



BIOCLINICA[®]



SMART Submit Release 1.0

User Guide

Document Version 1.0

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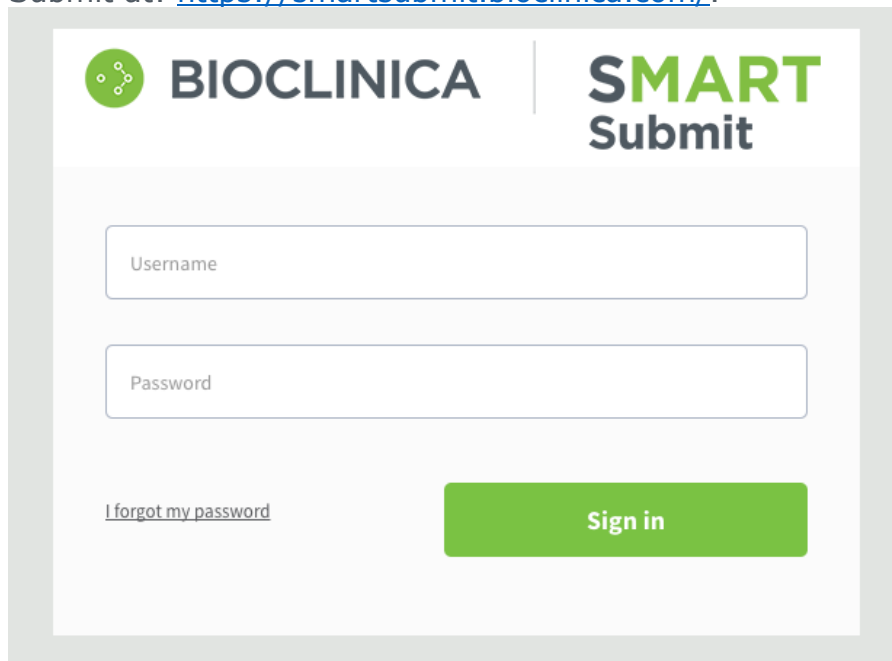
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Getting Started

SMART Submit is Bioclinica's web-based system for clinical trial uploads. Using SMART Submit sites can fill in required case details as per transmittal form, upload images, authorize, and submit trial cases to BIOCLINICA.

1. Login

Once you have received the welcome email, click the link to set your password and other important information like your time zone and phone number. Once done, log into SMART Submit at: <https://smartssubmit.bioclinica.com/>.



The screenshot shows the login interface for SMART Submit. At the top left is the Bioclinica logo, and at the top right is the SMART Submit logo. Below the logos, there are two text input fields: the first is labeled 'Username' and the second is labeled 'Password'. To the right of the 'Password' field is a green button with the text 'Sign in'. Below the 'Username' field, there is a link that says 'I forgot my password'.

1. Your Username is your email address, and you set your password during account setup.
2. **Click Sign In.**

2. Upload Images

Once you have logged in you will be presented with SMART Submit dashboard. Please click “Upload Images” on top middle screen as shown.

Note: Prior to uploading trial images, all new users will be required to watch a training video and upload a “User Qualification” upload. . . The “User Qualification” upload can be any zipped file containing DICOM files. The purpose of the User Qualification upload is to confirm you have access to DICOM, and have acceptable internet speed. The images will not be sent to BIOCLINICA. Please contact SMARTSubmit support team if you need any help.

2. SELECT UPLOAD IMAGES

IMAGES UPLOADED
 4 My uploads 220 From my site

IMAGES SENT TO CORE LAB
 2 My uploads 79 From my site

OPEN QUERIES
 0 My uploads 5 From my site

IMAGES UPLOADED BY DATE
 My Images From my site
 4.1
 4.0
 3.9
 22 Dec 2015

CURRENT STATUS OF ALL IMAGES
 Sent to Core Lab: 2 (50%)
 In Process: 2 (50%)

CUMULATIVE YIELD
 3
 2
 1
 0
 Dec 21
 Sent to Core Lab Site Query Open Withdrawn

High Priority Datasets

Received at MDDX	Patient Name	MDDX ID	Trial ID	Site ID	Subject ID	Study Date	Procedure	Visit	Priority	Status	Reason for Upload
------------------	--------------	---------	----------	---------	------------	------------	-----------	-------	----------	--------	-------------------

3. ZIP the folder with your images on your Computer and upload it

You will be presented with Upload form as shown.

1. Please zip the folder containing images that needs uploaded
2. Click "Select File"

UPLOAD IMAGES

Please enter the case de-identification information below:

Important: Do not load images directly from CD/DVD's. Copy them to your computer first. Please put all your DICOM images in a folder. If you have more than one CD, combine all files from all CDs into one folder before uploading. [Learn more](#)

STEP 1: Put your DICOM images in one folder and zip that folder. More info. [Learn how to zip](#)

Select the zipped folder:* Select File After folder is zipped Click "Select File".

Enter subject ID:*

Date of Imaging:*

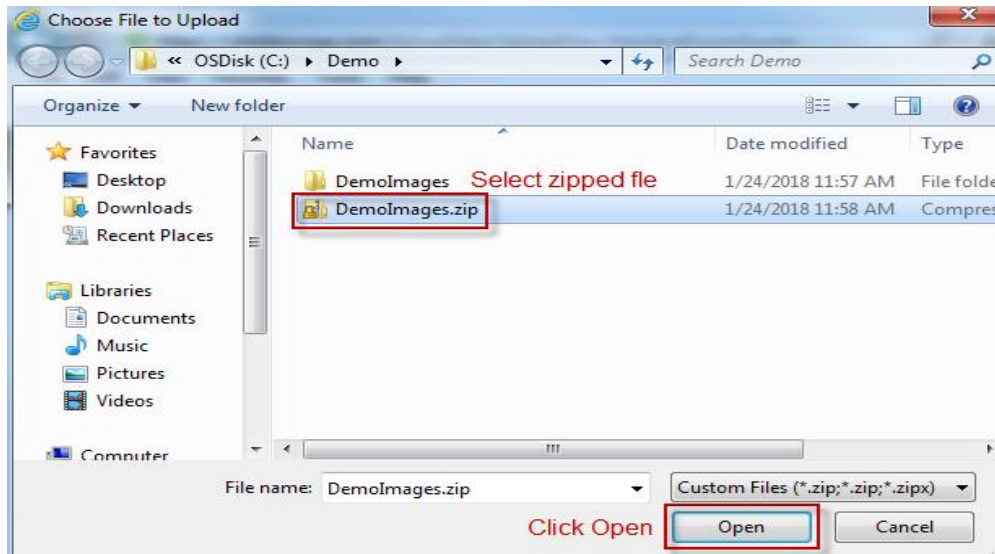
Enter trial:* Select

Enter site:* Select

Enter Imaging Exam:* Select

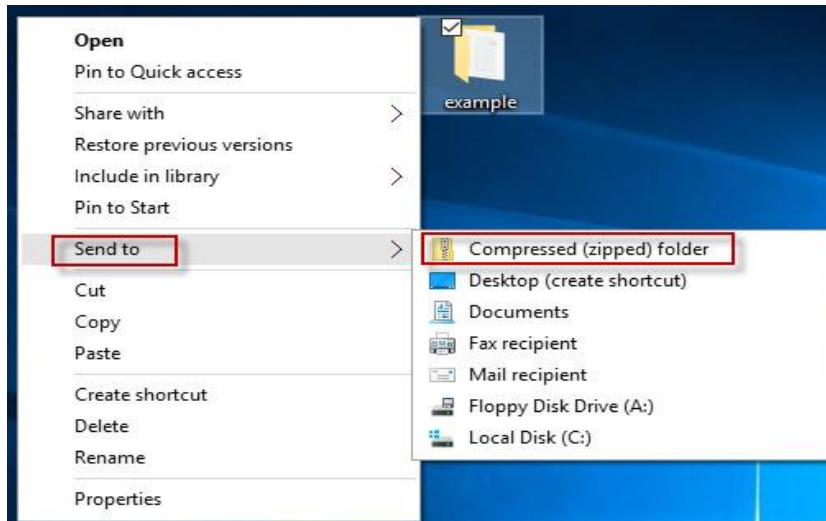
Enter reason for upload:* Select

3. Locate the zipped folder and click "Open" button.



You can zip a folder using any utility you have on your computer. The below example shows how to zip a folder on Windows based computer.

1. Put the images on your computer (i.e. Desktop)
2. Right click on the folder, select Compressed (zipped) folder
3. This is the file you will browse to when uploading to SMART Submit



4. Enter Case Details

Please fill in the Case Details (i.e. Subject ID, Trial Name, Reason for Upload, Timepoint. Answer any questions as per Trial requirements) and click “Submit” button.

Important: Do not load images directly from CD/DVD's. Copy them to your computer first. Please put all your DICOM images in a folder. If you have more than one CD, combine all files from all CDs into one folder before uploading. [Learn more](#)

STEP 1: Put your DICOM images in one folder and zip that folder. More info. [Learn how to zip](#)

Select the zipped folder:*

DemolImages.zip(249 KB)

Enter subject ID:*

Date of imaging:*

02 Jun 2016

Enter trial:*

Enter site:*

Enter Imaging Exam:*

Enter reason for upload:*

Investigator:*

Comments:

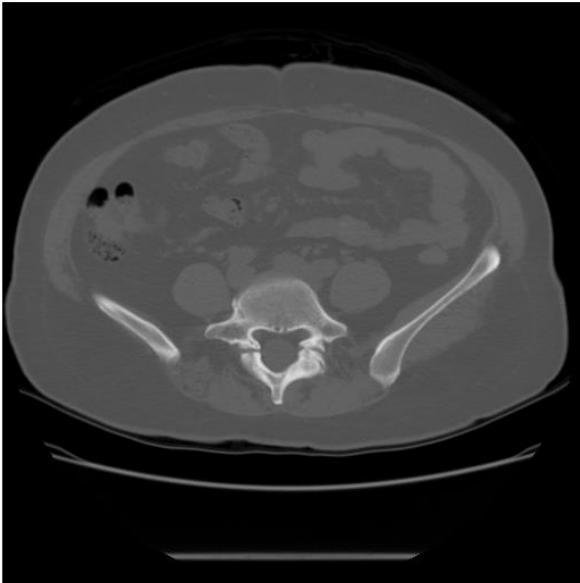
STEP 2: SELECT TIMEPOINT BY CLICKING ON THE BOX BELOW

2. Select Visit

Screening	Week 4	Week 8	Week 16	Week 24	Safety Follow-Up
Selected for Upload	Not Uploaded	Not Uploaded	Not Uploaded	Not Uploaded	Not Uploaded

Unscheduled

1. Enter Case details as per Trial



3. Click Submit

5. Electronic Signature

Please enter your username and password to sign and authorize the upload.

ELECTRONIC SIGNATURE REQUIRED



By typing my username and password in the indicated fields, I hereby certify that all of the information submitted in this webpage entry is true, accurate and complete. I authorize my electronic signature to be used to submit this data on: 24 January 2018 17:56:37 GMT.

Username: *

Password: *

Notify me by text message when the upload is complete:

OFF Text Message

Submit

6. Image Upload Progress

After you click Submit button you will be directed to Image Upload Progress. At this point you can leave the computer Unattended while the images are uploaded.

IMAGE UPLOAD

Your upload is starting. Please don't close this window.

You may see this loading page for a few minutes before the progress table appears.

Feel free to attend to other projects while the images are uploading.



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7. Image Upload Success

Once the image upload is completed you will be presented with a Success! Message. Please click "Done" and you will be directed back to the SMART Submit dashboard.

Success! ×

The cases below have completed uploading.

TRIAL ID	SITE ID	SUBJECT ID	IMAGING EXAM	TIMEPOINT	STUDY DATE	BIOC ID
Demo	00999	0001	CT	Screening	02 Jun 2016	126146

[Done](#)

Logging in For the First Time



SMART Submit

Please Register

Already a member? [Login here.](#)

First Name: *

Last Name: *

Email:

Role:

Location:

Time Zone:

Country:

Mobile Phone:

Office Phone:

Username:

Password: *

Re-enter Password: *

Submit

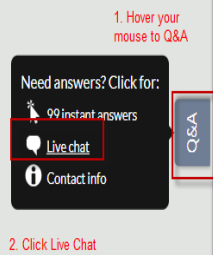
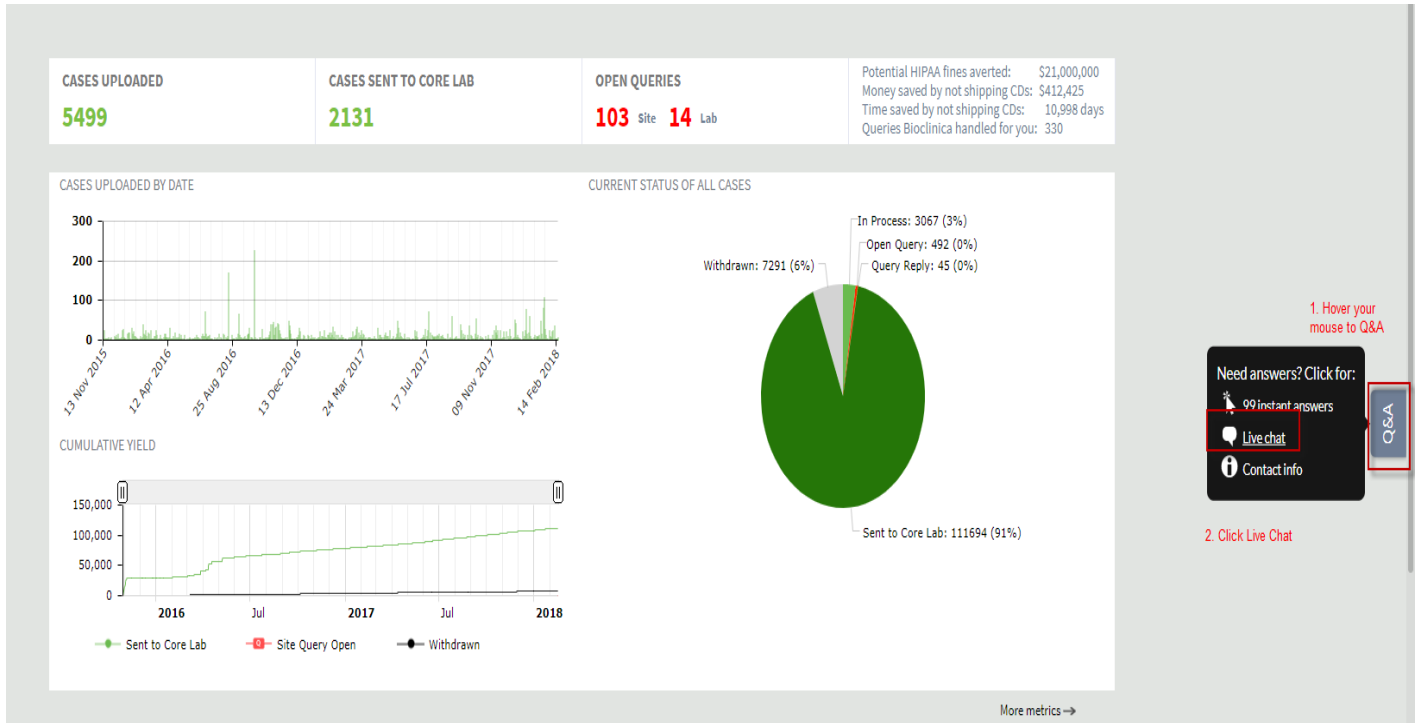
1. **Confirm** your First Name, Last Name, Email, Role, Location, Time Zone, Country, Mobile Phone, Office Phone, and Username.
2. **Enter** a new password. The password must be at least 8 characters long and must contain at least three of the following: an upper-case letter, a lower-case letter, a number, and a symbol.
3. **Re-enter** the new password in the Confirm Password field.
4. **Click** Submit.

SMART Submit Support

There are many ways you can reach out to support.

1) Live 24/7 chat support:

After logging on to SMART Submit on right side of screen you can hover your mouse over Q&A and Click Live Chat



Enter Any Question you have here.

Start Live Chat ✕

Type your question here to start a live chat.

Cancel
Start live chat

BACK

Powered by AnswerDash

2) Call Support Line:

+1 844 612 6640

3) Email at smart.submit@bioclinica.com