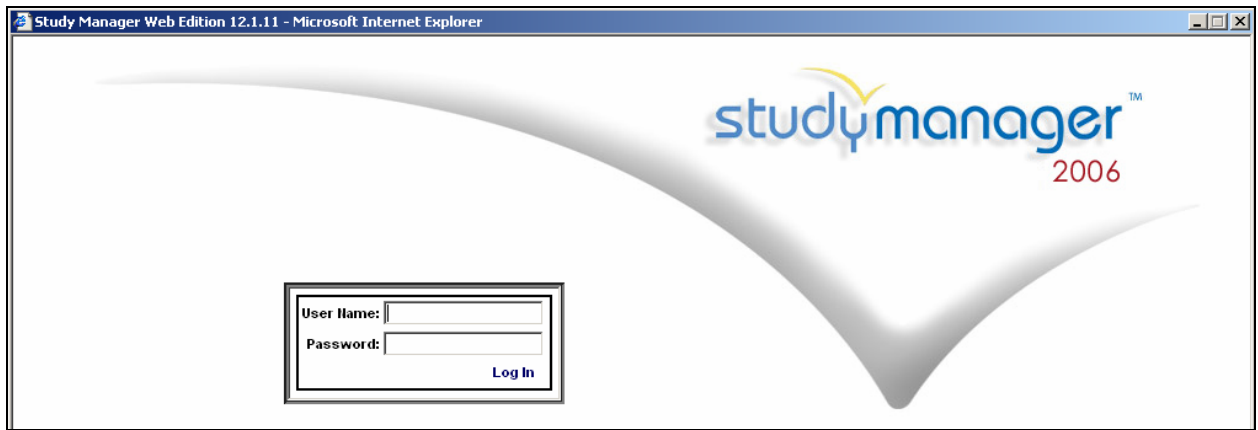


Navigating StudyManager

With a StudyManager account, users can access StudyManager from anywhere, by going to <https://resweb.seattlechildrens.org/studymanager> in Internet Explorer.



Enter User Name and Password.

Note: Do not share login information. If a team member requires access, they should complete a [StudyManager Account Request Form](#).

Do not choose to have the computer remember login information. This is a security violation and passwords should be manually entered every time StudyManager is accessed.

From the menu, select either "Patients" or "Report Builder" as necessary.



Once an area is initially selected during a StudyManager session, you can navigate areas by using the “Go To” menu as shown below.

File | Go To | Options

Patients
Report Builder
Home Screen

Selected Site: None Selected
Selected Study: None Selected

Patient Filter

Site:

First Name:
Last Name:
Patient ID:
Additional ID:

Study Patients:

Clear Filter

Using Filters and Lists

Some filters are integrated as a section of a screen, allowing users to submit criteria to search for groups of records. In the image above is an example of the *Filter* section for the *Patients* screen.

Once criteria have been entered and/or selected, clicking **Submit Filter** displays a list of patients meeting the criteria:

File | Go To | Options

Patients

Selected Site: None Selected
Selected Study: None Selected

Patient List

Name	Patient ID
Senn, Christine	32478682
Vander Vliet, Megan	10575999
Vickers, Clint C	987654321

Filtered Lists

Typically, a filter results in a list of data. For example, if you submit a filter to locate all “Study X” patients, StudyManager will return a list of all those patients. You can then select one of the patients from the list.

Entering and Saving Data

Entering and saving data in StudyManager typically involves adding a new record, or selecting a record to edit and then *Submitting* changes.

*Note: In StudyManager, to **Submit** data is the same thing as saving data.*