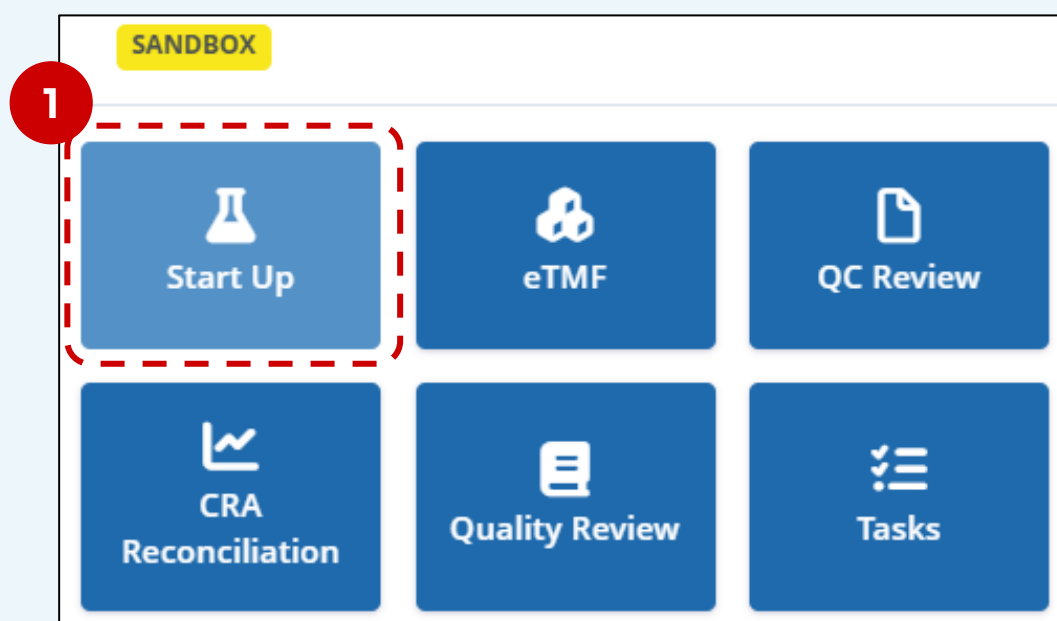


APPLICABLE TO:

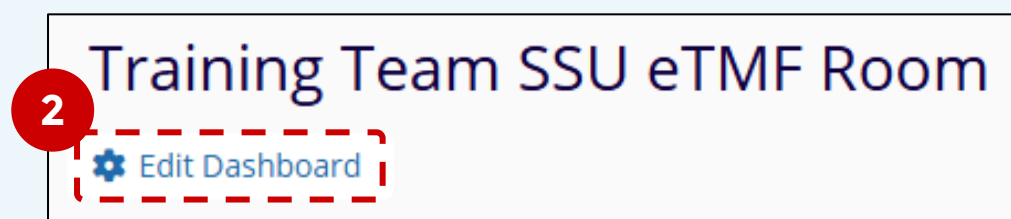
- Admin
- Manager
- Editor
- Reader
- SSU
- eTMF

The dashboard in the Start-Up module partially mirrors the eTMF dashboards, while also providing some unique features that support the Start-Up process. This guide provides an overview of Study Start-up specific features that are available via dashlets.

1 Enter a room and navigate to the **Start-Up** area.



2 The Dashboard is displayed. If a dashlet described hereafter is not present, the user may search for and activate it in the **Edit Dashboard** menu.



Room settings can alter the availability of dashlets. Contact your Administrator if what you are looking for is not selectable/does not show.

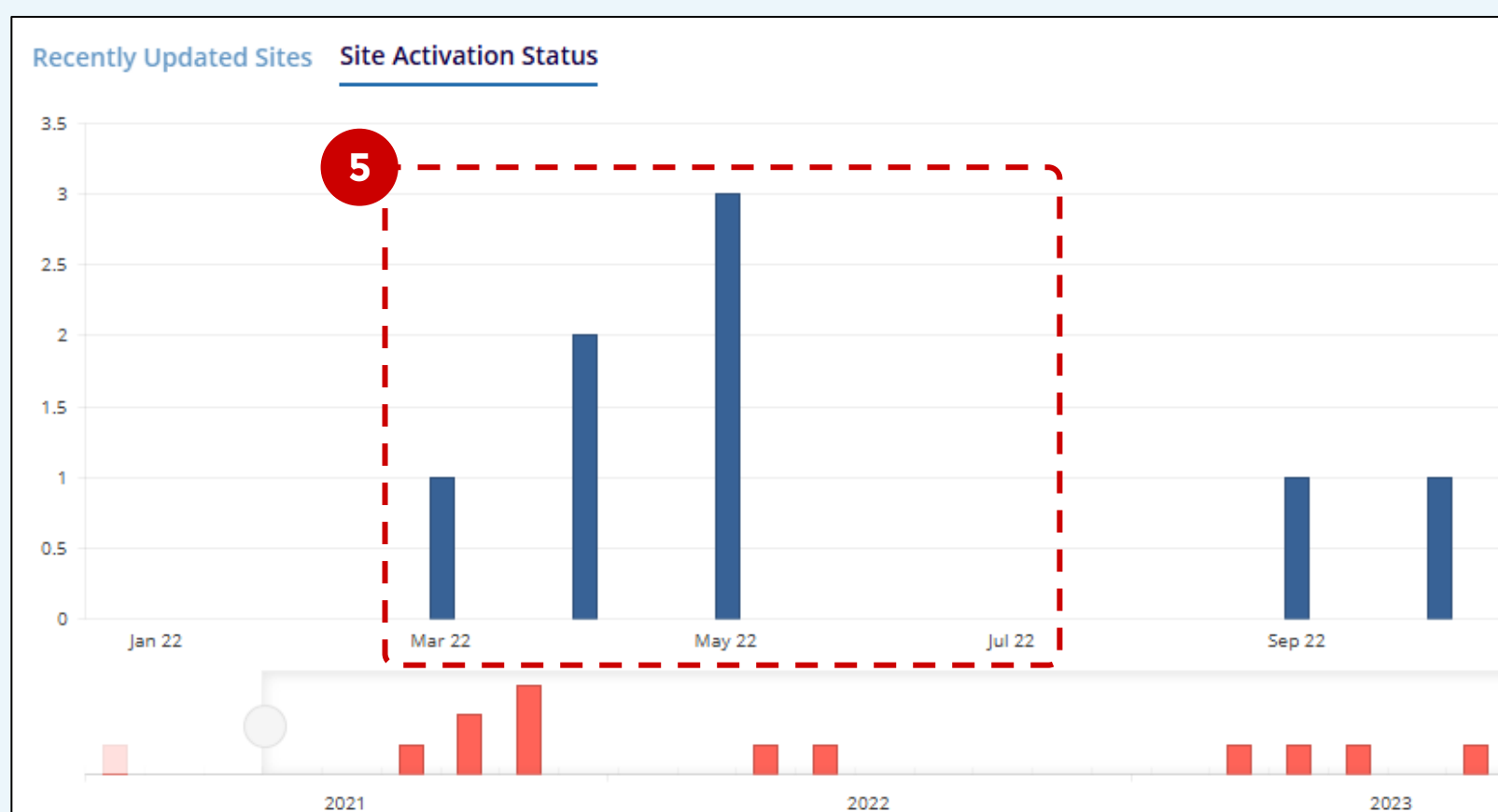
3 **Dashlet: Site Activation Cycle time** – This dashlet provides an overview of all sites along with their status in the SSU module. Users can filter for start and end points to visualize lapsed time between significant steps to Activation. The results are color-coded to highlight performing and under-performing sites.

Site	Status	Country	Start-Up Specia...	CRA	Reg. Pack Sent Date	Site A...	Number of Days
GBR Jane Doe	NON PARTICIPATING	United Kingdom			09/15/2023		N/A
GBR 7001 Pepper Mint	ACTIVE	United Kingdom			06/01/2023	06/02/2023	1 Days
USA 009 Ashley Magnificent	ACTIVE	United States				05/04/2023	N/A

4 Dashlet: Recent Communication Log - Displays, as an itemized list, recent entries in the Communication Log. The full Log can be accessed by clicking the **“View All”** button located within the dashlet.

Date	Type	Description	Contact Name	Communication Entity
31 Jul 2025	Regulatory Pa...	E-Delivery of Reg. pack to the site	San [redacted]	Belize Medical Institute
07 May 2024	Regulatory Pa...	E-Delivery of Reg. pack to the site	Trai [redacted]	Training Recording Site
12 Dec 2023	Regulatory Pa...	E-Delivery of Reg. pack to the site	Mar [redacted]	Columbia University

5 Dashlet: Site Activation Status - This dashlet displays a bar chart showing the activation progress of sites as a timeline. **Spikes** show when an activation event took place. Users can filter which Site Groups or Activation Event Types are displayed. The timeframe can be adjusted using the bar at the bottom of the dashlet.



6 Dashlet: Recently Updated Sites – This table shows all sites where updates have occurred most recently, including submission of documents, Site status changes, or Activation.

The **View All Sites** shortcut links directly to the Sites page.

Recently Updated Sites		Site Activation Status	
Site	Principal Investigator	Status	Progress %
11-03 Jane Doe	Jane Doe	Pending	0
BLZ 0320 Santa Claus	Santa Claus	Pending	56
John keats	John keats	Active	100

