

How to access ELDORADO – User guide



I.	General information	2
II.	Account creation	3
III.	First login	5
IV.	Find a document.....	7
1)	You know what document you are looking for	7
2)	You do not know what document you are looking for	9
V.	Open a document	10
VI.	Save a document	11
VII.	Modify/delete a document	13
VIII.	Update the folders information	14

I. General information

ELDORADO is an intranet storage repository.

This means that it is an internal database of documents, for backup and easy consulting by every PHPT staff.

There is a system folder tree which has been design to store every important document for PHPT.

Each and every one is supposed to save a copy of the important files in ELDORADO, like presentation given, letter sent, or reports, and make sure that it is saved in the correct folder.

“ELDORADO Electronic document repository for PHPT”, software created By Luc Decker, October 2005

“How to access ELDORADO – User guide”, document written By Tristan VELTER, November 2006

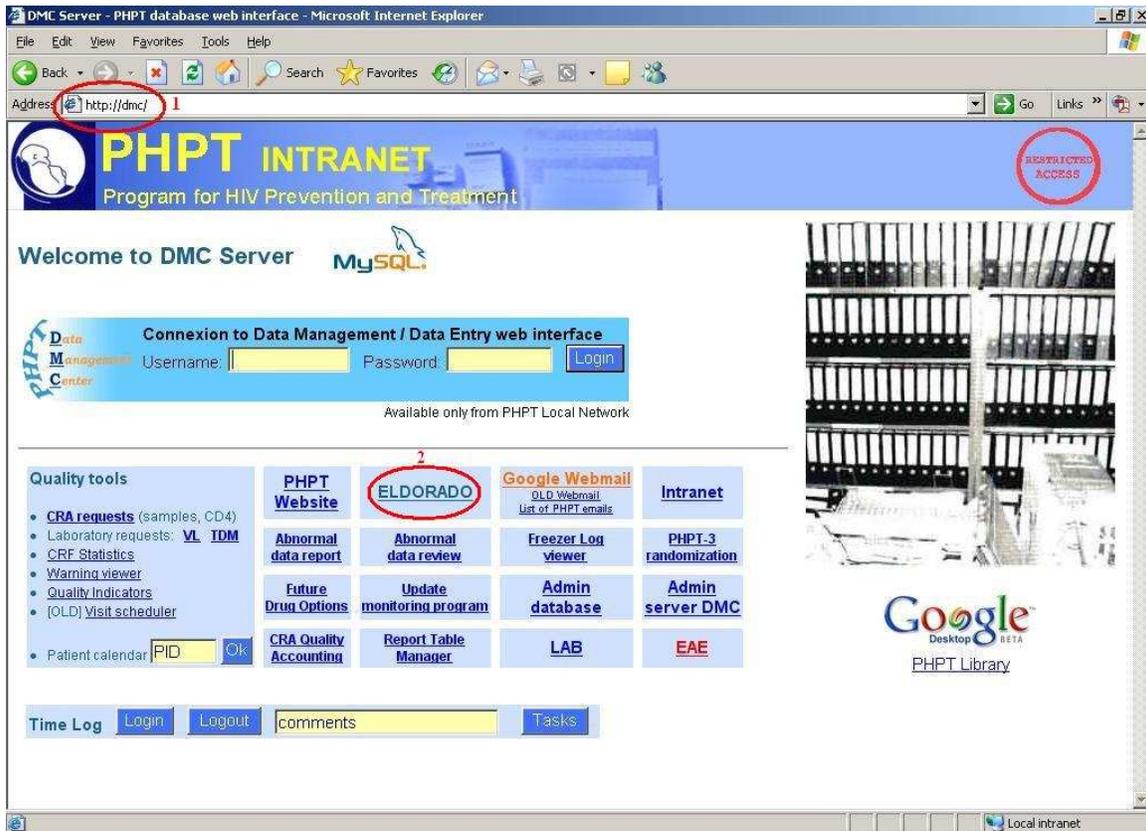
This document and software are only for internal use.

If after reading this document you still have any questions, please send them to admin@phpt.org.

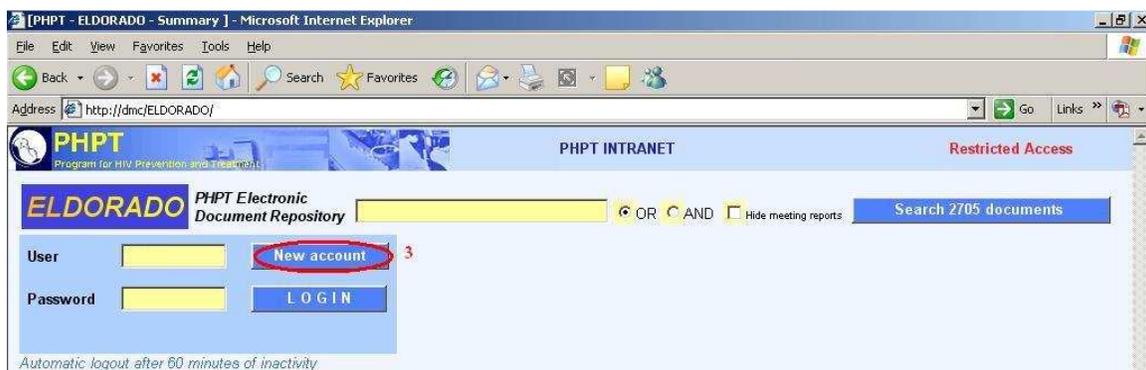
Thank you.

II. Account creation

To create an account you simply have to go on the DMC webpage.
Type **1** “dmc” in the address bar of your Internet browser.



Click on the **2** “ELDORADO” link to access the “ELDORADO” access page.



And there click on the **3** “new account” link. This leads you to the account creation page which pops up.

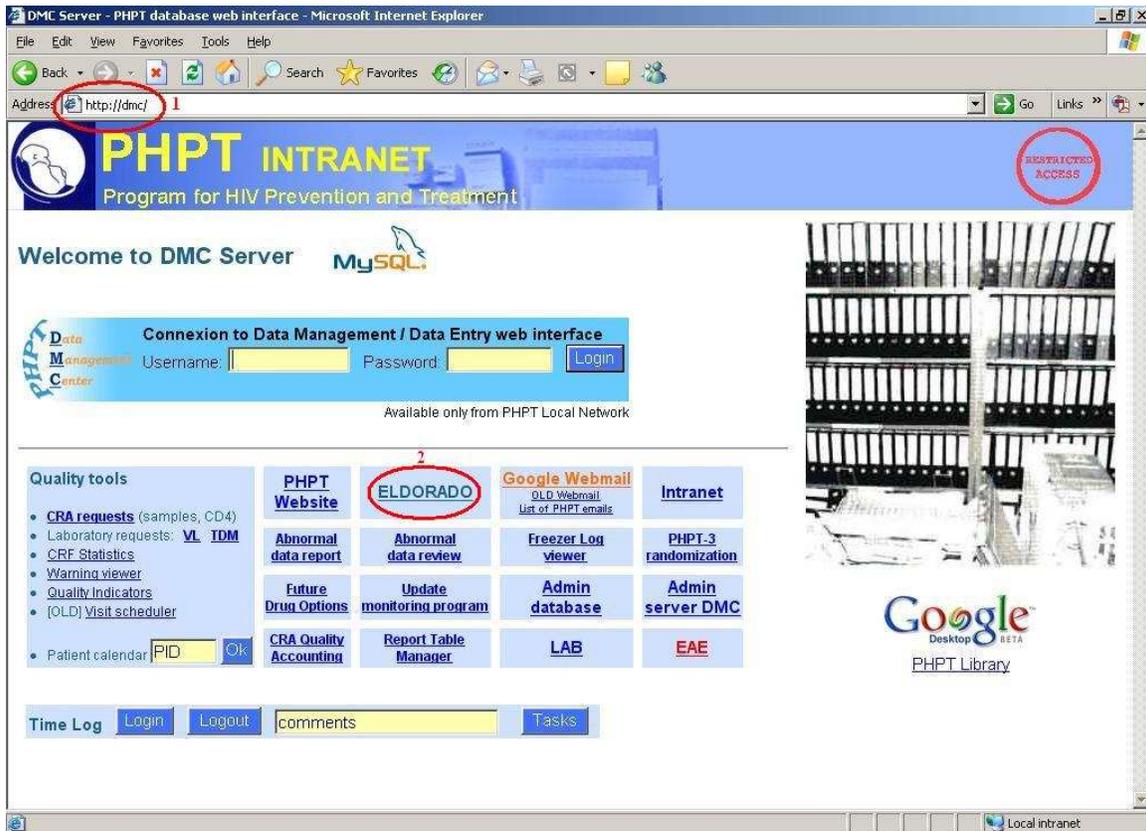


Then just fill in all the yellow fields with your personal information.

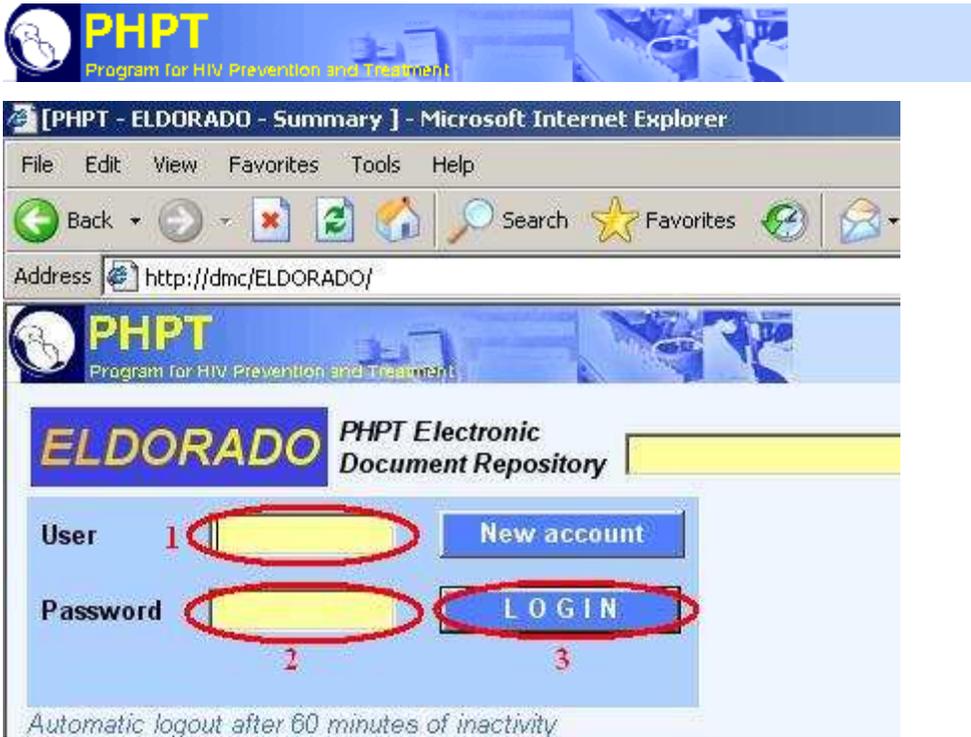
The login creation takes some time as the person in charge of account creation validation has also other tasks. You will receive an email from admin@phpt.org in order to inform you that your account has been created, if not *please send an email to admin@phpt.org.*

III. First login

After your account has been validated, you can access to “ELDORADO”.
Type **1** “dmc” in the address bar in your Internet browser.



Click on the **2** “ELDORADO” link to access the “ELDORADO” access page.



And just fill the fields **1** “user” and **2** “password” before clicking on the **3** “login” button.

You now are logged in the “ELDORADO” Electronic Document Repository.

IV. Find a document

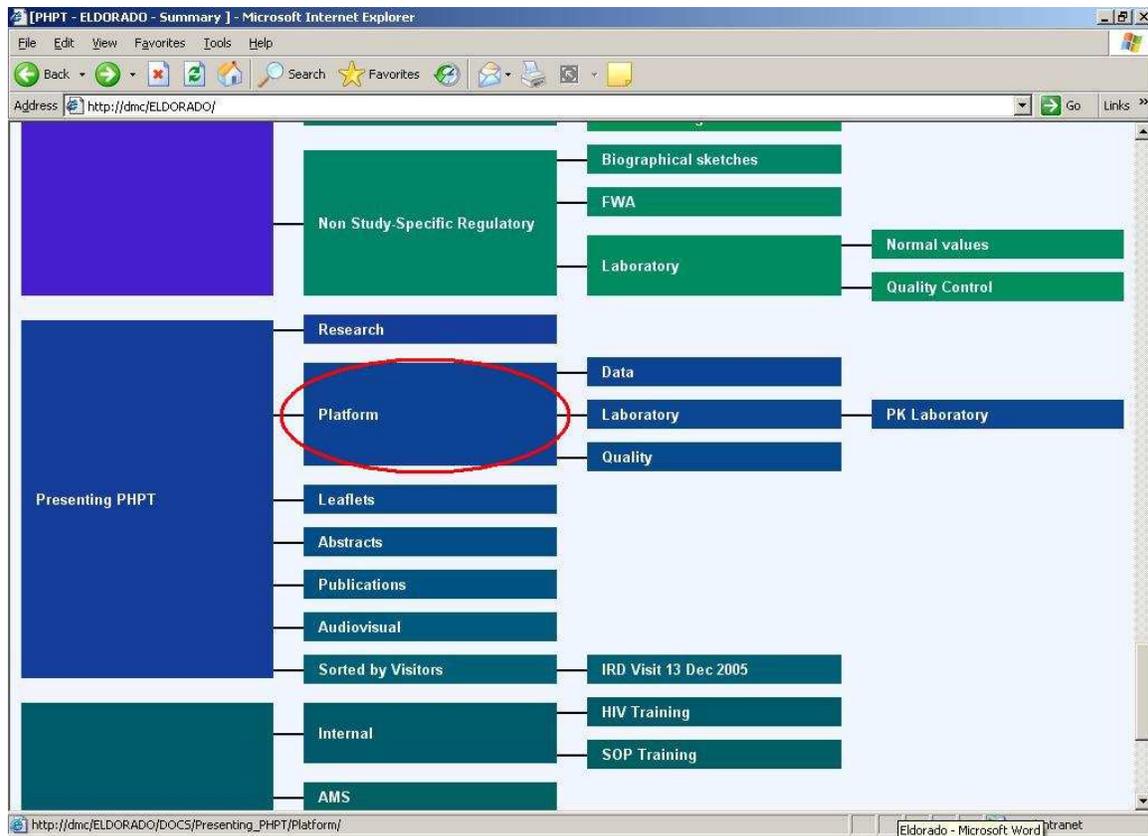
There is two way to find a document in “ELDORADO”.
The first is for a document that you know; the second one is the way to find an unknown document.

1) You know what document you are looking for

You just have to find the correct place in the file system tree.

Scroll down to the corresponding folder and click on it.

E.g. \Presenting PHPT\Platform\ folder



This will lead you to the concerned folder.

[PHPT - ELDORADO - Platform] - Microsoft Internet Explorer

Address: http://dmc/ELDORADO/DOCS/Presenting_PHPT/Platform/

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PHPT Electronic Document Repository

Summary > Presenting PHPT > **Platform**

Data Laboratory Quality

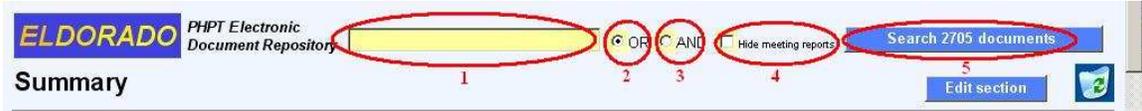
Add a new document in 'Platform':

Ref	Title	Fmt	Type	Lg	Author(s)	Recipient	Issued	Size
0105	PHPT Clinical Research Platform	PPT	Presentation	EN	Luc Decker, Alan Maleesatham	Students	17.Oct.2005	3633 Kb
1806	From the Hospital to Analysis: PHPT study coordinator center	PPT	Presentation	EN	Marc Lallemand, Alan Maleesatham	Research partner	07.Apr.2005	2389 Kb

You can see in which folder you are by looking on the top of the screen **1** (Platform).
 You can access to the **2** upper folders, by clicking on their name in light blue (Summary, and Presenting PHPT), and to the **3** sub-folders as well, in dark blue (Data, Laboratory and Quality).
 You also see the **4** list of documents in this folder.

2) You do not know what document you are looking for

You can use the search function based in the top of the screen.

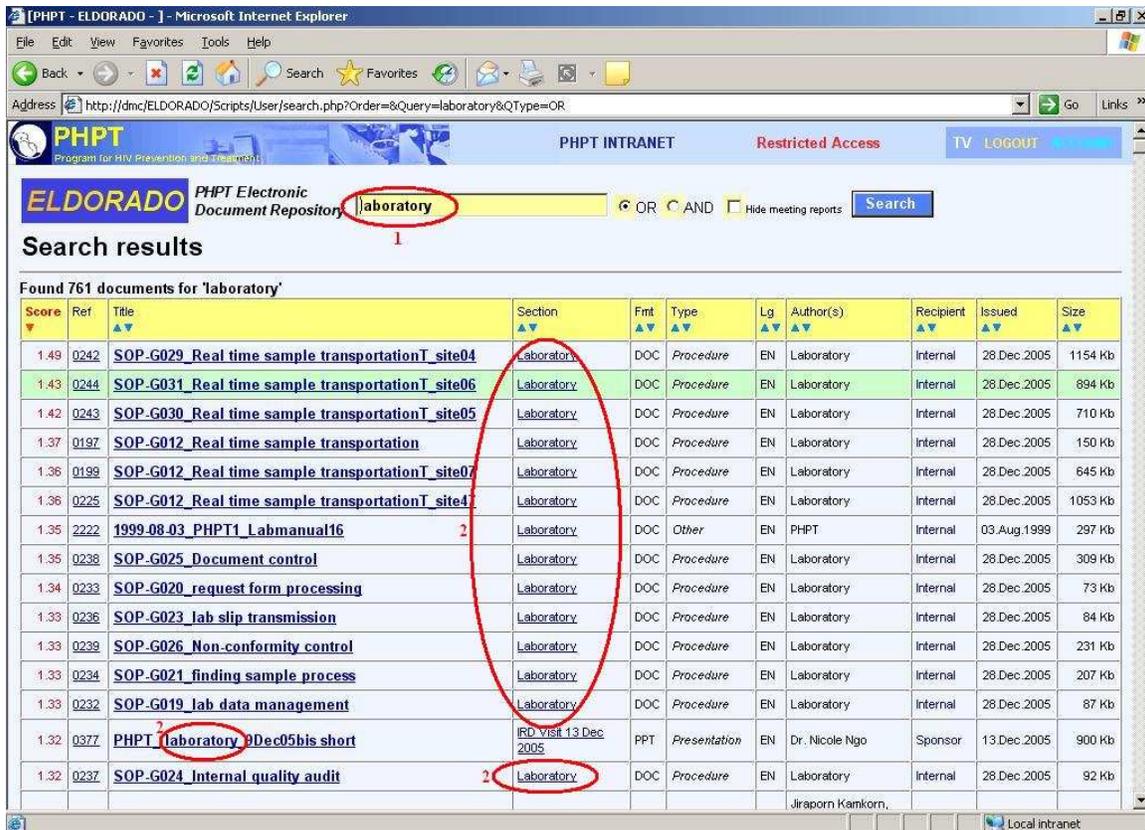


Just fill in the **1** yellow case with the name, or some text that you expect to be in the document, and then click the **2** “search (number) documents” button (will be updated with the correct number of document in ELDORADO).

This will show you all the documents containing this text in the name or in the document, or stored in a folder of that name, with a ranking (“score” column in red).

You have the possibility to select **3** or **4** and if you enter different words, and to **5** hide the meeting reports.

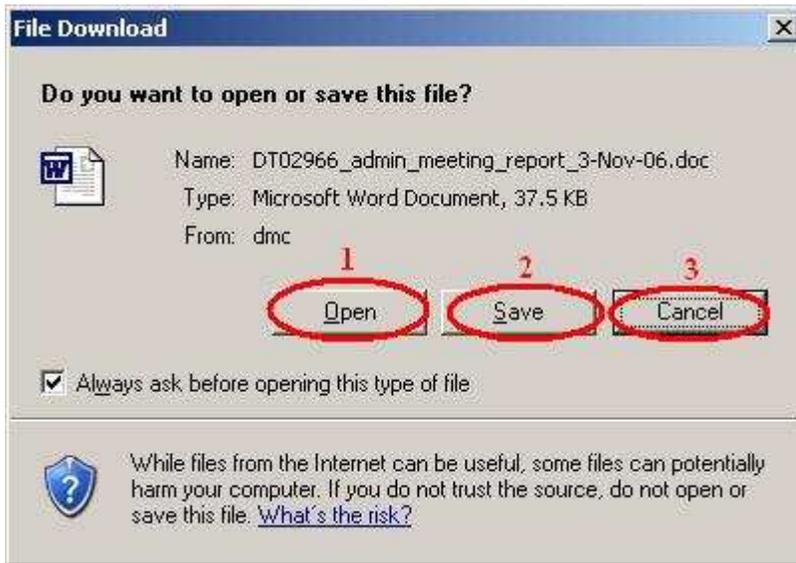
E.g. laboratory (**1** search done and **2** results found).



Score	Ref	Title	Section	Fmt	Type	Lg	Author(s)	Recipient	Issued	Size
1.49	0242	SOP-G029_Real time sample transportationT_site04	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	1154 Kb
1.43	0244	SOP-G031_Real time sample transportationT_site06	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	894 Kb
1.42	0243	SOP-G030_Real time sample transportationT_site05	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	710 Kb
1.37	0197	SOP-G012_Real time sample transportation	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	150 Kb
1.36	0199	SOP-G012_Real time sample transportationT_site07	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	645 Kb
1.36	0225	SOP-G012_Real time sample transportationT_site4	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	1053 Kb
1.35	2222	1999-08-03_PHPT1_Labmanual16	Laboratory	DOC	Other	EN	PHPT	Internal	03.Aug.1999	297 Kb
1.35	0238	SOP-G025_Document control	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	309 Kb
1.34	0233	SOP-G020_request form processing	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	73 Kb
1.33	0236	SOP-G023_lab slip transmission	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	84 Kb
1.33	0239	SOP-G026_Non-conformity control	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	231 Kb
1.33	0234	SOP-G021_finding sample process	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	207 Kb
1.33	0232	SOP-G019_lab data management	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	87 Kb
1.32	0377	PHPT_laboratory_0Dec05bis short	IRD Visit 13 Dec 2005	PPT	Presentation	EN	Dr. Nicole Ngo	Sponsor	13.Dec.2005	900 Kb
1.32	0237	SOP-G024_Internal quality audit	Laboratory	DOC	Procedure	EN	Laboratory	Internal	28.Dec.2005	92 Kb

V. Open a document

When you have reached the document you are looking for and you are in the folder where it is stored (or in the result page), *you just click on the name of the document*, and a pop-up page will open. Then you will be offered to **1** “open”, **2** “save” or **3** “cancel”.



If you just want to look at the document, **1** “open” is the good way.

If you need to update it, you have to **2** “save” it on your computer, then update the document, have your modifications reviewed by the involved person(s), and then you can upload the document again in “ELDORADO”.

If you want to modify the order of the shown documents, either in result page, or in a folder, *you can click on the blue arrows* (▲ & ▼) in order to rearrange the settings of the page. To order the files by their names, just click on an arrow (▲ means from the bottom to the top, ▼ means from the top to the bottom) and it will sort the files according to the selected criteria.

By the way the previous criteria will remain. This means that if you sort the documents by their type, and then by the name of the author, the new order will be done according to:

- the name of the author
- the file type.

VI. Save a document

You can save a document in the correct folder. But you need to have the access rights to do it. If you are not allowed to update a folder, the message **1** “**READ ONLY SECTION**” will appear, if you are allowed, no message will appear, but the **2** bar for managing the section (with “add a new document in this section”, “browse”, **3** ”upload file” and “edit section” options).

This folder can be updated:

The screenshot shows the PHPT ELDORADO Platform interface. At the top, there is a search bar and navigation tabs for 'Summary', 'Presenting PHPT', and 'Platform'. Below the navigation, there are buttons for 'Data', 'Laboratory', and 'Quality'. A red oval highlights the 'Add a new document in "Platform":' section, which includes a 'Browse...' button, an 'Upload file' button (circled in red and labeled '3'), and an 'Edit section' button (labeled '2'). Below this is a table of documents:

Ref	Title	Fmt	Type	Lg	Author(s)	Recipient	Issued	Size
2972	PHPT Clinical Research Platform (2)	PPT	Poster	EN	Luc Decker	Public	22.Oct.2006	4157 Kb
0105	PHPT Clinical Research Platform (1)	PPT	Presentation	EN	Luc Decker, Alan Maleesatham	Students	17.Oct.2005	3633 Kb
1806	<u>From the Hospital to Analysis: PHPT study coordinator center</u>	PPT	Presentation	EN	Marc Lallemand, Alan Maleesatham	Research partner	07.Apr.2005	2389 Kb

This folder is read-only:

The screenshot shows the PHPT ELDORADO Laboratory interface. The navigation path is 'Summary > Research Platform > Non Study-Specific Regulatory > Laboratory'. Below the navigation, there are buttons for 'Normal values' and 'Quality Control'. A red oval highlights the message 'READ ONLY SECTION' (labeled '1') at the top of the document list area. Below this is a table of documents:

Ref	Title	Fmt	Type	Lg	Author(s)	Recipient	Issued	Size
-----	-------	-----	------	----	-----------	-----------	--------	------

In order to upload a file, you have to enter the names of the file on your computer (E.g. “D:\Tristan\Eldorado\New-file.doc”), or to browse for by clicking on the “Browse” button. Then just click on the button **3** “Upload file” (it will only appear in the section where you are allowed to do so).

After this you have to enter the information concerning this document in the fields.

1 Yellow fields are compulsory; they will become red if not filled, or not correctly.

2 Green fields are optional.

The field 3 “comment, summary” is up to 2000 characters, even if it not compulsory to fill it. This field is used for the research, and it is a good idea to insert a brief summary, some keywords or the introduction of the document.

After the information is correctly filled, and you have clicked on the “Save” button, the file is inserted into the database and should appear in the corresponding folder. There could be some default settings for the section (see “VIII.Update the folders information” for more information about defining the default settings).

If you are trying to upload a document that already exists (or a similar one already exists), you will have a warning message: 1 “Please check: found possible duplicated documents, already filed” and you can see which document(s) and consult it.

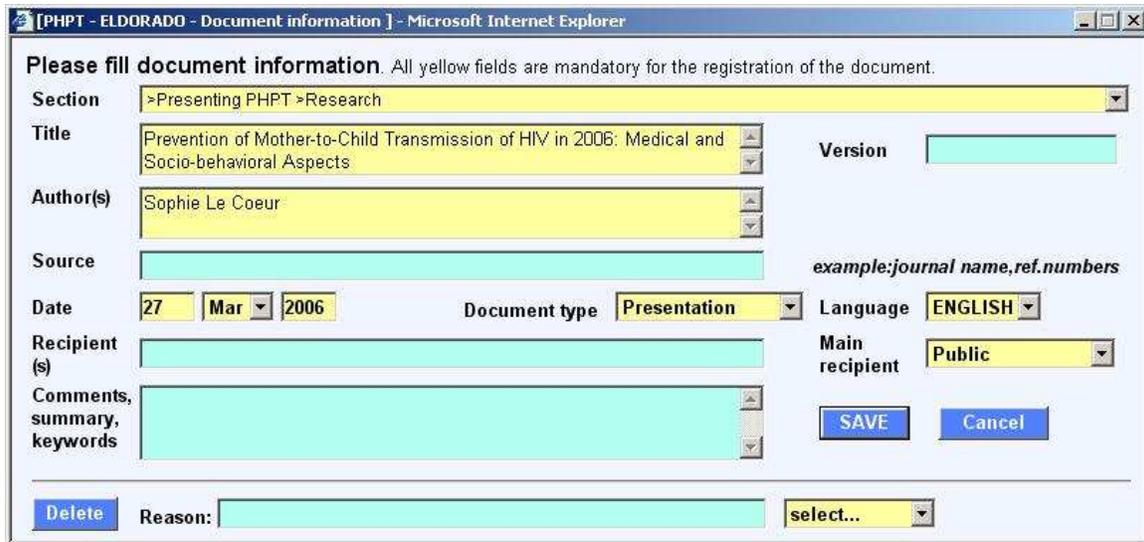
Ref	Title	Section	Fmt	Type	Lang	Author(s)	Recipient	Issued	Size
1735	CHAPTER1	Certificate	PDF	Procedure	TH	WHO	Public	29.May.2006	116 Kb

VII. Modify/delete a document

If you want to update an existing document, you will encounter some warnings during the upload process. You have to delete the previous version, or to rename it before uploading the new one. For this you need to access the file's information.

You click on the reference of the document (left-column, a number).

The information pop-up will appear.



Please fill document information. All yellow fields are mandatory for the registration of the document.

Section: >Presenting PHPT >Research

Title: Prevention of Mother-to-Child Transmission of HIV in 2006: Medical and Socio-behavioral Aspects

Author(s): Sophie Le Coeur

Source: example:journal name,ref.numbers

Date: 27 Mar 2006 Document type: Presentation Language: ENGLISH

Recipient(s): Main recipient: Public

Comments, summary, keywords: [Empty text area]

Version: [Empty text box]

[SAVE] [Cancel]

[Delete] Reason: [select...]

In there, *you can modify the document's information and even delete it if needed.* But be careful while deleting documents, because it is necessary for PHPT to maintain track back of the documents, and to only replace by new versions.

VIII. Update the folders information

You might want to add new sub-folders, modify the name of a folder, or the access rights of a folder. For all this you have to access to the folder's information. *You click on the "Edit section" button.*



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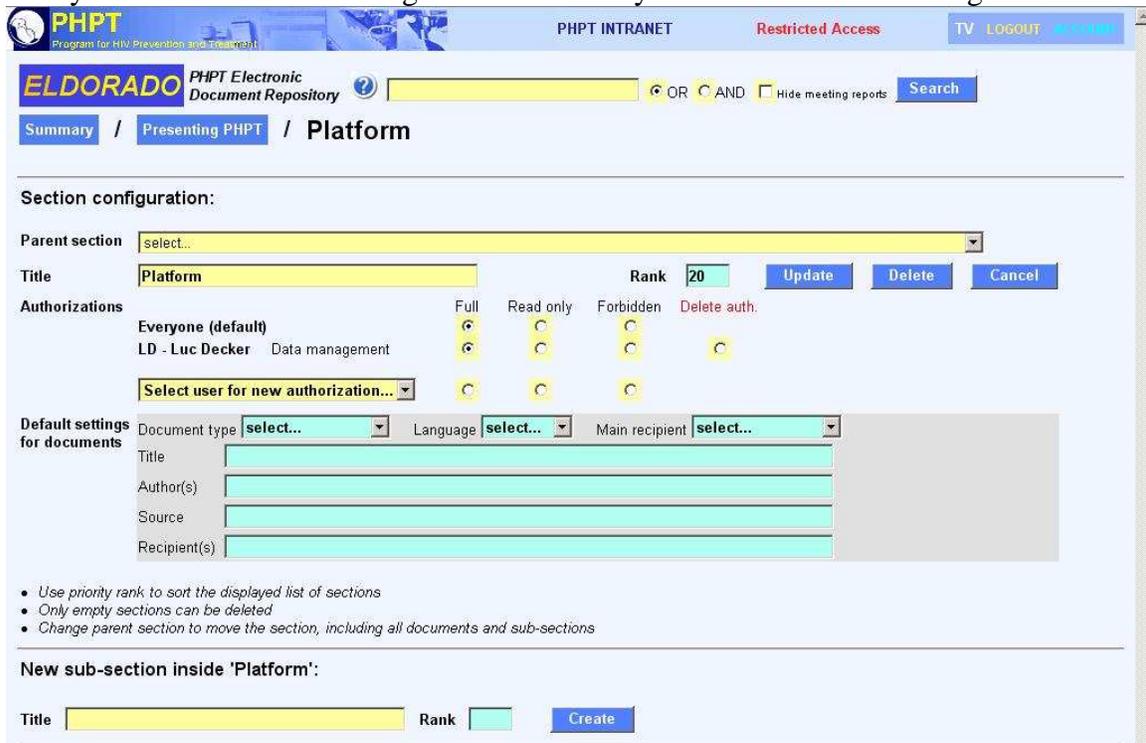
Summary > Presenting PHPT > Platform

Data Laboratory Quality

Add a new document in 'Platform': Browse... Upload file **Edit section**

Ref	Title	Fmt	Type	Lg	Author(s)	Recipient	Issued	Size
2972	PHPT Clinical Research Platform (2)	PPT	Poster	EN	Luc Decker	Public	22.Oct.2006	4157 Kb
0105	PHPT Clinical Research Platform (1)	PPT	Presentation	EN	Luc Decker, Alan Maleesatham	Students	17.Oct.2005	3633 Kb

And you access to the following screen in which you can set all these settings



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PHPT Electronic Document Repository

Summary / Presenting PHPT / Platform

Section configuration:

Parent section: select...

Title: Platform Rank: 20 Update Delete Cancel

Authorizations

	Full	Read only	Forbidden	Delete auth.
Everyone (default)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
LD - Luc Decker Data management	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Select user for new authorization...	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Default settings for documents

Document type: select... Language: select... Main recipient: select...

Title:

Author(s):

Source:

Recipient(s):

- Use priority rank to sort the displayed list of sections
- Only empty sections can be deleted
- Change parent section to move the section, including all documents and sub-sections

New sub-section inside 'Platform':

Title: Rank: Create

Please be careful for this again, as all ELDORADO's documents are very important for PHPT.



If you want to set default settings for a folder, you can enter some data in the correct fields. When you will upload a document in the concerned folder, the default settings will be in the corresponding fields, so you do not have to enter them again and again. As an example the default settings for the “staff meetings reports” folder are set as:

- Document type: report
- Language: English
- Main recipient: internal
- Title: none
- Author: Drinya Totrakool
- Source: none
- Recipients: internal

The title could be set as: “Staff meeting report”, and then the person in charge (Drinya) can just change add the corresponding date to the title.