



Visual User Guide for INCAPS 4

This document provides instructions on how to use the International Research Integration System (IRIS), a highly secure online data capture platform based at the IAEA's headquarters in Vienna, Austria.

1. Setting up a user account

This section describes the processes of setting up an IRIS user account for two categories of users: (1) those who already have a NUCLEUS account, and (2) those who do not have a NUCLEUS account. If you have previously participated in research with the IAEA, depending on the previous project you may already have a NUCLEUS account, or both NUCLEUS and IRIS accounts.

Users with existing NUCLEUS account

Users without NUCLEUS account

To create a NUCLEUS account follow this link: [LINK](#)

Fill in the NUCLEUS registration form and click "I Accept"

Click the "Activation Link" in the automatically generated email you receive

Click on the link for the INCAPS 4 page in IRIS: [LINK](#)

Click on the "Confirm registration" button

To log in to IRIS, click on the "Sign In" button at the upper right, and then enter your username and password

Use user-name and password that you created in NUCLEUS!

A link to the INCAPS 4 project will be displayed on the left hand side navigation menu after the confirmation is completed

IAEA.org NUCLEUS Register

IAEA NUCLEUS For Nuclear Knowledge And Information

Sign in Need help to sign in?

Username: Username

Password: Password

Did you forget your username or password?

Sign in

NUCLEUS is a separate computer system at the IAEA that is used in INCAPS 4 to create a secure account in IRIS.

Use this button, in case you forgot the password from your NUCLEUS account!

IAEA NUCLEUS Website [LINK](#)



IAEA NUCLEUS IRIS International Research Integration System

Welcome to IRIS

What is IRIS?

The International Research Integration System (IRIS) is an online data collection platform launched in 2003 by the IAEA. It aims to strengthen and facilitate data collection and improves the quality of research and scientific projects through reliable and verified high-quality data.

What can IRIS do?

IRIS is created to collect and collate research data, distribute surveys, establish and/or update datasets. It also provides the possibility to export data and conduct basic analyses.

Its unique comparative advantage is that the IRIS platform can utilize an intuitive user interface and is multilingual with a wide range of functional features adjustable to the individual project needs.

How does IRIS work?

connects question-driven surveys with pre-populated

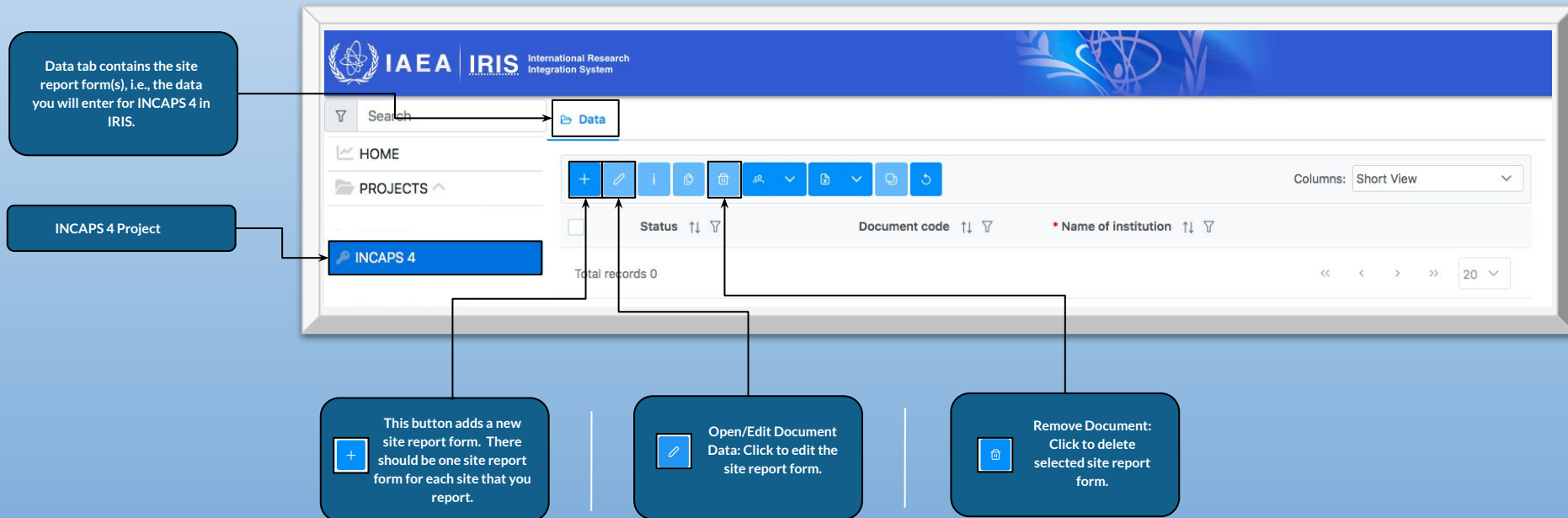
IAEA IRIS Website [LINK](#)

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2.

Welcome to IRIS!

This section describes the functions available in IRIS. Please noted that the icon bar might appear differently, depending on other IRIS projects you have previously participated in.



The screenshot shows the IRIS interface with the following callouts:

- Data tab:** Data tab contains the site report form(s), i.e., the data you will enter for INCAPS 4 in IRIS.
- INCAPS 4 Project:** INCAPS 4 Project
- Add Button (+):** This button adds a new site report form. There should be one site report form for each site that you report.
- Edit Button (Pencil):** Open/Edit Document Data: Click to edit the site report form.
- Delete Button (Trash):** Remove Document: Click to delete selected site report form.



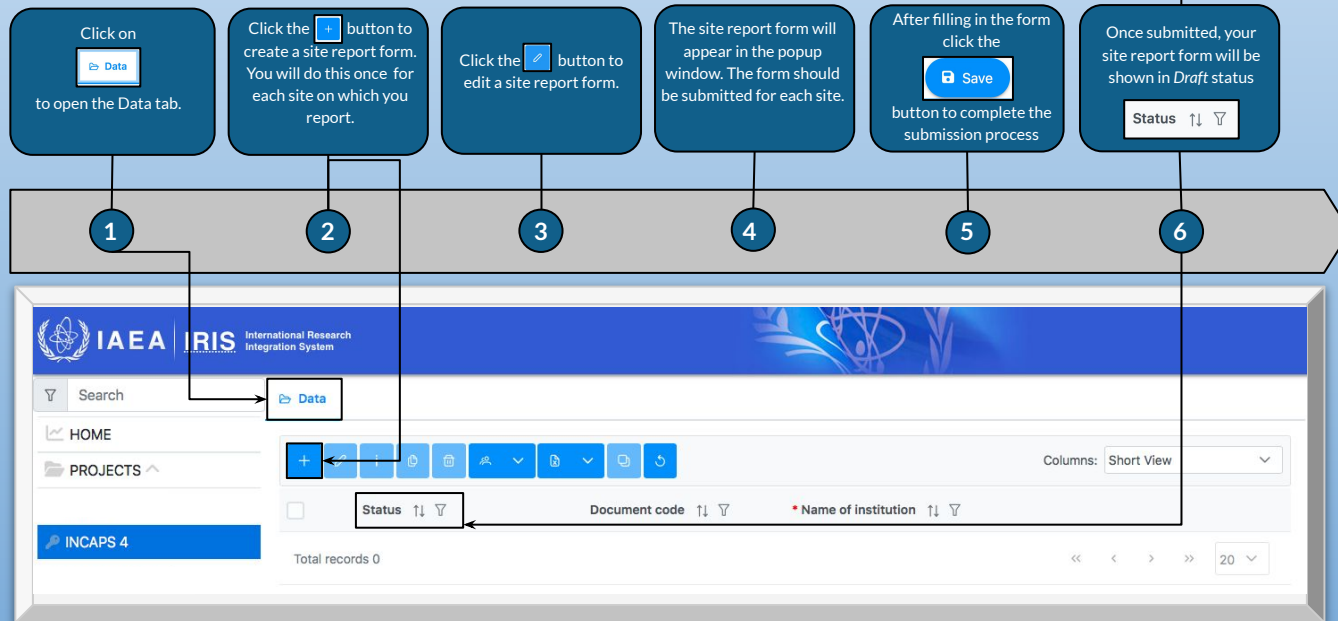
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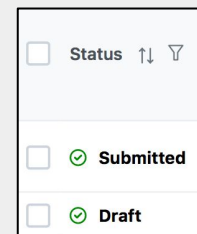
3.

To access and complete the Site Report Form

The online INCAPS 4 site report form is available in the Data tab; to access it the following actions should be performed by the user:



After the form is checked by the IAEA team, the status of submission will be changed to **Submitted**.



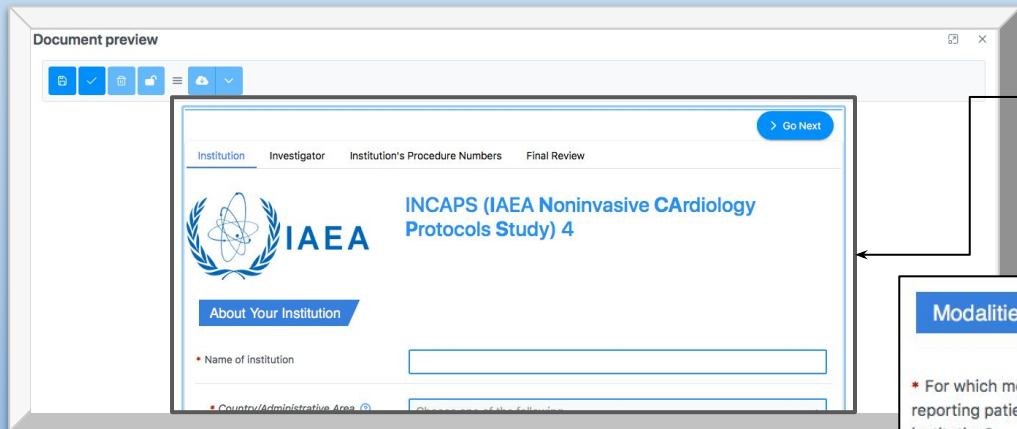
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4.

To access the Site Report Form (Nuclear Cardiology)

The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.



At this stage, an example of Site Report Form, which has to be filled in with data is reflected inside the popup window ("Document preview")

Please, note that after you click the "Go Next" button you may need to scroll up to see the top of the page.



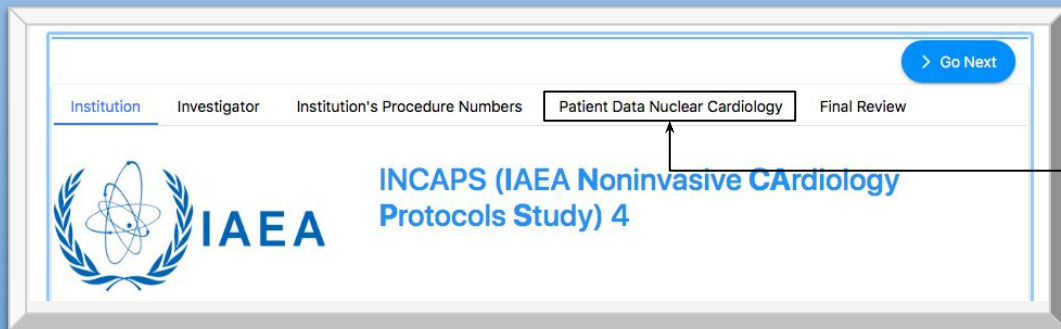
Modalities

* For which modality/modalities are you reporting patient-level data for this institution?

Please select one or both.

Nuclear Cardiology Cardiac CT

Once you choose the modality/modalities for which you report the patient-level data of your institution, the additional tab Patient Data Nuclear Cardiology will appear in the tabs navigation menu



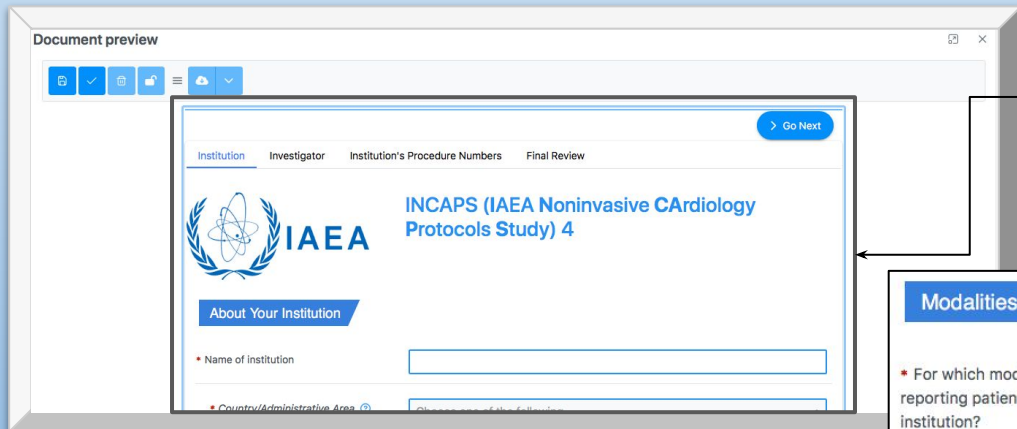
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To access the Site Report Form (Cardiac CT)

The example of an INCAPS 4 site report form as it is displayed in IRIS is provided below.



Document preview

Institution Investigator Institution's Procedure Numbers Final Review

IAEA INCAPS (IAEA Noninvasive Cardiology Protocols Study) 4

About Your Institution

Name of Institution

Country/Administrative Area

Go Next

At this stage, an example of Site Report Form, which has to be filled in with data is reflected inside the popup window ("Document preview")

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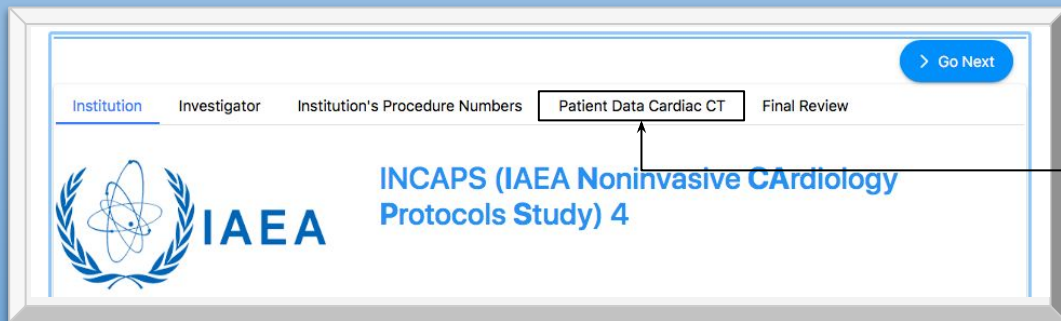


Modalities

For which modality/modalities are you reporting patient-level data for this institution?
Please select one or both.

Nuclear Cardiology Cardiac CT

Once you choose the modality/modalities for which you report the patient-level data of your institution, the additional tab Patient Data Cardiac CT will appear in the tabs navigation menu



Institution Investigator Institution's Procedure Numbers Patient Data Cardiac CT Final Review

IAEA INCAPS (IAEA Noninvasive Cardiology Protocols Study) 4

Go Next

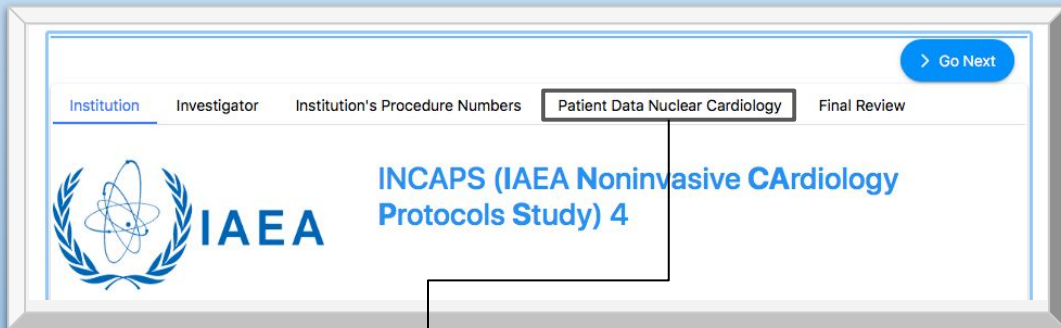


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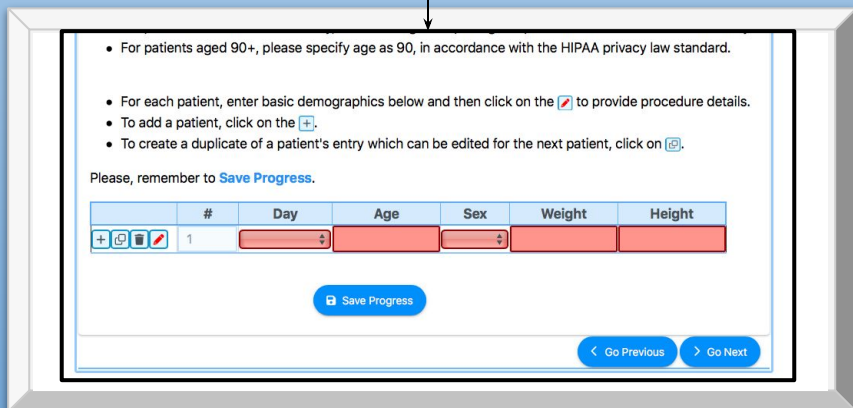
The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.






Navigation tabs: Institution, Investigator, Institution's Procedure Numbers, **Patient Data Nuclear Cardiology**, Final Review









Buttons: > Go Next

IAEA INCAPS (IAEA Noninvasive CARDiology Protocols Study) 4







- For patients aged 90+, please specify age as 90, in accordance with the HIPAA privacy law standard.
- For each patient, enter basic demographics below and then click on the  to provide procedure details.
- To add a patient, click on the .
- To create a duplicate of a patient's entry which can be edited for the next patient, click on .

Please, remember to **Save Progress**.

	#	Day	Age	Sex	Weight	Height
  	1					

Buttons: Save Progress, < Go Previous, > Go Next

Inside the “Patient Data (Nuclear Cardiology/Cardiac CT)” tab, the patient-level data should be added to the table for each patient:

1. To complete data entry for a patient, enter data in the popup window that appears after you click on the  . You should provide the requested data for each field of every tab in the popup window. Note that the number of tabs varies depending on the number of radiopharmaceuticals.
2. To add another patient, click on  .
3. To create a duplicate of a patient's entry which can be edited for the next patient, click on  .
4. To delete a patient's entry, click on  .



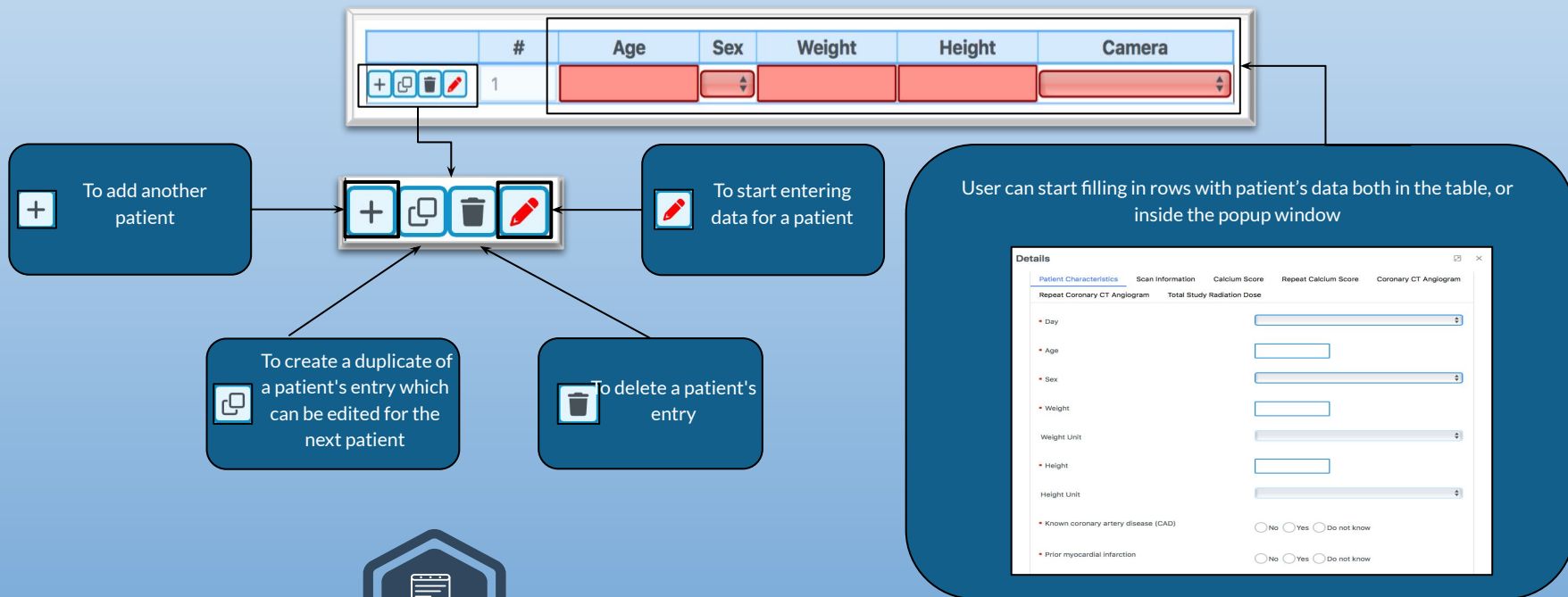
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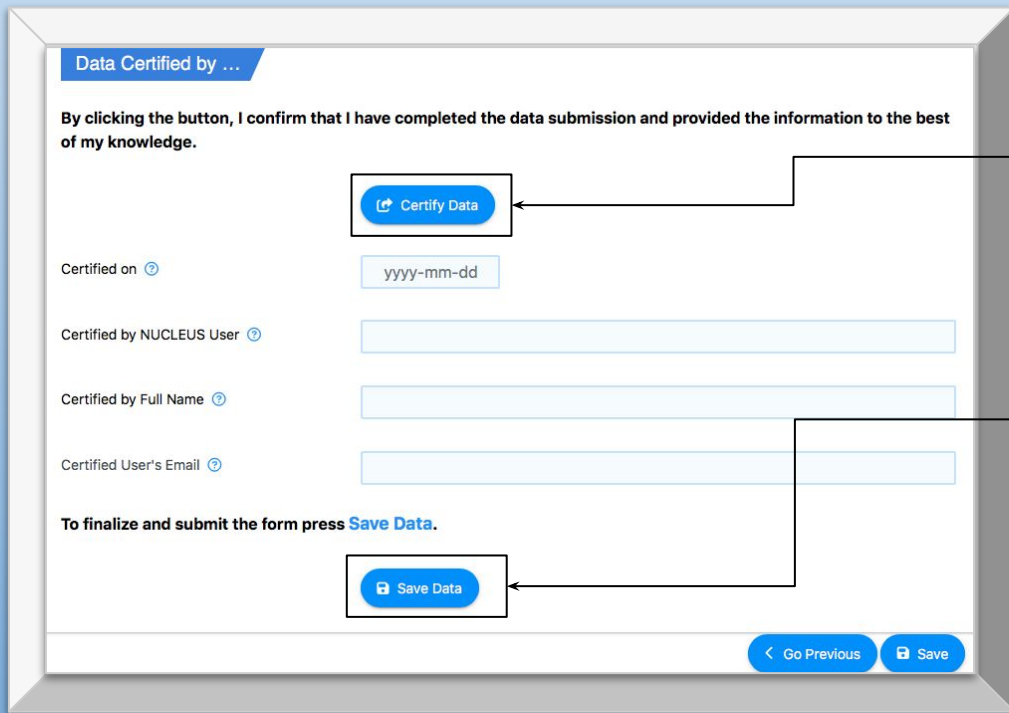
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To access and complete the Site Report Form

The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.



Data Certified by ...

By clicking the button, I confirm that I have completed the data submission and provided the information to the best of my knowledge.

Certified on

Certified by NUCLEUS User

Certified by Full Name

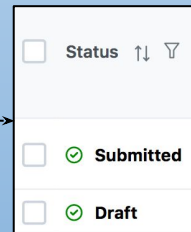
Certified User's Email

To finalize and submit the form press **Save Data**.

After you complete filling in the the Site Report Form with the requested data, please click the “Certify Data” button to certify that you have provided data for each patient during the week you have selected.

Then, click on the “Save Data” button to save the data.

You now can close the window with the Site Report Form. Your submission will be shown in the Draft status.



Status ↑↓ ▾

Submitted

Draft

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