

# AURORA Video Script and Survey Part 1 of 3

Modules covered:

- Getting Started Module
- Site Maintenance Module
- Primary Shipping Designee (PSD) Worksheet Module
- Management of Dispensing Areas and Satellites Module

OMB No.: 0925-0642

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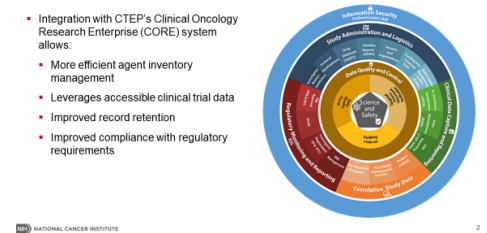
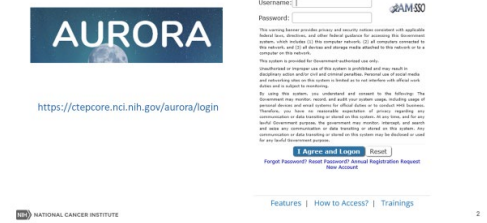
## Getting Started in AURORA


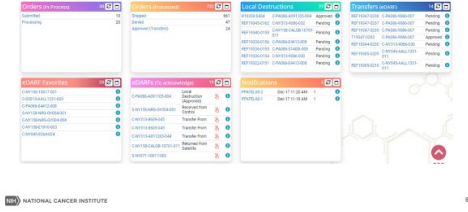
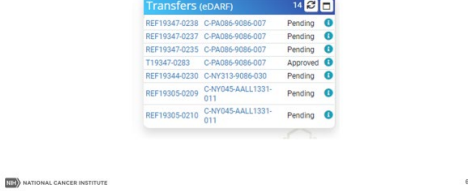
Log into AURORA and review the initial screen dashboard.

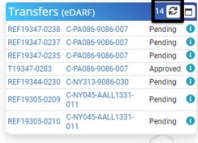



Verify your user role (shipping designee, ordering designee, site...etc.)

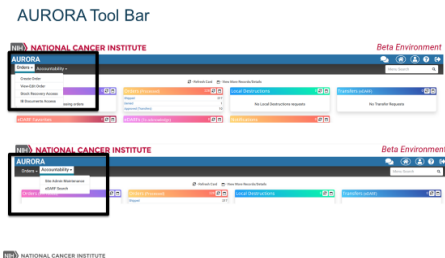
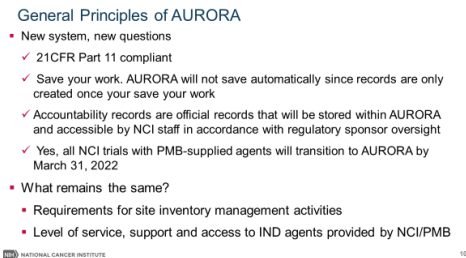
Navigate the dashboard and toolbar menus. Open, close, and refresh the dashboard cards.


# Training Module Script: Getting Started in AURORA (version 8, 02-NOV-2020)

| Step | Time (min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|-------------------------|--|---|
| 1    | 00:50                   | <p>Instruction: Share Slide 1</p>   | <p>Welcome to this video tutorial on getting started in AURORA, the PMB's centralized agent inventory management application. This is the first video in a series about how to use AURORA.</p> <p>This presentation will explain some of the key benefits to AURORA, review the requirements for logging in, highlight the features presented on the dashboard and provide basic steps for navigating the application.</p>  |
| 2    | 00:45                   | <p>Instruction: Display slide 2</p> <p>AURORA is Integrated with CORE</p> <ul style="list-style-type: none"> <li>Integration with CTEP's Clinical Oncology Research Enterprise (CORE) system allows: <ul style="list-style-type: none"> <li>More efficient agent inventory management</li> <li>Leverages accessible clinical trial data</li> <li>Improved record retention</li> <li>Improved compliance with regulatory requirements</li> </ul> </li> </ul>  | <p>AURORA is integrated with CTEP's comprehensive Clinical Oncology Research Enterprise (CORE) system.</p> <p>AURORA is an innovative, web-based application that consolidates the PMB's inventory system and the activities at each clinical trial site that involve PMB-supplied agents used for NCI-sponsored trials.</p> <p>The overarching goal of AURORA is to streamline record-keeping processes and trial oversight across more than 2400 clinical trial sites within the NCI's clinical trial networks, including all participating international clinical trial sites.</p>   |
| 3    | 01:10                   | <p>Instruction: Display slide 3</p> <p>Logging into AURORA</p>    | <p>Active CTEP-IAM credentials are required as they are for any CORE application. For those of you already using OAOP, the log-in process is the same. The AURORA URL is <a href="https://ctepcore.nci.nih.gov/aurora/login">https://ctepcore.nci.nih.gov/aurora/login</a></p> <p>Identify and Access Management user name and password can be requested and reset using the links underneath the agree button or going to: <a href="https://ctepcore.nci.nih.gov/iam/ApplicationLoginPage.do">https://ctepcore.nci.nih.gov/iam/ApplicationLoginPage.do</a></p> <p>For IAM assistance, contact <a href="mailto:CTEPRegHelp@ctep.nci.nih.gov">CTEPRegHelp@ctep.nci.nih.gov</a></p> |
|      |                         |  |   |


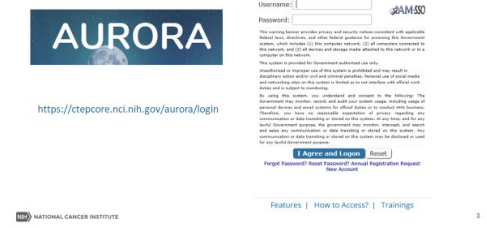

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
| 4    | 01:05                      | <p>Instruction: Display slide 4</p> <p>Navigator logs into AURORA beta as KMATA at Columbus behind the scenes</p> <p>Logging into AURORA</p> <ul style="list-style-type: none"> <li>Browser requirement for AURORA <ul style="list-style-type: none"> <li>Chrome or Firefox</li> <li>Internet Explorer is not supported</li> </ul> </li> <li>Time out warning- 30 minutes of inactivity per NIH security rules</li> <li>Online help and help bubbles throughout AURORA</li> <li>Defined user roles in IAM determine accessibility to various functions in AURORA</li> <li>Most of the training materials are geared towards shipping and ordering designees</li> </ul>  | <p>Browsers such as Chrome and Firefox are required for AURORA. Edge and Safari are also supported; however, Internet Explorer is not supported and therefore not recommended for accessing CORE applications.</p> <p>Access and views within AURORA are restricted by user role. Most of these training documents will be geared towards those with “shipping designee” and “ordering designee” roles.</p> <p>We’ll be sure to mention the menu items that are accessible to those with other user roles as they become relevant in the training series.</p> <p>Please note that, in order to comply with NIH security requirements, AURORA will sign you out after 30 minutes of inactivity. In order not to lose your progress, please make sure you frequently save your work.</p> <p>[pause]</p> |
| 5    | 00:36                      | <p>Instruction: Switch from powerpoint to Live demo of Dashboard as OD</p> <p>AURORA Dashboard</p>    | <p>The dashboard is the landing page in AURORA for an ordering designee in this example. Dashboard cards will be specific to the assigned role of the user who is logged in and it may look different.</p> <p>The cards summarize the status of various agent transactions and identify workflow that requires user action. Short-cuts to frequently used eDARFs or eDARF favorites can be saved here for easy access.</p>  |
| 6    | 00:23                      | <p>Instruction: Open transfers card in live demo</p> <p>AURORA Dashboard Card Example</p>   | <p>The cards provide easy navigation with hyperlinks to eDARFs. For example, in the card called “Transfers,” approved and pending agent transfers from the last 30 days are summarized in one place. Site users can easily see what action needs to be taken for each eDARF.</p>  |
| 7    | 00:32                      | <p>Instruction: Highlight refresh button in live demo then highlight number of total records</p>   | <p>Cards can be refreshed on demand by clicking on the refresh button at the top right of each card. Each card will also automatically</p>  |

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen  | Narration  |
|------|----------------------------|---|--|
|      |                            | <p>AURORA Dashboard Card Example</p>   | <p>refresh when opened or reopened.</p> <p>The number of records is presented next to the refresh button. In this example, there is one record visible for the last 30 days.</p>   |
| 8    | 00:18                      | <p>Instruction: Highlight maximize button in live demo</p> <p>AURORA Dashboard Card Example</p>    | <p>If you do not see all of the records in each card, it expands to a grid using the maximize button.</p> <p>The grid format shown in the next slide allows you to search and sort the results as needed. This is helpful if there are many records in the list.</p> <p>[pause]</p>  |
| 9    | 00:34                      | <p>Instruction: Open card in live demo and then highlight search fields and sort funnels.</p> <p>Highlight excel and pdf icons in top corner</p> <p>AURORA Grid Example</p>      | <p>In this grid example, all orders and their associated records (including links to eDARFs) for the last 30 days are available for sorting using the search fields and sort funnels in the top row over each column. The default setting is for the most recent records to be at the top of the list.</p> <p>For convenience, grids can be exported as spreadsheets or pdf documents by clicking on one of the icons at the top right-hand corner.</p>  |
| 10   | 01:07                      | <p>Instruction: Close card in live demo</p> <p>Navigate to home page and go to tool bar</p> <p>Hover over each icon starting with the Dialog bubbles</p> <p>AURORA Tool Bar</p>  | <p>The tool bar at the top of every page provides quick navigation to important information and functions.</p> <p>Let's focus on the right-hand corner.</p> <p>The procedure for using the dialog function is reviewed in one of our other training sessions.</p> <p>The home button takes you to the dashboard which was described earlier.</p> <p>User details are pulled from CORE system credentials to provide a convenient snapshot of user name, user role within AURORA, password expiration countdown, registration</p> |


| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
|      |                            |  | <p>status and last logged-in date.</p> <p>The help button is a searchable query module that is described elsewhere.</p> <p>The log-out button logs out the user out of the application and will prompt you to save any changes prior to exiting.</p>  |
| 11   | 00:53                      | <p>Instruction: Navigate to left side of tool bar and hover over to show list of values starting with orders</p> <p>Go back to orders as related to OAOP</p> <p>Go back to Accountability as related to Site Maintenance</p>  | <p>On the left-hand site of the tool bar in the first box you see drop-down lists for orders, accountability, primary shipping designee worksheet (PSD) and in the future, other features that are in development. These will all be described in other training sessions.</p> <p>Agent ordering through OAOP will be accessible only through AURORA. You are directed seamlessly to OAOP and back with single-sign on capability.</p> <p>[pause]</p>   |
| 12   | 00:53                      | <p>Instruction: Switch back to sharing slide 5</p>    | <p>Here are some answers to common questions:</p> <ul style="list-style-type: none"> <li>• AURORA is 21CFR Part 11 compliant.</li> <li>• Agent accountability records are created within the system when you save your work, which is why you need to take this deliberate action every time you make a change.</li> <li>• AURORA will save records so there is no need for you to maintain shadow records or duplicate copies at your site.</li> <li>• All NCI trials using PMB-supplied agents will transition to AURORA by March 31, 2022.</li> <li>• You will no longer need to keep track of the eDARF document expiration date assigned by OMB since AURORA will track this automatically.</li> </ul> |
| 13   | 00:40                      | <p>Instruction: Display slide 6</p>  | <p>We've discussed a lot about how agent inventory management is changing in AURORA; however, the requirements for inventory management including accountability of IND agents is unchanged. The PMB staff are committed to providing the same level of service as you are accustomed to receiving.</p>   |

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
|      |                            | <p>Resources</p> <ul style="list-style-type: none"> <li>▪ Archived webex training</li> <li>▪ Help button on AURORA dashboard</li> <li>▪ Help manual with step-by-step process</li> <li>▪ Topic-specific help bubbles within each accountability screen</li> <li>▪ Future training videos by topic</li> <li>▪ FAQs and PMB Glossary<br/> <a href="https://ctep.cancer.gov/branches/pmb/default.htm">https://ctep.cancer.gov/branches/pmb/default.htm</a> </li> <li>▪ CTMB Guidelines for Auditing<br/> <a href="https://ctep.cancer.gov/branches/ctmb/clinicalTrials/monitoring.htm">https://ctep.cancer.gov/branches/ctmb/clinicalTrials/monitoring.htm</a> </li> </ul> <p><small>11</small></p> | <p>There are many training and informational resources on the PMB website at:<br/> <a href="https://ctep.cancer.gov/branches/pmb">https://ctep.cancer.gov/branches/pmb</a> </p>   |
| 14   | 00:31                      | <p>Instruction: Display slide 7</p>  <p>The slide features the National Cancer Institute (NCI) logo on the left, which includes a stylized eagle and the text 'NIH NATIONAL CANCER INSTITUTE'. Below the logo, the website addresses 'www.cancer.gov' and 'www.cancer.gov/espanol' are listed. The background is a solid blue color.</p>  | <p>Thank you for watching this video tutorial. Questions can be directed to the Pharmaceutical Management Branch, CTEP, NCI by calling (240) 276-6575 Monday through Friday from 8:30am to 4:30pm Eastern Time or by emailing <a href="mailto:PMBAfterHours@mail.nih.gov">PMBAfterHours@mail.nih.gov</a> at any time.</p> |

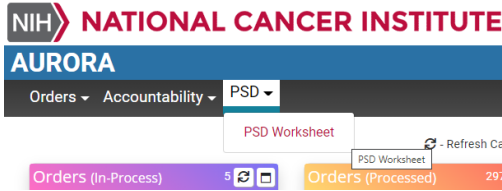
# Training Module Script: Site Maintenance in AURORA (version 06, 18-NOV-2020)

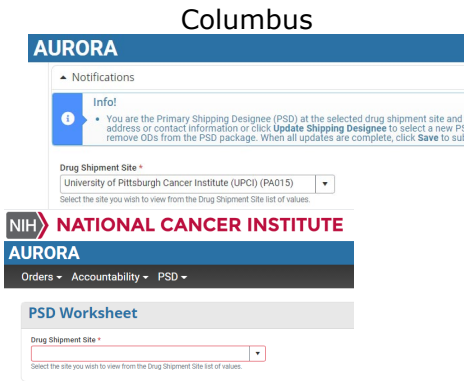
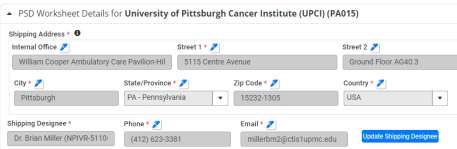
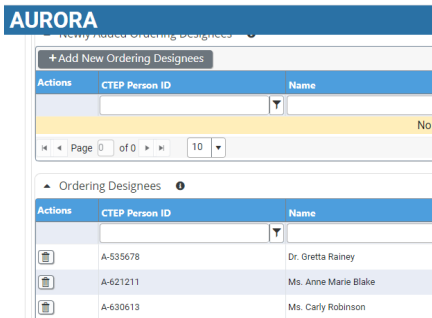
| Step | Time (min:sec)<br>00:00 | Action on Screen   | Narration  |
|------|-------------------------|--|--|
| 1    |                         | <p>Instruction: slide 1</p>   | <p>Welcome to this video tutorial about site maintenance in AURORA, the PMB's centralized agent inventory management application.</p> <p>The video will demonstrate how site designees set up control and satellite dispensing areas and assign designees to manage agent accountability in satellite dispensing areas.</p>  |
| 2    |                         | <p>Instruction: Slide 2</p> <p>Sign into AURORA beta as J Lynn</p> <p>Logging into AURORA</p>  | <p>Prior to initiating the very first eDARF for a control site in AURORA, a control dispensing area must be set up in the Site Maintenance module.</p>   |
| 3    |                         | <p>Instruction: go to Site maintenance in left-hand toolbar</p>                               | <p>From the dashboard, go to the toolbar on the top left under "Accountability" and then click on "Site Maintenance" in the list of values.</p>  |
| 4    |                         | <p>Instruction: Go to site maintenance screen</p>  | <p>In the site maintenance module, AURORA displays every control site that is associated with each drug shipment address and the logged-in user based on this assignment in Registration and Credential Repository (RCR).</p> <p>The user for the profile shown here is a primary shipping designee for the first control site and an ordering designee for the remaining control sites.</p> <p>Refer to the Primary Shipping Designee (PSD) worksheet video for management of primary shipping addresses and assignment of designees.</p> |
| 5    |                         | <p>Instruction:</p>  | <p>In the example shown, the radio button for the Columbus control site is highlighted.</p>  |


| <b>Step</b> | <b>Time<br/>(min:sec)<br/>00:00</b> | <b>Action on Screen</b>  | <b>Narration</b>   |
|-------------|-------------------------------------|--|--|
|             |                                     | Add dispensing area to Columbus called<br>_Main pharmacy_____  | Using the Control Dispensing Area tab, click on the Add button to reveal a free text field. Type the dispensing area in the text field.<br><br>Keep in mind that the free text entered in this field will populate on all eDARF headers with Columbus as the control site.   |
| 6           |                                     | Instruction:<br>Add new satellite and dispensing area<br>“Columbus”<br><br>Add “OH067” as example of practice site   | Satellite practice sites and satellite dispensing areas need to be added individually prior to agent transport.<br><br>Click on the “Satellites” tab, click Add and enter the first 3 characters of the CTEP ID or institution name in the search fields. Once located, click on the desired site. In the example, we are adding a satellite dispensing area for the control site “Columbus.”<br><br>If there is no site code for the satellite dispensing area, please contact the PMB.<br><br>You go through the same process when adding satellite practice sites for a control site. |
| 7           |                                     | Instruction:<br>Add new satellite dispensing area<br><br>_____Room 101_____  | Add the name of the dispensing area using the free text field under the Satellite Dispensing Area tab.<br><br>This satellite eDARF is now available in AURORA for receiving transported agents from a control eDARF.   |
| 8           |                                     | Instruction:<br>Verify that satellite area radio button is highlighted.<br><br>Open satellite designees tab and add new designee                                     | Satellite designees assigned to manage agent accountability at satellite dispensing areas are added using the Site Maintenance module. To do this, be sure the appropriate satellite dispensing area is selected and then click on the “Satellite Designees” tab and then the Add button.  |
| 9           |                                     | Instruction:<br>Hover over CTEP-IAM link in upper right hand corner<br><br>Enter designee CTEP person ID and search<br>____506379____<br><br>Add and save Kairo Mata | Only designees with active CTEP-IAM accounts can be added. If you are not able to find the designee using the search function, click on the CTEP-IAM link in the upper right hand corner to check the designee’s registration status.<br><br>Once the correct designee is selected and saved in AURORA, this designee will be able to manage satellite accountability at the assigned dispensing area.   |

| <b>Step</b> | <b>Time<br/>(min:sec)<br/>00:00</b> | <b>Action on Screen</b>  | <b>Narration</b>   |
|-------------|-------------------------------------|--|--|
|             |                                     |  | [pause]  |
| 10          |                                     | Instruction: slide 3   | <p>When setting up dispensing areas in AURORA, keep in mind that control sites are automatically available for adding dispensing areas and satellites at any time by the shipping and ordering designees.</p> <p>Investigators' practice sites are considered satellites and will have a CTEP site code.</p> <p>Control sites can be added as satellites to themselves when another dispensing area is needed. Control sites cannot be added as satellites to other control sites.</p> |
| 11          |                                     | Instruction: slide 4<br> | <p>Thank you for watching this video tutorial. Questions can be directed to the Pharmaceutical Management Branch, CTEP, NCI by calling (240) 276-6575 Monday through Friday from 8:30am to 4:30pm Eastern Time or by emailing <a href="mailto:PMBAfterHours@mail.nih.gov">PMBAfterHours@mail.nih.gov</a> at any time.</p>  |

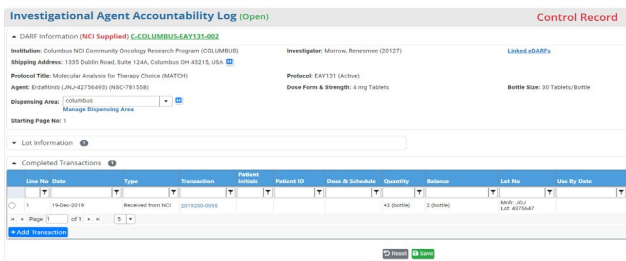
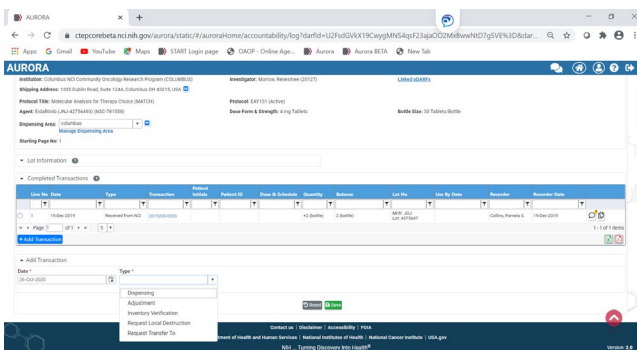
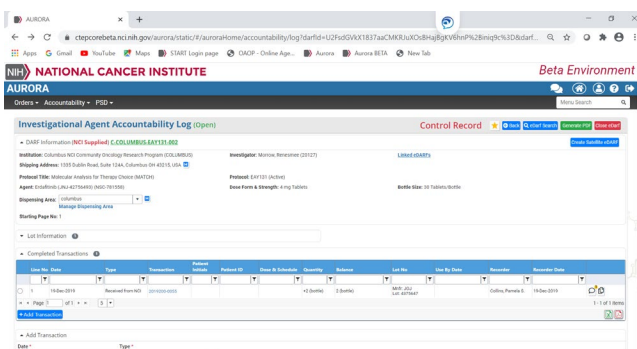
# Training Module Script: PSD Worksheet (version 03, 09-DEC-2020)

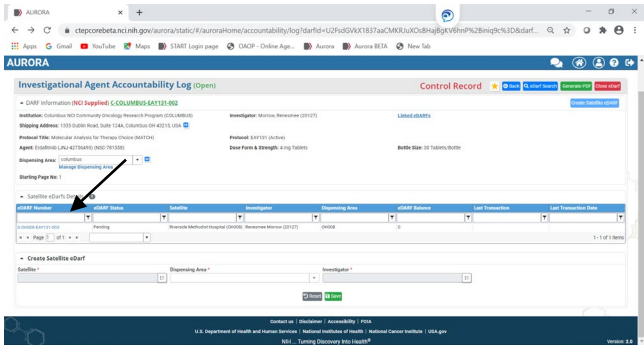
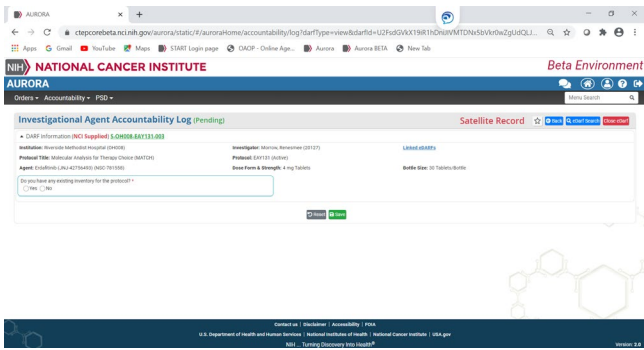
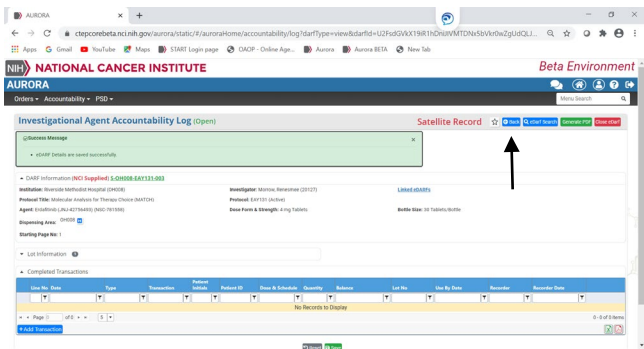
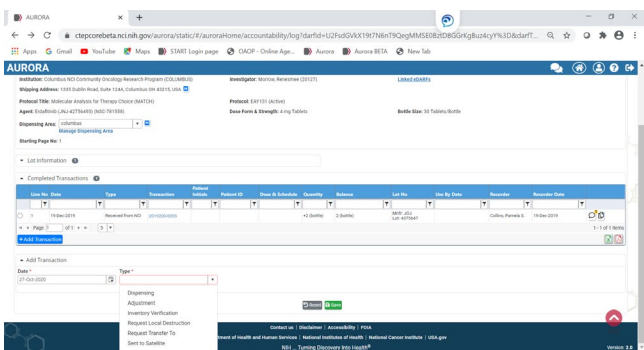
| Step | Time<br>(min:sec)<br>00:00 | Action on Screen  | Narration   |
|------|----------------------------|---|---|
| 1    | 00:15                      | Intro Powerpoint slide  | Welcome to this video tutorial about creating and managing the Primary Shipping Designee (PSD) Worksheet in AURORA, the PMB's centralized agent inventory management application.   |
| 2    | 01:00                      |  <p>Have 3 tabs for Beta AURORA</p> <p>One = SMATHEWS no PSD</p> <p>Two = JLYNN as PSD Columbus</p> <p>Two = JTANG as OD read only</p> | <p>The PSD Worksheet module is located in the top left toolbar in AURORA and replaces the paper process.</p> <p>The Primary Shipping Designee (PSD) can create the site's primary shipping address for all site investigators to select on the Agent Shipment Form during CTEP Registration. This prevents multiple variations or incorrect addresses from being used.</p> <p>This also allows for shipping address updates to be made in one place and then applied automatically to all site investigators' CTEP Registration profiles once approved.</p>   |
| 3    | 01:45                      | <p>SMATHEWS for no PSD address</p> <p>Show the notifications area</p> <p>Show the steps to add address</p> <p>Show the Help button screen for the no shipping address scenario</p>                                      | <p>If your site does not have a PSD, follow the instructions in the notification field at the top of the PSD worksheet module to submit a request to become the PSD.</p> <p>To set up a new PSD select the correct Drug Shipment Site before clicking on the Add Shipping Address button.</p> <p>Select a shipping address from the list. You can edit the shipping address and contact information after you select it.</p> <p>The Help button at the top right corner of the screen can provide step by step instructions. In this example, select "Add a New PSD"</p> <p><i>Pause</i></p> <p>If there are no shipping addresses to select, click the link in the pop-up window to manually add the address.</p> <p><i>Pause</i></p> <p>You can also add and update your site ordering designees here. Click Save to submit your request.</p> |
| 4    | 01:10                      | Switch to JLYNN as PSD for  | If your site already has a PSD set up, your   |

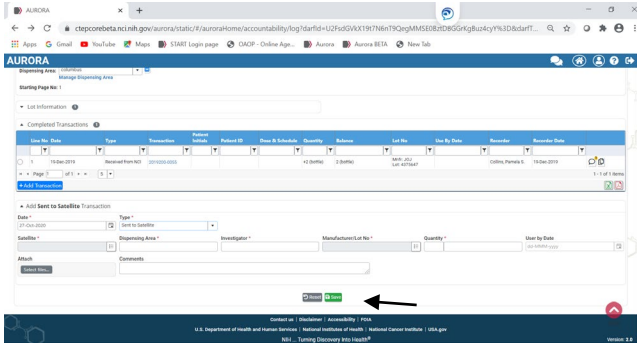
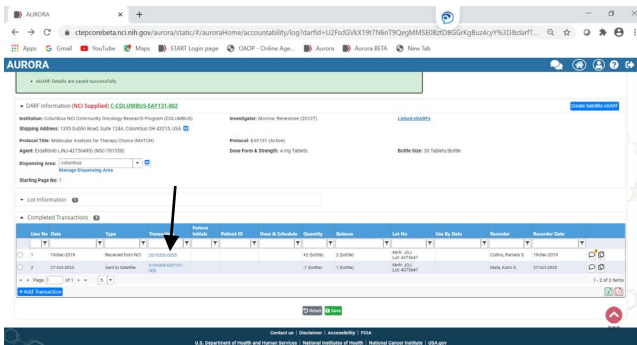
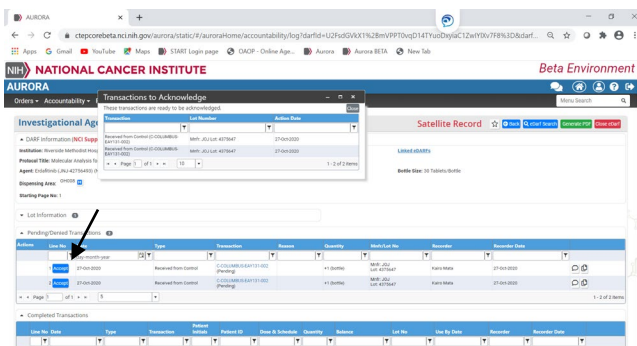
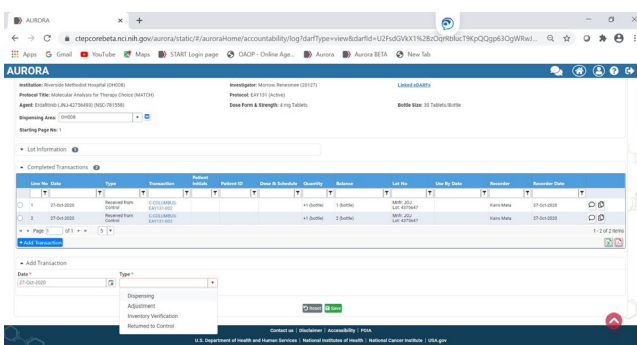
| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
|      |                            |   | <p>view will depend on your role (either shipping or ordering designee).</p> <p>In this example, the person logged in is the PSD. The notifications field contains the actions available based on your role.</p> <p>Please make sure to select the correct Drug Shipment Site. If you are associated with multiple sites, you can select each Drug Shipment Site in the drop down menu to create, view, or edit a PSD Worksheet depending on your role.</p>   |
| 5    | 00:30                      |   | <p>As the PSD, you can edit the shipping address, phone number and email address by clicking on the edit icons next to each field. Click save to submit any changes for approval.</p> <p>The PSD shown here can also designate a different person as the PSD using the “update shipping designee” button.</p>   |
| 6    | 00:45                      |  | <p>In the PSD Worksheet module, the PSD can also add or remove ordering designees at the selected Drug Shipment Site. The current Ordering Designees are listed at the bottom of the screen.</p> <p>Ideally your site will have multiple ordering designees in case anyone is out of the office.</p> <p>Make sure to click save to submit the changes. Changes made in the PSD Worksheet module are reviewed and approved by CTEP before becoming active.</p> |
| 7    | 00:10                      | Show the top right corner of the screen.   | <p>In the top right corner of the screen, you can generate a PDF of your PSD worksheet or contact the CTEP Reg Help Desk by email with any questions regarding the PSD worksheet.</p> <p>The Help button is always available for step by step instructions for each screen.</p>   |
| 8    | 00:45                      | Switch to JTANG screen   | <p>In this example, as an ordering designee for the selected Drug Shipment Site, as stated in the notifications field, you have read-only access. Only the PSD can make changes to the PSD Worksheet shipping address or ordering designee list.</p> <p>If the PSD at your site is no longer available to make changes, you can click the “Send email”</p>  |

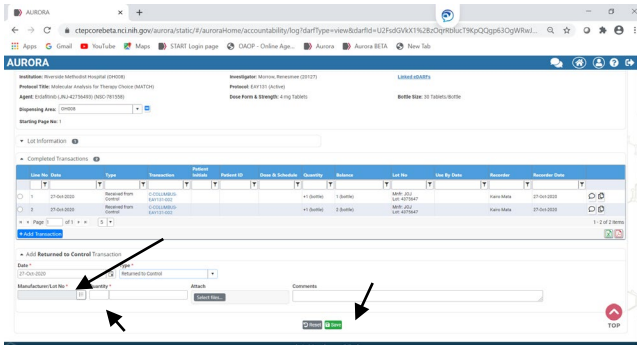

| <b>Step</b> | <b>Time<br/>(min:sec)<br/>00:00</b> | <b>Action on Screen</b>   | <b>Narration</b>  |
|-------------|-------------------------------------|---|---|
|             |                                     |   | button in the shipping address section to contact the CTEP Reg Help Desk to assign a new PSD.   |
| 9           | 00:25                               |  | <p>Thank you for watching this video tutorial. Questions can be directed to the Pharmaceutical Management Branch, CTEP, NCI by calling (240) 276-6575 Monday through Friday from 8:30am to 4:30pm Eastern Time or by emailing <a href="mailto:PMBAfterHours@mail.nih.gov">PMBAfterHours@mail.nih.gov</a> at any time.</p> |

# Training Module Script: Transporting agent from control to satellites (version 01, DD-MMM-2020)

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration  |
|------|----------------------------|--|--|
| 1    |                            |  | Welcome to AURORA video tutorial featuring Transporting Agent from Control to Satellites.  |
| 2    |                            |    | <p>To begin, you need to be in the Investigational Agent Accountability Log (or the Control Record) module of a protocol.</p> <p>In this example, we're using a C-DARF of protocol EAY133-002 in which the site received 2 bottles of Erdafitinib from the NCI.</p>  |
|      |                            |   | <p>Let's say you want to move 1 bottle to the satellite.</p> <p>To proceed, click on the +Add Transaction then select <b>send to satellite</b> from the drop-down button.</p> <p>In this example, <b>send to satellite</b> is not available to be selected. The reason is a <u>satellite eDARF</u> has not yet been created.</p> |
|      |                            |  | <p>(A satellite eDARF needs to exist in order to perform that transaction.)</p> <p>To create a satellite eDARF, click on <i>create satellite eDARF</i> located in the upper right-hand corner of the Control Record page.</p>  |

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
|      |                            |    | Then, select the satellite eDARF from the screen  |
| 3    |                            |    | Now, you need to complete the required fillable fields designated by a red asterisk *, then save.   |
| 4    |                            |   | A satellite record is created and now you may proceed to move the agent to the satellite.<br><br>To do that, go back to the Control Record by clicking on the Back button in the upper right-hand corner of the page. |
| 5    |                            |  | To move the agent, click on the +Add Transaction.<br><br>Next, select <b>send to satellite</b> from the drop-down button.   |

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
| 6    |                            |    | <p>This takes you to this page, and you are to complete all the required fillable fields designated by a red asterisk *.</p> <p>Once completed, click save.</p>   |
| 7    |                            |    | <p>Your transaction is saved, and this is how your screen should look like.</p> <p>Line No.2 of the Control eDARF indicates that you sent 1 bottle to the satellite.</p> <p>The next step, <b>you need to receive it</b> in the satellite.</p> <p>-select the transaction in line No.2 and click on that transaction.</p> |
| 8    |                            |  | <p>The Transaction Acknowledgement screen will pop up.</p> <ul style="list-style-type: none"> <li>- Click on <b>Accept</b></li> <li>- Then, <b>Save</b> to save the transaction</li> </ul>  |
| 9    |                            |  | <p>To return the agent back to the Control, make sure that you are in the Satellites module.</p> <p>-Click on +Add Transaction followed by selecting <b>Return to Control</b> from the drop-down button.</p>  |

| Step | Time<br>(min:sec)<br>00:00 | Action on Screen   | Narration   |
|------|----------------------------|--|---|
| 10   |                            |  | <p>Next, complete all the required fillable fields designated by a red asterisk *.</p> <p>Once completed, save it.</p> <p>Next, you need to receive the return in C-eDARF by following the same steps from the previous slides.</p>   |
| 11   |                            |   | <p>Thank you for watching this video tutorial. Questions can be directed to the Pharmaceutical Management Branch, CTEP, NCI by calling (240) 276-6575 Monday through Friday from 8:30am to 4:30pm Eastern Time or by emailing <a href="mailto:PMBAAfterHours@mail.nih.gov">PMBAAfterHours@mail.nih.gov</a> at any time.</p> |

## 1. How useful did you find the following features?

|   | Extremely Useful      | Somewhat Useful       | Neutral               | Somewhat not useful   | Extremely not useful  |
|---|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
| Dashboard card layout and overall appearance                      | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Dashboard card refresh button and expand button                   | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to sort and filter the grid of an expanded dashboard card | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to locate menu items from the top toolbar                 | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Ability to navigate to other modules from the dashboard and back  | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> | <input type="radio"/> |

2. Was the Help icon on the top-right toolbar useful?

- ☐ Yes, very helpful
- ☐ Yes, somewhat helpful
- ☐ No, not helpful
- ☐ Did not need to use it
- ☐ Needs additional information

## Site Maintenance in AURORA

Access Site Maintenance to set up control and satellite dispensing areas as a shipping designee.  
Assign designees to each dispensing area as a shipping designee.

3. Was the control site associated with your site's drug shipment address present once you opened the Site Maintenance screen using the drop-down menu on the home page toolbar?

☐ Yes

☐ No

4. Were you able to add and save a new Control Dispensing area?

☐ Yes

☐ No

5. Were you able to add/remove and save a new Satellite Dispensing area for the Control Site?

☐ Yes

☐ No

6. Were you able to add/remove and save satellite designee(s) assigned to the Satellite Dispensing area?

☐ Yes

☐ No

7. Please rate the ease of use for managing dispensing areas and designees in the Site Maintenance module.

☐ Easy to use

☐ Somewhat easy to use

☐ Neutral

☐ Somewhat hard to use

☐ Hard to use

## Primary Shipping Designee (PSD) Worksheet

Create a new PSD worksheet if none exists to setup the site PSD address.

If one exists, edit the current PSD worksheet and site address as the PSD.

As an ordering designee, view the current PSD worksheet and site address.

8. As the PSD, does the electronic PSD worksheet save time versus the paper format when creating or editing the PSD?

- ☐ Yes a lot of time
- ☐ Yes a little time
- ☐ Did not save time
- ☐ No it takes more time
- ☐ I am not the PSD

9. As the PSD, does the electronic PSD worksheet save time versus the paper format when adding or removing ordering designees?

- ☐ Yes a lot of time
- ☐ Yes a little time
- ☐ Did not save time
- ☐ No it takes more time
- ☐ I am not the PSD

10. As an ordering designee, were you able to view the PSD address (read only access) at your site?

☐ Yes

☐ No

☐ I am not an ordering designee (I am the PSD).

## Management of dispensing areas and satellites in AURORA

Access Site Maintenance to manage the control site, dispensing areas and satellite designees.  
Add new dispensing areas and designees and delete old dispensing areas and designees.

11. Was the Site Maintenance screen page organized in a user friendly way:

☐ Yes

☐ No

12. Were you able to add and save a satellite designee?

☐ Yes

☐ No

13. Were you able to add, inactivate, or delete a dispensing area?

☐ Yes

☐ No

## Extra question

If there are any issues during testing, please contact [pmbafterhours@mail.nih.gov](mailto:pmbafterhours@mail.nih.gov) (<mailto:pmbafterhours@mail.nih.gov>).

14. What features would you like to see in the future in these modules?



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