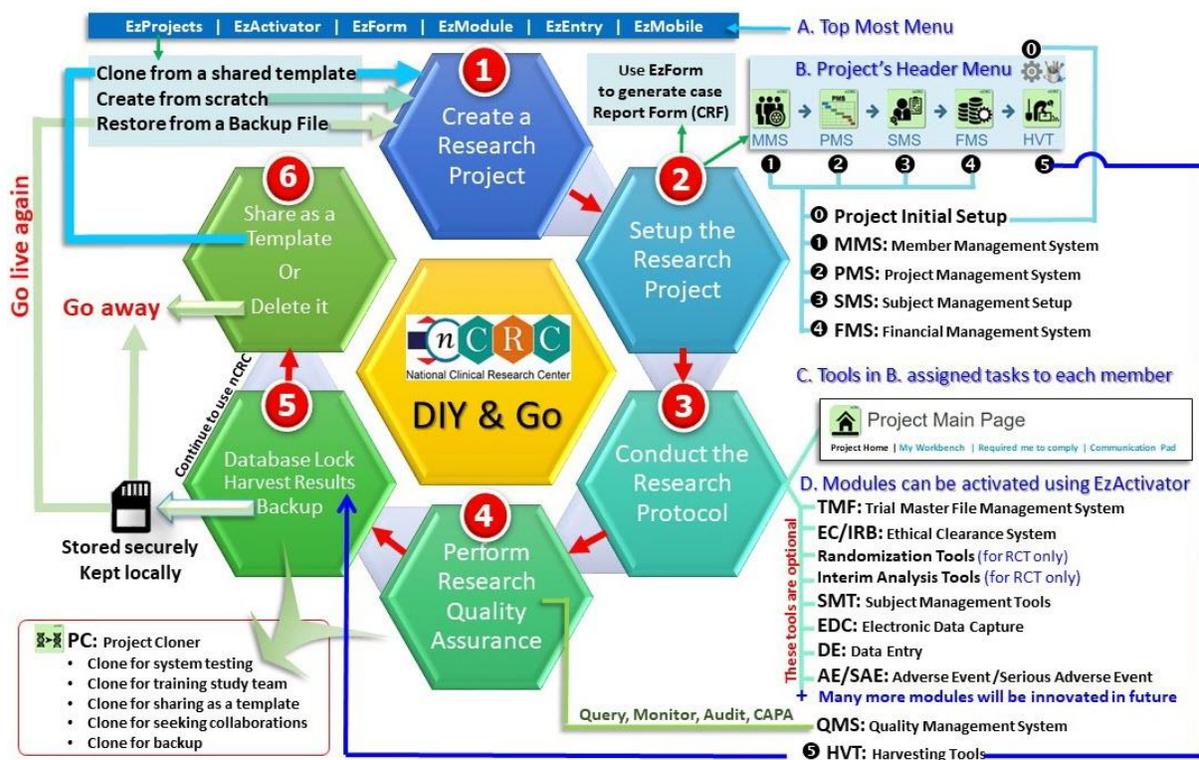


## Quick Guide to nCRC Free Online Research Tools

1. Apply for an account at [www.ncrc.in.th](http://www.ncrc.in.th)
2. Once login to the nCRC, you are placed at [EzProject] page.
  - a. Click the Project's icon to start working, if exists
  - b. Click + Create New Project to create your own Research Project or click a project's icon, if it exists, to work on the already created one.
3. Figure 1 displays workflow and summarizes features of the nCRC Research Tools



- 1 Create a new Project by either cloning from a template, or creating from scratch, or restoring from a backup file previously downloaded from the Project's Backup Tool.
- 2 Setup a Project by clicking the Project's icon. There are 2 sets of tools:

### 2.1) Project's Header Menu

These can be skipped if there is only you who work on the Project. For a sophisticated Project, Modules on the right of the Project Header can be used for simplified the research processes.



- a)  MMS: Members Management System -> Invite members and assign roles to each of them for further task assignments and handling user's permissions
- b)  PMS: Project Management Setup -> Create tasks and assign them to responsible members who will do the tasks using SMT: Subject Management Tools

- c)  SMS: Subject Management System -> For a study with multiple visits to setup the participant's visit schedule based on the study protocol. This will facilitate enrolment and follow-up the participants when conducting the study.
- d)  FMS: Financial Management System -> Allocate budget to tasks and others for further payment monitoring and implementation
- e)  HVT: Harvesting Tools -> One stop service for harvesting the research outputs.

### 2.2) Menu at the nCRC Header (Topmost Menu)

- a) EzProjects -> This is the portal to access all your Projects, create one if needed.
- b) EzActivator -> Optional, but many existing modules can make your research aligned with international standards. This tool can be used to activate the modules for your project, working the same ways as installing an application from an App Store.
- c) EzForm -> MUST DO! All research projects must have at least one data collection form. Please start to create forms the same steps as creating a Project described previously.
- d) EzModule -> Get (install) existing modules to use or creating a new one for your own or share it for public use
- e) EzEntry -> This tool lists all your Favorite Forms to facilitate data entry process
- f) EzMobile -> For adding Forms to be used in the nCRC mobile application to facilitate data entry process using mobile devices.

- 3 Conduct the project by just allowing the members doing their assigned tasks
- 4 Tools for quality assurance are in placed and ready for monitoring and auditing visits where Corrective Actions and Preventive Actions (CAPA) can also be implemented
- 5 The HVT: Harvesting Tools, the last module on the right of the Project Header, allow the project owner to access all essential outputs in a single page. Backing up the whole Project regularly is recommended. The Backup Tools can be found in the Project Settings by clicking the gear symbol icon next to the Project icon. The Backup file can be restored at nCRC and go live again at any time.
- 6 Share it or delete it using the top most menu in the Project Setting page.

