

Glasgow Clinical Trials Unit Guideline

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Title	EDGE New User Information		

This guidance document describes the information provided to a new user of EDGE. The following text must be copy/pasted into email to the new user.

Dear [name]

Account activation:

- Your **EDGE** Account is now set up
- You will receive an email from **EDGE** please follow the link in email to set your own password
- **EDGE** can be accessed via [Home Page \(edge.nhs.uk\)](http://edge.nhs.uk)
- On accessing your account please update your **Profile** with as much information as possible.

Accessing study information:

- For studies you are involved in please click **PROJECTS** along the top bar within EDGE
- Search options include: **Project Local Reference** – (R&I No.), **Title/Summary** – (Short Title), **IRAS No.** or **EudraCT No.**
- The search results will appear in table below, click on study title
- Click Sites on left-hand menu, click on relevant site.
- Site Level (red) of your Study details all local information.
- Local documentation is stored within Files.
- Study participant details are recorded in **Patient** tab, this includes appointments and costings.

This is just a brief overview to get you started with EDGE, please contact the Kirsty Gardiner, Information Manager, Kirsty.Gardiner@ggc.scot.nhs.uk for EDGE Training, either face to face or on Teams.

Kind regards,

Guideline signatories

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Signature	Date
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Document history

Version	Date	Description
1.0	02/08/2023	First release

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