

# Release Version SMART PORTAL 3.29 User Manual

01-Oct-2025

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**CLARIO.**

Date: 01/10/2025  
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## Welcome to the SMART Portal

WebSend has been updated to be part of Clario's SMART Services Suite and is now known as the SMART Portal.

The SMART Portal is Clario's web-based system for communication management. Clinical sites use this Portal to access and reply to queries, upload completed forms, download documents provided by Clario, and view or download submitted image files after they have completed the quality control process.

Depending on user role and trial configuration, the SMART Portal can also provide access to the SMART Submit system to upload image files.

To learn more about SMART Submit, see:

- [SMART Submit Knowledge Base](#)

### 3.29 Release Updates

- The QC status is now visible in the History tab
- Upload of forms is now restricted to PDF format only

## Getting Access

### Welcome Email

Clario sends each new SMART Portal user a "Welcome" email with their user id and password. This welcome email contains everything you need to get started.



## Notification

Welcome to Clario's SMART Portal; our web-based site portal. You are participating in one or more online trial(s) that will allow your site to quickly and easily complete all imaging activities as detailed below.

The following link will take you to the SMART Portal:

<https://smart.bioclinica.com/>

Below you will find your login credentials:

Account Name: <your username>

Password: <your password>

Once you have successfully logged in, please select the trial you are working on.

Below is a list of the available tabs within the portal:

- TO-DO: displays a list of tasks organized by date
- SUBJECTS: displays a list of tasks by subject and allows you to access images
- QUERIES: displays a list of open queries and enables you to respond to queries
- QUALITY-NOTIFICATIONS: displays a list of quality notifications (notifications/suggestions regarding the quality of images submitted)
- SURVEYS: provides access to the site questionnaires, this will be study specific and not used on all studies
- DOCUMENTS: displays a list of documents uploaded by Clario for sites to access (ex. Site Manual, Site Questionnaire)
- HISTORY: displays a list of historical uploaded images and enables you to download images and attachments
- FORM-UPLOAD: will allow you to upload study specific forms that maybe required for your study
- TRAINING: will re-direct you to the Smart START training portal (if applicable)
- IMAGE/Video UPLOAD: launches SMART Submit platform to electronically transfer medical images/video files

You will receive a separate email containing your electronic image platform credentials (if applicable).

We are committed to providing you with the highest level of customer satisfaction possible. If you have any questions or require assistance, please contact Clario's Customer Care team:

Toll-free from the US and Canada: +1-888-ASK-BIOC (1-888-275-2462)  
Direct dial worldwide: +1-484-928-6076\*\*

[Support@Clario.com](mailto:Support@Clario.com)

If you've been expecting this information and it is not available to you, contact Clario's help desk:

US and Canada: (1-888-275-2462)

International: +1-484-928-6076

Email: [support@clario.com](mailto:support@clario.com)

## Logging In

Once you have received the welcome email, you will be able to log into the SMART Portal - <https://smart.bioclinica.com> - and change your default password.



[Forgot Password](#)

[Terms of Use](#)

[Privacy Policy](#)

### Clario Support Contact Information:

**Phone:** US and Canada: 1-888-275-2462  
International: +1-484-928-6076

**Email:** [Support@clario.com](mailto:Support@clario.com)

1. **Enter** your email and password from the Welcome email.
2. **Click Sign In.**



## Forgot Password

If you forget your password, click the [Forgot Password](#) on the login page, enter your email address and click Send.

*If this is the first time that you are logging on, the [Change Password](#) box automatically displays.*

*If you have already changed your password, the [Select a Study](#) page displays.*

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### Forgot your password?

Please enter the email address associated with your Clario account.

A new password will be emailed to you shortly.



## Changing Your Password

To ensure that your password is secure, you will be required to change your default password before you will be able to log in a second time. The Change Password screen automatically displays.

**CLARIO.**



### Update Password

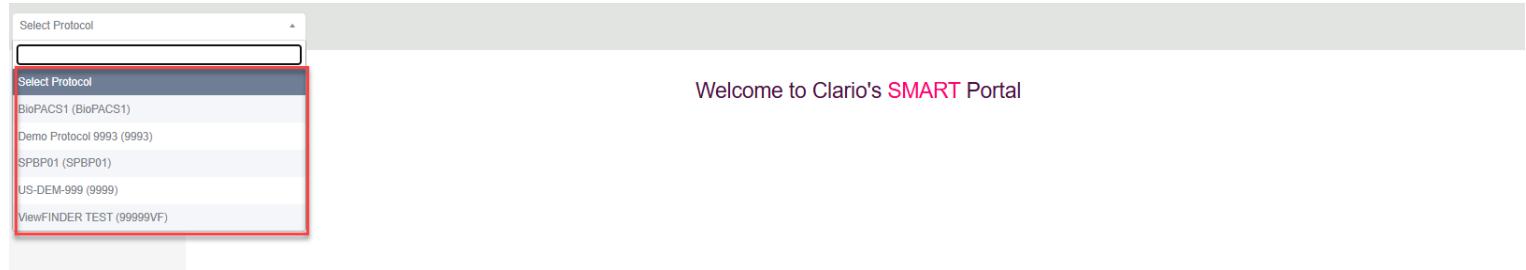
Old password

New password

Confirm new password

### Select Study

If you have access to more than one study, or multiple sites within a study, the System displays a study selection dialog after login:



1. Click the study or study/site combination you wish to work with from the list.

The [TO-DO](#) page displays.

### Logout

To logout of the SMART Portal, click **Logout** in the upper right corner of the screen. The system confirms that you have successfully logged out.

1. Enter your email and default password.
2. Enter a new password. The password must be at least 8 characters long and must contain at least three of the following: an upper-case letter, a lower-case letter, a number, and a symbol.
3. Re-enter the new password in the Confirm Password field.
4. Click Submit.

*If you have access to multiple studies, the [Select Study](#) page displays. If not, the [TO-DO](#) page displays.*





[Sign out](#)

You have successfully signed out.

**Clario Support Contact Information:**

**Phone:** US and Canada: 1-888-275-2462  
International: +1-484-928-6076

**Email:** [Support@clario.com](mailto:Support@clario.com)



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## Using the SMART Portal

### Main Menu

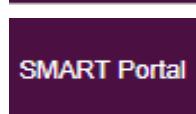
  To-Do  Subjects  Image Upload  Documents  PDF Form Upload  Digital BCSP Form  Queries  Quality Notifications  History  Training	<p>*Note – Depending on permissions you may or maynot have access to all the tabs below.</p> <ul style="list-style-type: none"><li>• <a href="#"><b>TO-DO</b></a> - list of tasks and processing options organized by date</li><li>• <a href="#"><b>SUBJECTS</b></a> - list of tasks and processing options organized by subject</li><li>• <a href="#"><b>IMAGE UPLOAD</b></a> - launches the file upload application in a separate browser tab</li><li>• <a href="#"><b>DOCUMENTS</b></a> - list of trial and site level documents uploaded by Clario and available for you to download</li><li>• <a href="#"><b>PDF FORM UPLOAD</b></a> - tool for uploading PDF forms to Clario</li><li>• <a href="#"><b>Digital BCSP Form</b></a> - Not all trials will have this option</li><li>• <a href="#"><b>QUERIES</b></a> - list of queries and processing options (Only open queries are listed by default, but there is an option to include closed queries.)</li><li>• <a href="#"><b>QUALITY NOTIFICATIONS</b></a> - list of image quality notifications and processing options (Similar to queries, but do not require a response.)</li><li>• <a href="#"><b>HISTORY</b></a> - on-screen report that displays a list of files uploaded to Clario for trials for which you are authorized</li><li>• <a href="#"><b>TRAINING</b></a> - provides access to the SmartStart training site</li><li>• <a href="#"><b>Training</b></a> - Lauches into Clario's Training Website</li></ul>
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## Link Menu

The link menu displays in the upper right corner of SMART Portal screens.



- Displays online help.



- Returns to the study selection dialog for the SMART Portal.

## Action Icons

Action icons link to other pages for you to take a specific action. They display, where applicable, on list rows. They also display as buttons at the bottom of any given list. The action buttons at the bottom may apply to the entire list (such as Export to Excel).

## Contact Information

We hope that this guide is helpful. If you have additional questions, feel free to contact us:

**Address:** Clario

1818 Market St. Suite 2600  
Philadelphia, PA 19103

**Phone:** US and Canada: (1-888-275-2462)

International: +1-484-928-6076

**Email:** [support@clario.com](mailto:support@clario.com)

## To-do List

### The List of Tasks

The To-do list contains your imaging related tasks that are coming due or are overdue.

 **Note:** Overdue and expedited tasks are highlighted in **red** and require immediate attention.

CLARIO. SMART Portal

SPBP01 (SPBP01)
Study Team Email Address: spbp01studyteam@clarior.com

[Dashboard](#) [Reports](#) [Support](#) [SMART Portal](#) [Sign out](#)

To-Do

Subjects

Documents

PDF Form Upload

Digital BCSP Form

Queries

Quality Notifications

History

Training

To-Do

Tip: The following tasks require your attention.

Site:

Select

Subject:

Select

Due On:

23 Jul 2025

Type:

2 selected

Search
Reset

Total number of record(s): 289
Export to Excel

Protocol	Site	Title	Due On	View Details	Action
SPBP01	00999	Query spbp01-Q00024 needs response.	22-Oct-2020	View	
SPBP01	00999	Query spbp01-Q00027 needs response.	22-Oct-2020	View	
SPBP01	00999	Query spbp01-Q00028 needs response.	22-Oct-2020	View	
SPBP01	00999	Query spbp01-Q00037 needs response.	23-Oct-2020	View	
SPBP01	00999	Query spbp01-Q00042 needs response.	23-Oct-2020	View	
SPBP01	00999	Query spbp01-Q00045 needs response.	23-Oct-2020	View	
SPBP01	00999	Query spbp01-Q00047 needs response.	23-Oct-2020	View	

### TopPanel (Filters)

To filter the list, select filters and click **Filter** button. To clear filters, click **Reset** button.

### Center Panel: The List

- **Due On** - date by which the task must be completed
- **Site** - clinical site with which the task is associated
- **Subject** - Filter to subject
- **Action** - symbols that link to specific processing options related to the task
  -  - [Upload Images](#)
  -  - [Reply to Query](#)
  -  - [Complete Survey](#)

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# Subjects

## The Subject List

The Subject list contains a list of tasks organized by subject. To add a subject, you must filter by site.

Subjects

Tip: Select and process each subject requiring your action.

Protocol	Site	Subject Number	Randomization Date	View Details	Action
BioPACS1 (SmartSubmit Test)	001	00000000000000000000000000000002		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	00000000000000000000000000000003		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	00000000000000000000000000000000VT02		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	00000000000000000000000000000000VT03		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	0000000000000000000000000000000012345		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	0001	28-Dec-2018	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	0002		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	0003		<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	0004	01-Jun-2023	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	0005		<a href="#">View</a>	 

## Left Panel (Filters)

To filter the list, select filters and click **Filter**. To clear filters, click **Reset**.

## Center Panel: The List

- **Protocol** - ID or # of the protocol with which the task is associated
- **Site** - clinical site with which the task is associated
- **Subject Number** - ID or # of the trial subject
- **Randomization Date** - date on which the subject was randomized for the study
- **Action** - processing symbols and the completed task symbol

-  - [Upload Images](#)
-  - [View Query](#)
-  - There are no outstanding items for this subject

## Add a Subject – NOT YET AVAILABLE

The Add Subject page allows you to add new subjects to the protocol.

*Tip: Add new study subject information.*

### Add Subject Information

Protocol: **BioClinica - Demo**

Site: **999**

Subject Number:  #  #  #  #  #  #  #  #  #

Subject Initials:  X  X  X

Visit Schedule:

1. **Type** the subject number (one number per box).
2. **Type** the First/Middle/Last Initials of the subject. If the subject has no middle initial leave the middle box blank.
3. **Select** the Visit Schedule.
4. **Click** 

*The subject is added to the list.*

## Subject Image List - NOT YET AVAILABLE

Site Number	Subject Number	Timepoint Name	Study Date	View Details	Action
001	00000000000000000000000000000002	Baseline	19-May-2025	<a href="#">View</a>	
001	00000000000000000000000000000002	Week 6	06-Jul-2021	<a href="#">View</a>	

### Left Panel (Subject)

Click one of the other Subject Numbers listed to display the image list for the selected subject.

### Center Panel: The List

- **Site Number** - clinical site with which the subject is associated
- **Subject Number** - the current subject number
- **Timepoint Name** - the current timepoint name
- **Study Date** - the study date with which subject is associated
- **Action** - symbols that link to specific processing options related to the images
  -  - [View eDTF](#)
  -  - [View Sequence](#)

### View eDTF

The View eDTF button and icon allow you to view the eDTFs created when the images were uploaded.

1. **Select** the row in the Subject Image List and **click** either  or [View eDTF](#).

*The View eDTF page displays with the file or files associated with the image upload.*

2. **Highlight** a row and **click** [View eDTF](#)

*The eDTF displays.*

3. Click  to save the file or click  to print the eDTF.
4. When you are finished, click  Back

## Queries

This page lists queries between your site and Clario. Initially, the list excludes closed queries. A checkbox on the Filters panel enables you to include closed queries.

**Queries**

Tip: View query list and click on the reply icon to access the details and respond to the query.

Site: 001 Subject: Select

Timepoint: Select Study: Select

Query ID:

Include Closed:

Show Only Sponsor Review Required:

**Search** **Reset**

Total number of record(s): 658 **Export to Excel**

Query ID	Protocol	Site	Subject	Status	Due Date	Rescan	View Details	Action
biopacs1-Q00124	BioPACS1 (SmartSubmit Test)	001	ee32	Response Review Pending	13-Oct-2020		<a href="#">View</a>	
biopacs1-Q00179	BioPACS1 (SmartSubmit Test)	001	1288	Response Review Pending	13-Oct-2020		<a href="#">View</a>	
biopacs1-Q00182	BioPACS1 (SmartSubmit Test)	001	4412	Response Review Pending	13-Oct-2020		<a href="#">View</a>	
biopacs1-Q00187	BioPACS1 (SmartSubmit Test)	001	1292	Response Review Pending	13-Oct-2020		<a href="#">View</a>	
biopacs1-Q00188	BioPACS1 (SmartSubmit Test)	001	1292	Response Review Pending	13-Oct-2020		<a href="#">View</a>	
biopacs1-Q00189	BioPACS1 (SmartSubmit Test)	001	1294	Response Review Pending	13-Oct-2020		<a href="#">View</a>	

### Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

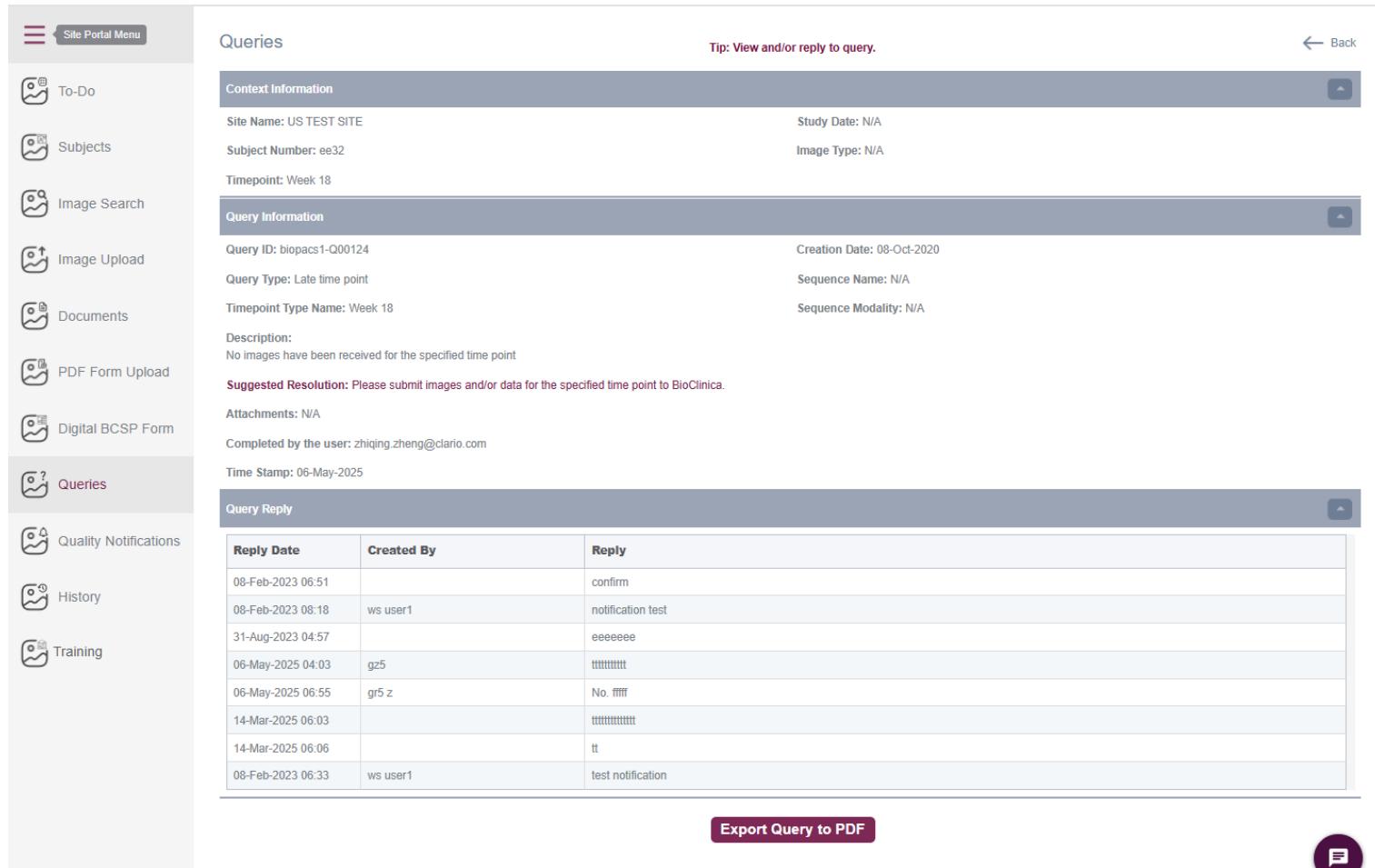
### Center Panel: The List

- **Protocol** - ID or # of the protocol with which the query is associated
- **Site** - clinical site with which the query is associated
- **Subject** - ID or # of the trial subject
- **Status** - query status which can be any of the following:
  - Sent - The query has been sent.
  - Response Review Pending - The query response has been submitted and needs to be reviewed. Once Clario's Core Lab has closed the query, the status changes to "Closed."
  - Overdue - The query response is overdue.
  - Expired - The date by which a response was due has passed without a response having been submitted.
  - Closed - The query response has been reviewed and accepted by Clario's.
- **Due Date** - date by which the query response is expected
- **Rescan** - used to indicate that the query is either requesting rescans of images or notifying you that Clario has received the rescanned images
- **Action** - symbols that link to specific processing options related to the query
  - - [Upload Images](#)
  - - [Query Details](#)
  - - [View Query](#)

-  - exports the selected query to a PDF document and brings up a set of Save/Open options at the bottom of the list
-  - [Reply to Query](#)

## Query Details

The query form allows you to view the query details. If the site has already responded to the query, the query is in view only mode. If no response has been given, you can reply to the query.



Queries

Tip: View and/or reply to query. ← Back

**Context Information**

Site Name: US TEST SITE Study Date: N/A  
Subject Number: ee32 Image Type: N/A  
Timepoint: Week 18

**Query Information**

Query ID: biopacs1-Q00124 Creation Date: 08-Oct-2020  
Query Type: Late time point Sequence Name: N/A  
Timepoint Type Name: Week 18 Sequence Modality: N/A  
Description: No images have been received for the specified time point  
Suggested Resolution: Please submit images and/or data for the specified time point to BioClinica.  
Attachments: N/A  
Completed by the user: zhiqing.zheng@clario.com  
Time Stamp: 06-May-2025

**Query Reply**

Reply Date	Created By	Reply
08-Feb-2023 06:51		confirm
08-Feb-2023 08:18	ws user1	notification test
31-Aug-2023 04:57		eeeeeee
06-May-2025 04:03	gz5	tttttttt
06-May-2025 06:55	gr5 z	No. fffff
14-Mar-2025 06:03		tttttttttt
14-Mar-2025 06:06		tt
08-Feb-2023 06:33	ws user1	test notification

[Export Query to PDF](#)

### Left Panel (Subject)

Click one of the other queries for the given site and subject.

### Center Panel: Query Information

The query information is broken down into the following sections

- **Context Information** -lists the site, subject number, time point, study date and image type.
- **Query Information** - lists the details of the query
- **Query Reply** - lists any reply to the query

### List Menu (Options vary based on query status)



- See [Reply to Queries](#).



- exports the selected query to a PDF document and brings up a set of Save/Open options at the bottom of the list

**Submit**

- Submits the query response.

## View Queries

1. **Scroll** through the query.
2. **Click** **Back** to return to the Queries list.

## Reply to Queries

1. **Enter** the reply in the text area provided.

**Submit**

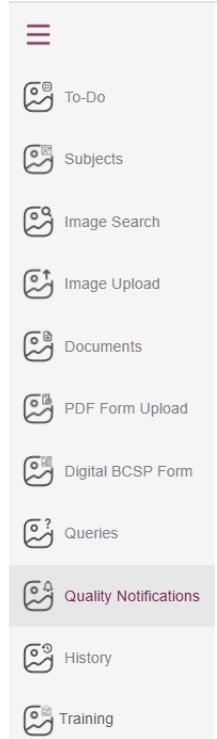
2. **Click** **Back**.

*This sends the response to Clario and sets the status to Response Review Pending.*

3. **Click** **Back** to return to the Queries list.

## Quality Notifications

This page lists image quality notifications generated for your site. These are displayed in the same way as queries, but no response is expected from the site.



-  To-Do
-  Subjects
-  Image Search
-  Image Upload
-  Documents
-  PDF Form Upload
-  Digital BCSP Form
-  Queries
-  Quality Notifications
-  History
-  Training

**Quality Notifications**

Tip: View quality notification list; select row link to view quality notification details.

Site:

Timepoint:

Subject:

Study:

**Search** **Reset**

Total number of record(s): 6 Export to Excel

Protocol	Site	Subject	Timepoint	Type	Date	View Details	Action
BioPACS1 (SmartSubmit Test)	001	0003		Quality Notification	30-Jan-2024	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	z1		Quality Notification	30-Jan-2024	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	1133	Week 12	Scan Parameter	15-Nov-2023	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	1129	Baseline	Image Quality	20-Oct-2023	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	1179	Baseline	Image Quality	19-Oct-2023	<a href="#">View</a>	 
BioPACS1 (SmartSubmit Test)	001	VA10	Baseline	Quality Notification	28-Mar-2023	<a href="#">View</a>	 

### Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

### Center Panel: The List

- **Protocol** - ID or # of the protocol with which the quality notification is associated
- **Site** - clinical site with which the quality notification is associated
- **Subject** - ID or # of the trial subject
- **Timepoint** - timepoint with which the quality notification is associated
- **Date** - date the quality notification was generated
- **Details** - symbols that link to additional details for the quality notification
  -  - [Quality Notification Details](#)

### Export Quality Notification

The Export to PDF button allows you to download the quality notification details in report format.

1. **Display** query details and **click** 

*The report is generated and automatically downloaded in your browser*

## Quality Notification Details

The quality notification form allows you to view the full details for the quality notification. Unlike the query form, it is not possible to reply to a quality notification.



-  To-Do
-  Subjects
-  Image Search
-  Image Upload
-  Documents
-  PDF Form Upload
-  Digital BCSP Form
-  Queries
-  Quality Notifications
-  History
-  Training

### Quality Notifications

Tip: View quality notification context, details and export.

**Context Information**

Site Name: US TEST SITE      Study Date: N/A  
 Subject Number: 0003      Image Type: N/A  
 Timepoint: N/A

**Quality Notification Information**

Quality Notification ID: biopacs1-Q00812      Creation Date: 30-Jan-2024  
 Quality Notification Type: Quality Notification      Sequence Name: N/A  
 Timepoint Type Name: N/A      Sequence Modality: N/A  
 Description:  
 Quality Notification : tttt  
 Suggested Resolution: Please see details in the Query Description Detail panel.  
 Attachments: N/A

[Export to PDF](#)

### Center Panel: Quality Notification Information

The query information is broken down into the following sections

- **Context Information** -lists the site, subject number, time point, study date and image type.
- **Quality Notification Information** - lists the details pertaining to the notification

### List Menu

[Export to PDF](#) - exports the selected quality notification to a PDF document and brings up a set of Save/Open options at the bottom of the list

## Documents

The Documents list contains files that Clario has uploaded to the SMART Portal for one, some or all sites within a given trial. From the Documents list, site users can download selected documents.

### Left Panel (Filters)

To filter the list, select filters and **click Filter**. To clear filters, **click Reset** button.

### Center Panel: The List

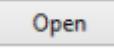
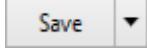
- **Client Name** - name of Clario client on whose behalf the document was uploaded
- **Protocol Number** - ID or # of the protocol with which the document is associated
- **Site number** - clinical site
- **Description** of the document
- **File name** - file name including any extension (file type)
- **Datetime stamp**
- **Action** - symbols that link to specific processing options related to the task

-  - [New Download](#) - [New Download](#)
-  - [Download](#)

### List Menu Options

-  - enables you to download the selected document
-  - enables you to download a selected document that is new.

## Download a Document

1. **Highlight** the document you wish to download and **click**  ,  ,  **New Download** or  .  
*A message box displays at the bottom of the page asking if you want to open or save the document.*
2. **Click**  to open the document, or **click**   to save the file.

## History

The History screen shows a list of prior uploads. Options to re-access previously uploaded data are available.

☰

To-Do
 Subjects
 Image Search
 Image Upload
 Documents
 PDF Form Upload
 Digital BCSP Form
 Queries
 Quality Notifications
 History
 Training

### History

Tip: To download images, click download icon on selected row.

Site:

Timepoint:

Exam From Date:

Upload From Date:

Delivery Method:

Subject:

Modality:

Exam To Date:

Upload To Date:

Search
Reset

Total number of record(s): 414

Quick Subject Search:

[Export to Excel](#)

Protocol	Site	Subject	Exam Date	Upload Date	QC Status	View Details	Action
BioPACS1 (SmartSubmit Test)	001	1233	08-May-2014	02-Dec-2017		<a href="#">View</a>	
BioPACS1 (SmartSubmit Test)	001	1233	02-May-2016	03-Dec-2017		<a href="#">View</a>	
BioPACS1 (SmartSubmit Test)	001	PTCT	12-Oct-2015	04-Dec-2017		<a href="#">View</a>	
BioPACS1 (SmartSubmit Test)	001	PTMR	24-Mar-2016	05-Dec-2017		<a href="#">View</a>	

To filter the list, select filters and **click Filter**. To clear filters, **click Reset**.

### Center Panel: The History List

- **Protocol** - ID or # of the protocol with which the upload is associated
- **Site** - clinical site with which the upload is associated
- **Subject Number** - ID or # of the trial subject
- **Exam Date** - Date the exam.
- **Upload Date** - Date the files were uploaded.
- **QC Status** - Status of the data QC (pending, passed or failed)
- **Action** - symbols that link to specific processing options related to the item

- - [View eDTF](#)
- - [Download Image](#)
- - loads the images into the [Image Grid](#).

### Right Panel: Details

This panel displays details (some also on the row and some additional) related to the currently selected row. You can also [set the processing status](#) of the Upload if configured in BioPACS.

## List Menu (Options vary based on the selected row.)



Export to Excel - See [Export to Excel](#)



-See [Download Image](#)



- loads the images into the [Image Grid](#).



- See [View eDTF](#)



Attachments - See [Attachments](#) (available only for protocols allowing attachments)

## Set Processing Status

The details panel of the History screen allows you to set the processing status if one has been configured for the project in BioPACS.

1. **Select** the row in the Upload History List.

*The Processing Status displays in the Details panel.*

2. **Select** a new status from the drop-down.

## Download Image

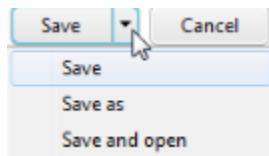
Images that have been uploaded to Clario can be viewed and downloaded after the image QC process has been completed. The images are downloaded in their original format. (*If the images needed to be wrapped before being added to the SMART database, they are unwrapped before they are downloaded back to your machine*).

1. **Select** the row with the upload that you want to download.



2. Either **click** or [Download Image](#).

*An Open/Save menu displays at the bottom of the list.*



3. **Click** ; then **click** .

*A window listing the downloaded files is displayed.*

The files are downloaded to a folder named using the following convention:

TrialName\_Initials\_SubjectNumber\_TimePointType\_ExamDate



### Notes:

- The downloaded directory is automatically zipped and must be unzipped to access files.
- All images are downloaded in their original format.
- The subject initials displays as XXX when configured as non-display for the trial.

If configured for your trial and user account, the reader annotation files will be included in the downloaded directory. Annotations will be provided in separate folders for Reader 1, Reader 2, etc.

## View eDTF

The View eDTF button and icon allow you to access the eDTFs created when the images were uploaded.

1. **Select** the row in the Upload History List and **click** either  or [View eDTF](#).

*The View eDTF page displays with the file or files associated with the image upload.*



2. **Highlight** a row and **click** [View eDTF](#)

*The eDTF displays.*

3. **Click**  to save the file or **click**  to print the eDTF.

## PDF Form Upload

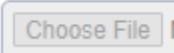
The Form Upload screen allows you to upload a document to Clario for a specific subject and timepoint. Only PDF files are accepted.

### Uploading a Form

1. **Select** the Site, using the filters in the top panel.
2. **Select a Form Type from the pull-down list. The following form types may be permitted, depending on the protocol:**
  - DTF
  - Clinical Data
  - Biopsy Report
  - Phantom Data
  - BCSP
  - ICQ
  - Site Questionnaire
  - Certificate

Additional custom types may be presented, depending on the protocol; custom types will prompt you to **select** an exam date.

3. **Select** the Subject ID and Timepoint from the pull-down lists.

4. **Click** 

*A menu opens to allow you to select a file from your hard drive. Only PDF format is accepted by default, your file may need to be converted before being uploaded.*

5. **Select** the file to be uploaded. The file name is displayed to the right of Choose file



## BCSP Form Upload

*When uploading a BCSP form, the Baseline timepoint is automatically selected.*

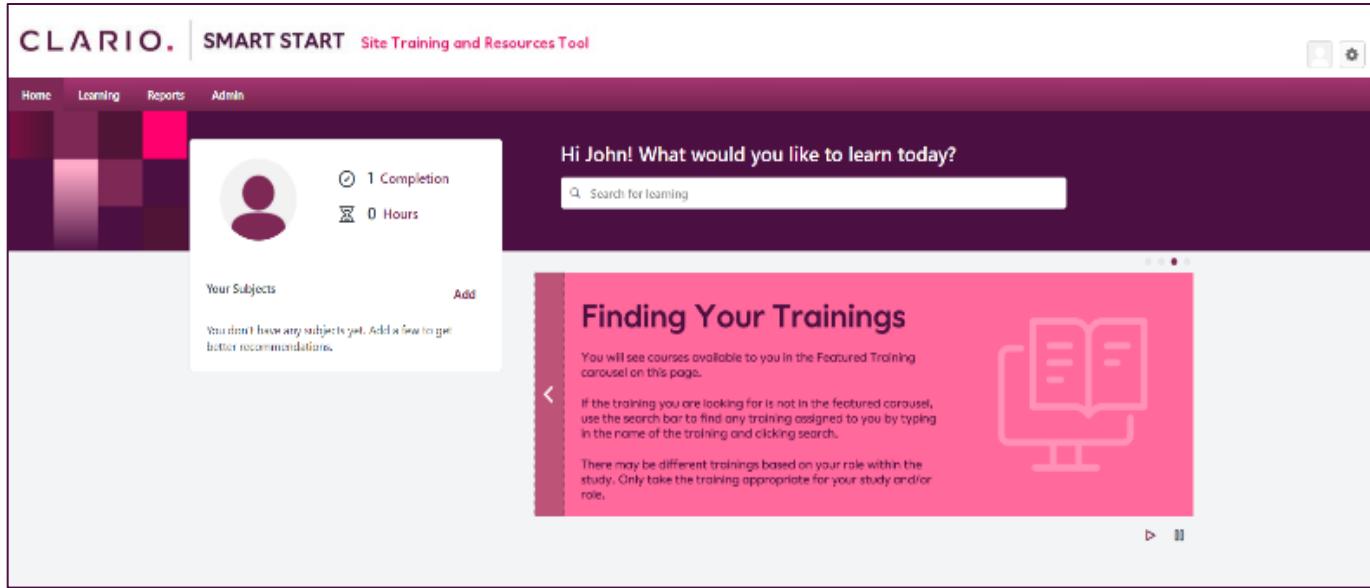
## ICQ Form Upload

*When uploading an ICQ form, you will only be permitted to select a designated Qualification subject and timepoint configured for the protocol.*

## Site Questionnaire Form Upload

*When uploading a Site Questionnaire form, you will only be permitted to select a designated Site Assessment subject and timepoint configured for the protocol.*

## Training



The Training Tab gives you access to the training necessary for your specific protocol or for general SMART Portal training.

### Featured Training

1. **Click** the course name of the training you need to take in the Featured Training pane.
2. **Click** Launch to start your training.



**Note:** Once you launch your training, it will open in a different window. This window must be closed at the completion of your course in order for the Smart START site to be updated with your progress.



**Note:** You need to enable pop-ups for this website in order to view the training. If you have any questions about how to do this, please contact our Help Desk at US and Canada: 1-888-275-2462, International: +1-484-928-6076

3. If you stop the training before it is finished, you can later find the course on your Transcript. You can access all active trainings directly on the home page or you can access your full transcription by clicking the Learning tab at the top of your screen, and then the View Your Transcript link.



## SMART Portal Training

1. **Click** the Learning tab at the top of your screen and then select Events Calendar.

*The Events Calendar displays all of the available live training sessions that you may select from to attend.*

2. **Click** the course name for the event you want to register for.

*The Training Details page displays with all the details of the course.*

3. **Click** Request to register for this course.

*The course displays on your transcript with a registered status as well as on your home page in the Your Transcript pane.*

4. To add the course to your Outlook calendar.

- a. **Click** Course name from your transcript.

*The Course details screen displays.*

- b. **Click** Add to Calendar.

*The event is added to your calendar.*

## Image Upload

### Overview

For users who are approved to submit images to Clario's, the IMAGE UPLOAD tab will redirect to the SMART Submit system upload client per trial configuration.

TO-DO 06 | 2 SUBJECTS | QUERIES | QUALITY-NOTIFICATIONS | SURVEYS | DOCUMENTS | HISTORY | FORM-UPLOAD | TRAINING | **IMAGE UPLOAD**

To learn more about SMART Submit, see:

- [SMART Submit Knowledge Base](#)