	V02	Updates on functionality	Add LTMS platform specific functionalities. Add Resupply orders Edit function (QLIMS platform). Add clarity in the resupply order history displayed
Throughout the document	V01 07-Nov-2022	V02	FAQ updates	Update FAQ- remove information on legacy platform. Include basic troubleshooting guide.