16.2.3 Sidebar

The sidebar is a set of panels along the left edge of the page. To expand a panel (show information in it), click the down arrow in the panel. To collapse a panel (hide information in it), click the minus sign.

- **Alerts and Messages**: These alerts and messages display when you perform actions in OpenClinica. For example, after you log in, a message reports the date you last logged in. Look here for confirmation that an action you performed was successful, or to see if there were any errors.
- **Instructions**: The Instructions panel provides brief directions or a summary of what you can do at that point in OpenClinica. For more information, click the Help button (question mark) in the body of the page.
- **Other Information**: This shows the name of the current Study or Site, start and end date of the Study, the name of the Principal Investigator, and the Protocol Verification/IRB Approval Date, if it applies. To see details for the Study or Site, click the name. For more information, see About Study Details.
- **Icon Key**: The panel is available when icons are used in the body of the page, such as for the Subject Matrix. It shows each icon relevant to that page and describes what the icon means.

This page is not approved for publication.

16.2.3.1 Status Icons

Not started

Scheduled

Data entry started

Stopped

Skipped

Completed

Signed

Locked

Invalid

16.2.3.2 Action Icons

The icons available and exactly what they do when you click them are based on your user Role.

View: Click to see details for the object the icon is associated with

Edit: Click to change details for the object.

Set Role: Click to assign a Role for the user within the Study.

Remove: Click to remove the object.

Restore: Click the Restore icon to restore an object that was previously removed. (The icon appears only after object has been removed.)

16.2.3.3 Complete Icon List

Administrative editing

Archive

Calendar

Completed

Create new

Delete

Discrepancy Note: add

Discrepancy Note: closed

Discrepancy Note: new

Discrepancy Note: not applicable

Discrepancy Note: resolution proposed

Discrepancy Note: updated

Double data entry

Download

Edit

Enter data

Export

Form contains changed/unsaved data

Form has unchanged data

Help

Initial data entry completed

Invalid

Locked

New version

Not started

Print

Reassign

Remove

Remove role

Restore

Scheduled

SDV complete

Set role

Sign

Skipped

Started

Stopped

Un-archive

View