Instructions for accessing the ARCHIE online systems for recruitment: Secure WEBSITE and SORTITION online randomisation

This document introduces you to the two different online systems that you will use during ARCHIE recruitment. When your site submitted the "Contact Details for Access to Online Systems" form they provided staff access requirements to us and individual account(s) have been set up accordingly. The two systems we are using in the ARCHIE study during recruitment are:

- ARCHIE Website –– where you can find information about the study, watch training presentations and access useful documents. The eligibility form is also provided here, where you can check if a participant is eligible for the study using a simple dynamic form. Links are also provided to Sortition
- Sortition – you will use this online form to randomise an eligible participant in to the study.

User accounts and passwords

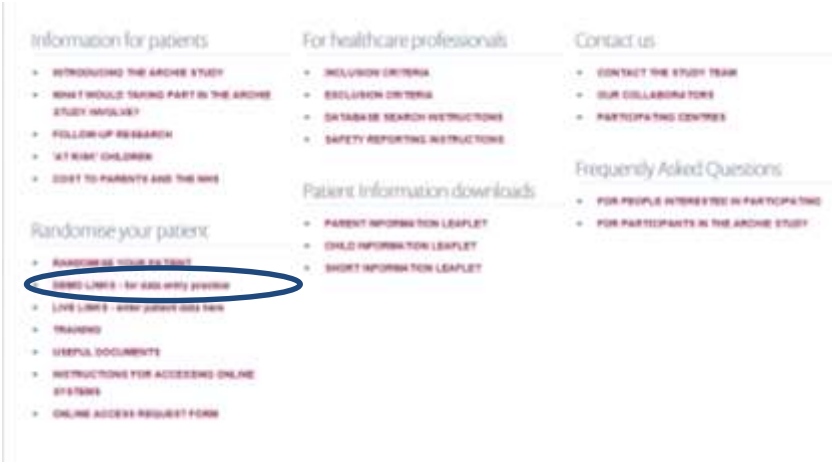
Each system requires a different account. Your user name will be assigned to you by the study team at the University of Oxford. The same user name will be used to access both systems; you will be informed of your username and website password by email when you are assigned access to the ARCHIE website. You will be sent a temporary password for Sortition and will be prompted to change this password. The Sortition password must contain all of the following:

- Between 8 and 16 characters
- A number
- A lowercase letter
- An uppercase letter
- A special character (!£$%*@#)

Please contact us for Generic account details which you can use to practice.

Demo Sortition randomisation service

The demo Sortition randomisation service is available from the Staff only section of the ARCHIE study website. You will be required to log in to the staff section of the website first. Under the heading **Randomise your patient** select **Web randomisation** then **Click here to randomise your patient**. (I think this is the old format. Please can you check what you see when you log in?)



This will take you to the Sortition log in page, and once logged in you will see 'DEMO' in green at the top of the screen. You can enter as much data as you like here until you feel competent in using the system. A user guide is available from within the Sortition site; select **Help** from the top right of the screen then select **General** to download a user manual.

Once the live service is activated you will no longer be able to access the demo version under your username but can continue to practice with the generic demo account.

Please ensure that you take some time to log on to the Sortition demo site and enter as much 'dummy' data as you like until you feel competent in its use. The demo Sortition randomisation service looks and functions in exactly the same way as the live system used to collect real study data will. You will not be able to access live Sortition without confirming you have practiced on the demo version by signing the online training record.