

PENN MEDICINE

CAMRIS PBR Scheduler

User Manual

Version Date: 4/19/2017

A User Manual to assist the CAMRIS Community in the navigation and use of the new PBR scheduling software for CAMRIS Research MRI scans developed in conjunction with the UPENN BioResources Department.

CAMRIS PBR Scheduler Manual

Welcome to the New CAMRIS PBR Scheduler Tool! This is a calendar system to replace the previous CFN calendar used by CAMRIS. This new PBR Scheduler tool has features and benefits to assist the CAMRIS community with scheduling tasks as well as some protocol management. For example, you can identify personnel to be contacted for various email blasts specific to a protocol and/or scanner. You will also have the ability to see how many slots have been scheduled for a specific protocol as well. Anyone who is listed on a protocol can also schedule for that specific protocol, too. If there are issues with the funding or IRB/CAMRIS approvals, the system will alert you to these as well providing the opportunity to rectify them before scanning subjects, and avoiding billing issues down the road.

As with any new system it will take time to acclimate to it and to work through any technical issues that may arise. We welcome any feedback, suggestions as well as glitches that may be uncovered post-launch of this new application.

CAMRIS asks that all Community Users log in to the PBR Checker Tool:

<https://pathbio.med.upenn.edu/pbr/secure/camris/camris/camris.php> and ensure you have access to each of your protocols you manage or coordinate, and to attend education classes re: how to use this system, and ask questions when you need clarification.

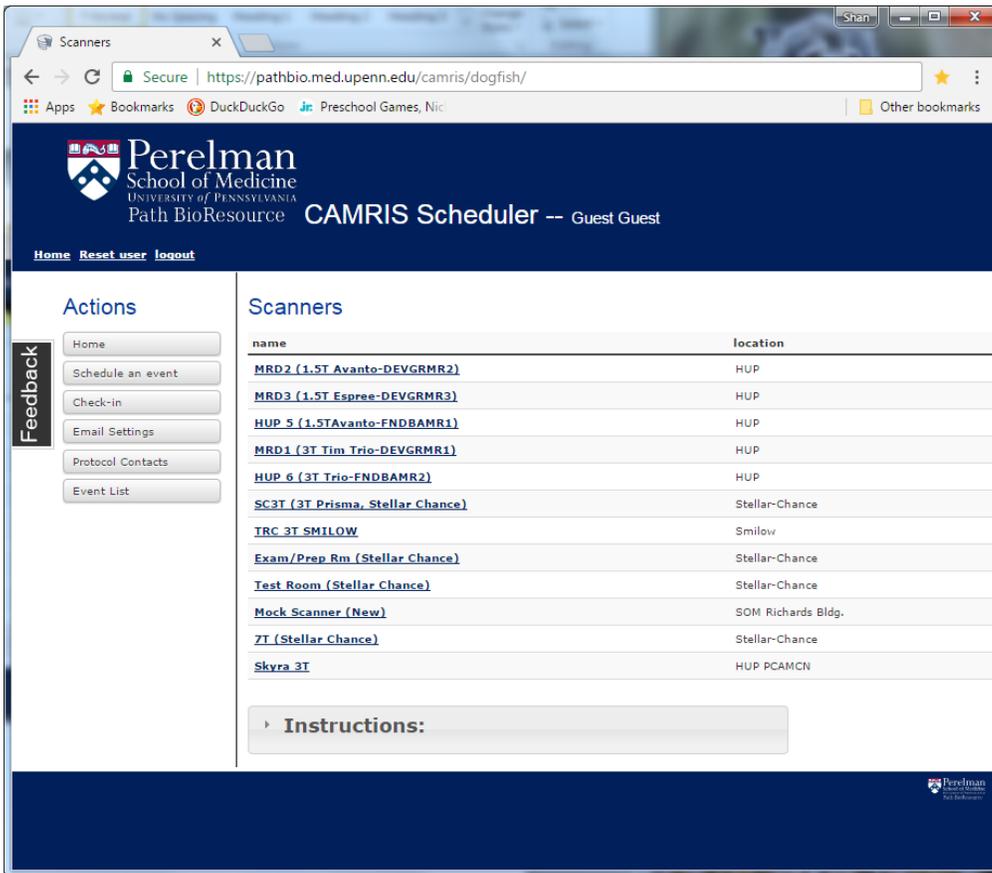
Link to New CAMRIS PBR Scheduler:

<https://pathbio.med.upenn.edu/camris/dogfish/>

Logging In

Pennkey Required: To log into this new system, everyone must have a valid pennkey. This will be your log-in for this system.

The “Home” page looks like this.



ACTIONS (Left side of page)

Home—brings you to the above seen ‘Home’ page ↑.

Schedule an Event—click here to schedule a ‘slot’ or ‘event’.

Check-In—when arriving at the scanner with your subject, click this tab to enter your pennkey & event Confirmation Number.

Email Settings—Click here to manage the email notifications you will receive per protocol.

Protocol Contacts—click here to see who is listed as a PBR contact for each specific protocol.

Event List—click here to view all slots blocked for your protocol

How To Schedule An Event

On the Home page, go to the **Schedule an Event** tab on the left side of the page.

Perelman School of Medicine UNIVERSITY of PENNSYLVANIA Path BioResource CAMRIS Scheduler -- Guest Guest

Home Reset user logout

Actions

Home

Schedule an event

Check-in

Email Settings

Protocol Contacts

Event List

Scanners

	location
102 (1.5T Avanto-DEVGRMR2)	HUP
MRD3 (1.5T Espree-DEVGRMR3)	HUP
HUP 5 (1.5T Avanto-FNDBAMR1)	HUP
MRD1 (3T Tim Trio-DEVGRMR1)	HUP
HUP 6 (3T Trio-FNDBAMR2)	HUP
SC3T (3T Prisma, Stellar Chance)	Stellar-Chance
TRC 3T SMILOW	Smilow
Exam/Prep Rm (Stellar Chance)	Stellar-Chance
Test Room (Stellar Chance)	Stellar-Chance
Mock Scanner (New)	SOM Richards Bldg.
7T (Stellar Chance)	Stellar-Chance
Skyra 3T	HUP PCAMCN

▸ **Instructions:**

The next page will show you each IRB Protocol# you are assigned to and the specific scanners you have access to schedule under for those protocols (e.g., if your protocol only schedules on HUP5 & 6, you will only see the link to the scanners HUP5 & 6 under your protocol number.

Click on the scanner you wish to schedule on for your protocol.

Example: I would like to schedule a slot for my "102-test" protocol which lists 4 scanner options. I will choose HUP6. I need an 8am slot on Tuesday 4/25.

Events x

Secure | <https://pathbio.med.upenn.edu/camris/dogfish/Events>

Apps Bookmarks DuckDuckGo Preschool Games, Nic Other bookmarks

Perelman
School of Medicine
UNIVERSITY of PENNSYLVANIA
Path BioResource **CAMRIS Scheduler** -- Guest Guest

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Home

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Protocols

101-test(Test protocol 101 for scheduling)

MRD2 (1.5T Avanto-DEVGRMR2)
MRD3 (1.5T Espree-DEVGRMR3)
HUP 5 (1.5T Avanto-FNDBAMR1)
MRD1 (3T Tim Trio-DEVGRMR1)
HUP 6 (3T Trio-FNDBAMR2)

102-test(Test protocol 102 for scheduling)

MRD1 (3T Tim Trio-DEVGRMR1)
HUP 6 (3T Trio-FNDBAMR2)
SC3T (3T Prisma, Stellar Chance)

Instructions:

Feedback



Events x

Secure | <https://pathbio.med.upenn.edu/camris/dogfish/Events/calendar/9/185>

Apps Bookmarks DuckDuckGo Preschool Games, Nic Other bookmarks

Perelman
School of Medicine
UNIVERSITY of PENNSYLVANIA
Path BioResource **CAMRIS Scheduler** -- Guest Guest

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HUP 6 (3T Trio-FNDBAMR2) -- 102-test

Go to date: Legend

There are 20 hours available (of 20 for April)

Apr 23 — 29, 2017

weekdays MWF today day week month < >

	Mon 4/24	Tue 4/25	Wed 4/26	Thu 4/27	Fri 4/28
6am					6:00 - 7:00 CFN-Admin: CN protocol Ryanm: last day of scanning on HUP6
7am					
8am					
9am					
10am		10:00 - 11:00 CFN-Admin:	10:00 - 11:00 CFN-Admin: CN protocol AHAFB:	10:00 - 11:00 CFN-Admin:	10:00 - 11:00 CFN-Admin:
11am	11:00 - 12:00 tech lunch: CN protocol NO TECH: -3	11:00 - 12:00 tech lunch: CN protocol NO TECH: -3	11:00 - 12:00 tech lunch: CN protocol NO TECH: -3	11:00 - 12:00 tech lunch: CN protocol NO TECH: -3	11:00 - 12:00 tech lunch: CN protocol NO TECH: -3
12pm	12:00 - 1:00 B17101: Not in EPIC	12:00 - 1:00 CFN-Admin: CN protocol	12:00 - 1:00 CFN-Admin:	12:00 - 1:00 B22926:	12:00 - 1:00 B19049: not in epic

Feedback



A pop-up box appears allowing you to confirm the slot. The “Details” box allows you to place a study nickname on the calendar.

The screenshot shows a web browser window with the URL <https://pathbio.med.upenn.edu/camris/dogfish/Events/calendar/9/185>. The page title is "HUP 6 (3T Trio-FNDBAMR2) -- 102-test". There are 20 hours available for April 23-29, 2017. A "New event" pop-up form is open, with the following fields:

- Protocol: 102-test
- Scanner: HUP 6 (3T Trio-FNDBAMR2)
- Title: (empty)
- Details: (empty text area)
- Start: April 25, 2017, 8:00 am
- End: length of session (in hours) 1, Or enter Date/time for session end: 2017-04-25 09:00:00
- Name: Guest Guest, email: unknown, phone: unknown
- Create button

Four text boxes with red arrows provide instructions:

- "You can place the IRB# or study acronym here." (points to Title)
- "You can list any study details here; can be viewed publicly." (points to Details)
- "Make sure to confirm date/time & length of time for scan." (points to Start and End)
- "Once you've ensured all is correct, hit 'Create' button to place slot on calendar." (points to Create)

Now you will see the slot is placed on the calendar (Green/Primary slot; Yellow-Alternate slot, Blue- Techdev slot). You can double-click on the green slot/box to see the details section.

102-test: Shannon Test Protocol

Protocol: 102-test

Scanner: HUP 6 (3T Trio-FNDBAMR2)

Title: Shannon Test Protocol

Confirmation number: 432894

Details: subject is non-ambulatory

Start: April 25, 2017, 00:00 am

End: length of session (in hours) 1
Or enter Date/time for session end: 2017-04-25 09:00:00

Name: Guest Guest
email: unknown
phone: unknown

Buttons: Update, Add alternate, Delete

NOTE: You will receive a Confirmation Email within an hour of blocking the slot. KEEP THIS EMAIL as it will have a CONFIRMATION # which is VITAL to logging in at the scanner with your subject.

How To Schedule as an Alternate to a Primary Slot

Log into the system and click on the desired slot you want to be an alternate for (in this case I'll choose 4/25, HUP6 at 8am). A pop-up box will appear and at the bottom you'll see the "Add Alternate" button. Click this and then hit "Create", now a yellow box will appear on the calendar confirming you are now the Alternate.

The screenshot shows a web browser window with the URL <https://pathbio.med.upenn.edu/camris/dogfish/Events/calendar/9/185>. The page title is "HUP 6 (3T Trio-FNDBAMR2) -- 102-test". There are 19 hours available for April 23-29, 2017. A "New event" dialog box is open, showing details for a "101-test" event. The dialog includes fields for Protocol, Scanner, Title, Details, Start date (April 25, 2017, 8:00 am), and End date (2017-04-25 09:00:00). A red arrow points to the "Create" button at the bottom of the dialog.

Done!

The screenshot shows the same web browser window as above, but now the "New event" dialog box is closed, and the calendar view is visible. The calendar shows the week of April 23-29, 2017. A red circle highlights a new event on Tuesday, April 25, 2017, from 8:00 am to 9:00 am. The event is titled "102-test: Shannon 101-test" and has a count of 2. The calendar also shows other events for the week, including "101-test" and "102-test: Shannon 101-test".

How to Check-In at the Scanner

BE SURE to Log into the system with YOUR pennkey (if someone before you didn't log out, please assist and log out of the system, then log in, thank you!)

Click the "Check-In" tab on the left side under 'Actions' and you will come to this page

The screenshot shows a web browser window with the URL <https://pathbio.med.upenn.edu/camris/dogfish/Events/checkin>. The page header includes the Perelman School of Medicine logo and the text "CAMRIS Scheduler -- Guest Guest". Below the header, there are navigation links: "Home", "Reset user", and "Logout".

On the left side, there is a "Feedback" sidebar with a vertical list of buttons: "Home", "Schedule an event", "Check-in", "Email Settings", "Protocol Contacts", and "Event List".

The main content area is titled "Actions" and contains the following form elements:

- A "Scanner MRI" dropdown menu with the selected value "HUP 6 (3T Trio-FNDBAMR2)".
- A "Confirmation Number" text input field containing the value "432894".
- Two green buttons: "Continue" and "Cancel".
- An "Instructions:" section with a right-pointing arrow.

A callout box on the right side of the form contains the following text: "Ensure the scanner choice is correct, and enter the **Confirmation Number** provided in the email when the slot was booked. Hit **Continue** WHICH WILL START THE BILLING CLOCK."

The Check-In screen will change to the screen below, which is to stay up throughout the scan session. **DO NOT close the browser!** Once the session is finished and the subject is escorted out of the MRI suite, this is when you click “Finish Session”.

Note: It is the responsibility of the Coordinator/Study Staff Member to finalize the scan session, or to ensure the MRI tech does this for you.

Shannon Test Protocol

Protocol 102-test
Confirmation # 432894
Scanner Id HUP 6 (3T Trio-FNDBAMR2)
PI Name Christopher Samowski
Details subject is non-ambulatory
Session Start Time 2017-04-19 12:46:37

Accession Number

Check Additional Services Consumed

- Contrast Injection per 20cc Vial
- Reader Neuroradiology
- Reader Body
- Reader Cardiovascular
- Reader MSK
- Stimulus/Response Equipment Usage(Ancillary)

Comment (optional)
add a comment

Comment

Finish Session

If there is a billing/technical issue re: the scan you can send a message by clicking on the pull-down and typing in the Comments section.

Once the session is completed click “Finish Session” button.

You will know the session has been finalized when you see the green bar at the top of the page confirming your session has been recorded.

Path BioResource devel: X

https://pathbio2.med.upenn.edu/camris/dogfish_test/events/record_session/131

Your session has been recorded

testing check-in

Email Settings tab

You can choose to receive emails concerning protocols and/or particular scanners on this page. There must be at least TWO email contacts associated with each protocol that will receive email notifications. If you check a box and it doesn't allow you to uncheck it, that means there are only 1 or 2 contacts listed for the protocol and CAMRIS requires at least 2 contacts to be in file.

Email Subscription for protocols

Reminder emails go out Monday - Friday of each week as a reminder of the next days' scheduled appointments. Friday's email reminders include Saturday, Sunday and Monday scheduled appointments.

Emails are sent out in response to the following:

- When an appointment is scheduled.
- When an appointment is canceled, or bumped to an Alternate/Secondary slot.
- When an appointment is promoted to the Primary Scheduled slot.
- Reminder Emails (go out 24-48 hours prior) to ensure you remember you have a blocked slot

Email Subscriptions for Scanners

Scanner emails are sent out by the staff and are informative about scanner-related issues (e.g., maintenance or staff availability, etc.).

ProtocolUsers x

Secure | https://pathbio.med.upenn.edu/camris/dogfish/ProtocolUsers

Apps Bookmarks DuckDuckGo Preschool Games, Nic Other bookmarks

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Full Name: Guest Guest

Email Address:

Email subscriptions for Protocols

Protocol ID	Email Notification	Project Title	Email Subscribers
101-test	<input type="checkbox"/>	Test protocol 101 for scheduling	Norman Butler, Christopher Samowski, Shannon D'arcy, Herb Holyst
102-test	<input type="checkbox"/>	Test protocol 102 for scheduling	Shannon D'arcy, Herb Holyst

Email subscriptions for Scanners.

MRD2 (1.5T Avanto-DEVGRMR2) MRD3 (1.5T Espree-DEVGRMR3) HUP 5 (1.5T Avanto-FNDBAMR1)

MRD1 (3T Tim Trio-DEVGRMR1) HUP 6 (3T Trio-FNDBAMR2) SC3T (3T Prisma, Stellar Chance)

TRC 3T SMLOW Exam/Prep Rm (Stellar Chance) Test Room (Stellar Chance)

Mock Scanner (New) 7T (Stellar Chance) Skyra 3T

Instructions:

Protocol Contacts tab

This tab lists each CAMRIS protocol on file and shows the email addresses and telephone number (*if available) of all members listed on a specific protocol. If you need to contact a study team re: a swap, etc. you will find their names, telephone number* and email addresses on this page.

The screenshot shows the CAMRIS Scheduler interface. At the top, there is a navigation bar with the Perelman School of Medicine logo and the text 'CAMRIS Scheduler -- Guest Guest'. Below this, there are links for 'Home', 'Reset user', and 'logout'. The main content area includes a search bar with the text 'search' and a 'search' button. Below the search bar is a table with the following data:

Protocol	title	Contacts
068200	Clinical Core Alzheimer's Disease Core Center	Martha Combs Joseph Harrison Grace Stockbower
069801	Language And Cognitive Impairment In Parkinson's Disease (Grant Title: Cognitive Impairment in Parkinson's Disease and Aging)	Christine Ray [215-349-5873]
101-test	Test protocol 101 for scheduling	Norman Butler Shannon D'arcy Herb Holvat [215-746-1729] Christopher Sarnowski [215-746-7784]
102-test	Test protocol 102 for scheduling	Shannon D'arcy Herb Holvat [215-746-1729]
103 test	NNC mock	
298201	Cognitive Impairment In Frontotemporal Dementia	Christine Ray [215-349-5873]
358500	Conceptual Processing In Alzheimer's Disease	Andrew Williams
378200	Open Label Study To Evaluate The Safety Of Copaxone And To Monitor The Neurologic Course Of Disease In Multiple Sclerosis Patients Treated With Copaxone	
701086	Functional Magnetic Resonance Imaging (fMRI) Studies of Brain Activation During Cognitive Processes in Individuals with Substance Use	Victoria

Contacts

If you have questions regarding how to use this system that is not addressed in this manual, please contact:

Shannon Long
CAMRIS Manager
Tel: 215-573-9765
email: shannon.long@uphs.upenn.edu

Margaret Ryan
CFN/NNC Manager
Tel: 215-573-8486
Email: ryanm@mail.med.upenn.edu

If your questions or issues involve a possible technical issue, please contact the **PBR Help Desk**:
Telephone: **215-573-2958** or **215-573-0735**.