Dear Dr. Smith:

Thank you for choosing StudyTRAX for the project: Dissecting Cognitive Roles. The status of your project is as follows (details below):

Project Title: Dissecting Cognitive Roles (case #: CAS-01034-T4K9S6)

Start-up Status: Waiting For Client Response

**** DO NOT ENTER PRODUCTION DATA ****

Client Summary: Dr. Smith will provide the SPSS variable definitions which will be used to build the questionnaires in StudyTRAX.

We generally follow these steps:http://www.sciencetrax.com/support/get-started/new-users/new-startups. Please reply to this email with any questions or updates.

Thank you,

StudyTRAX Support

StudyTRAX Support Site

Details Below:

Stage 1: Order	
Steps	**Status**
Order Form Received:	**Yes**

Stage 2: Approval	
Steps	**Status**
Confirmed Top Priority:	**Yes**
Confirmed CRFs Finalized:	**Yes**
Forms Received:	**Yes**
Forms Pilot Tested:	**Yes**
Design Info Received:	**Yes**
Start Setup Approved:	**Yes**

Stage 3: Admin	
Steps	**Status**

Completion Deadline:	**11/7/2014**
Who Authorizes Changes:	**John Smith**

Stage 4: Features

Steps	Status
Randomization:	**Yes – Not Complete**
Medications:	**No**
Double Data Entry:	**No**
Versioning:	**No**
Electronic Signatures:	**No**
Change Reason:	**No**

Stage 5: Forms

Steps	Status
Data Definition & Format Obtained:	**Yes**
Forms Complete?:	**Not Complete**

Stage 6: Design

Steps	Status
Screening:	**No**
Unscheduled Events:	**No**
Protocol Violation:	**No**
Adverse Events:	**No**
Intervals Complete:	**No**
Subject Reports:	**Not Complete**
Workbench:	**Not Complete**

Stage 7: Portal

Steps	Status
Subject Data Entry:	**No- Portal options not applicable**
Historical Accounts to be Read in:	**No**
Registration Type:	**No**
Intervals (Create):	**No**
Intervals (Edit):	**No**
Intervals (View):	**No**
Intervals Done:	**No**
Subject Reports Planned:	**No**

Stage 8: Testing

Steps	Status
Test Scenarios Planned:	**Not Complete**

ScienceTRAX Testing Assigned:	**Not Complete**
PI Testing Assigned:	**Not Complete**
Test Performed / Accepted:	**Not Complete**
Enrollment Scenarios:	**Not Complete**
Intervals (Application and Portal):	**Not Complete**
Complete Status: VGs & Intervals:	**Not Complete**
Reports Reviewed:	**Not Complete**
Testing Status:	**Not Complete**

Stage 9: Import

Steps	Status
Data Assessment and Plan:	**Not Complete**
What to Import vs. New:	**Not Complete**
Work Assigned (Clean, Extract, Etc):	**Not Complete**
Data Cleaning Done:	**Not Complete**
Data Definition Matches Setup:	**Not Complete**
Import Tested:	**Not Complete**
Data Import:	**Not Complete**

Stage 10: Go Live

Steps	Status
Client Approves Testing:	**Not Complete**
Max Enrollment Set:	**Not Complete**
Users (Sites and Roles):	**Not Complete**
Randomization (Roles and Trained):	**Not Complete**
Training Materials Done:	**Not Complete**
ScienceTRAX Approves:	**Not Complete**
Training (Material Collected):	**Not Complete**
Training (Video):	**Not Complete**
Training (Subjects):	**Not Applicable**
Training (Workbench Report):	**Not Complete**
Put in Production:	**Not Complete**