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1 Introduction and Scope

This Work Instruction (WKI) describes general instructions on the basic functions inside Mango.

2 Definitions

2.1 Terms

2.2 Acronyms

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<td>DBS</td>
<td>Database Systems</td>
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3 Starting Mango

To start the Mango system

Visit Mango at https://mango.ctg.queensu.ca/

OR:

Visit Canadian Cancer Trials Group website at https://www.ctg.queensu.ca

- Click Open on the tool box in the top of the right side bar
- Under Applications select Mango
4 Authorized Access to Mango

Access is provided to only those individuals at cooperative groups or member centres that Canadian Cancer Trials Group has identified as authorized to perform patient randomizations. Cooperative group staff, warehouse and CRO representatives must be given access individually. Any CRA at a member centre, on an appropriate trial, may sign in. To enquire about receiving a password to the system, please contact the trial team who will determine if this is appropriate.
5 User Access

Users can be divided up into two categories based on the site they are at.

- Intergroup sites: These are sites with an 'X' as the 3rd letter in the site code. Users at these sites must be entered into the roster and coded on the trial, at that site, as role=MANGO. Providing the mango administrator has activated this trial for Intergroup access, these users will now be able to sign on.

- Single sites: These are sites with a code that does not have 'X' as the 3rd letter. Users at these sites must be coded as one of our standard roles in order to be able to access Mango. The roles that provide access are: CRA, ACRA, PCRA, PHARM, CPHARM, PPHARM. Providing the mango administrator has activated this trial for site access, these users will now be able to sign on.

The Operations Clerk is responsible for maintaining trial participant lists within the roster.
6 Logging into Mango

Enter the Member User ID / Password provided to you by Canadian Cancer Trials Group click “Sign In”.

Please Note: The user ids are not case sensitive, but the passwords are.
7 Components of Mango

Two things will remain constant no matter where you are in Mango. The first is your user information and the second is the navigational menu.

Constant Screen Components:
Your user information will be displayed on every page within Mango. 'User' is the user name you logged in with and 'Session ID' is a unique identifier which identifies your particular session within Mango. Running Mango in a second browser window will result in a second Session ID. If you ever experience technical difficulties and have to contact Mango Support, you will need to supply your Session ID.

The buttons on the Navigation menu will change depending on where you are within the system but will always be positioned with task specific buttons first, followed by buttons to pages external to Mango.
8 The Main Menu

After you have logged into Mango, you will be at the main menu. From the main menu, you can select one of three options using the buttons on the navigational menu.

Main Menu Buttons:

- **New Allocation** -- Initiate a new patient allocation. This will direct you through a series of screens which will ask trial specific questions.

- **Administration** -- This provides access to administrative functions within the system. Some of the things you can do in this screen are request a new copy of a confirmation of allocation letter, and perform double blind drug management functions.

- **Logout** -- Log out of the Mango system.

- The Trials Active area of the main menu, lists which trials have been or are in Mango. Some of these trials are closed to accrual but Mango still handles drug distribution.
9 The Select Trial Screen

From the Main Menu if you select New Allocation or Administration, you will be brought to the Select Trial screen. Enter the Canadian Cancer Trials Group trial code and click the Submit button. Trial codes are NOT case sensitive and should be entered without punctuation. For example; ma32 is correct, but ma.32 is not correct and will cause an error.

Activities within Mango are trial specific. Many of the options in the Administration screen require a trial code and naturally the first step in patient randomization is to select the trial the patient will be randomized to.
10 The Administration Screen

If you selected Administration from the Main menu, after entering a trial code on the Select Trial screen, you will be taken to the Administration screen. There are two areas where the trial code you entered is displayed. You will see the trial code at the top of the left of the navigational menu and also below the current page heading. The one on the navigation menu will remain in that place until you exit back to the Main Menu and enter a different trial code.

Important Note: It is very important to note that the appearance of each person's Administration screen will vary depending on access rights. The more access you have the more buttons you will see. The Administration screen may be divided up into 6 areas which have different headings and different buttons.

Mango Help will make reference to the Area and Heading when detailing work instructions. For example, the Patient List button is found in the “Common Tasks” Area under the “Reports and Queries” Heading.

Administration Areas:

- Common Tasks
- Drugs and Treatments - General Management
- Management Functions – CRO, Intergroup and Warehouse Staff
- Drugs and Treatments - Site Management
- Trial Administration
- Administrators
11 Mango's Testing Environment

Mango’s Test Environment is a separate version of Mango that can be accessed both internally and externally at https://mango.ctg.queensu.ca/mango/demo/ The test (or demo) area uses Mango production code, so it will function the same as Mango, but use test data.
12 Informational Messages

Informational Messages appear at the top of many screens, which provide important information about the current task. All informational messages consist of an optional icon (Warning or Stop), a message type (Notice, Data Error, System Error, etc.) and the actual message.

There are 5 types of informational messages which range in severity from notices, which are just informational messages, to system errors which usually require Mango Administration intervention.

Message Severity (lowest to highest):

- Notice -- states successful validation checks or successfully completed tasks. This message is accompanied by a blue exclamation icon.
- Action -- states tasks which require a user action. This message type is accompanied by a yellow triangle icon.
- Warning -- flags potential problems, such as a site is not ready for drug shipments. This message type is accompanied by a yellow triangle icon.
- Data Error -- flags errors with the data entered for the current process. For example, if a required field is left blank, a data error will occur. This message type is accompanied by a red stop sign icon.
- System Error -- flags system errors in the process such as a function that couldn't run or an error in an SQL statement. This message type is accompanied by a red stop sign icon.

It is possible to have more than one type of informational message at a time. They will always be displayed in the order they have occurred during the process within the message area. If you have more than one error type at a time, the title and the icon will reflect the most severe error.