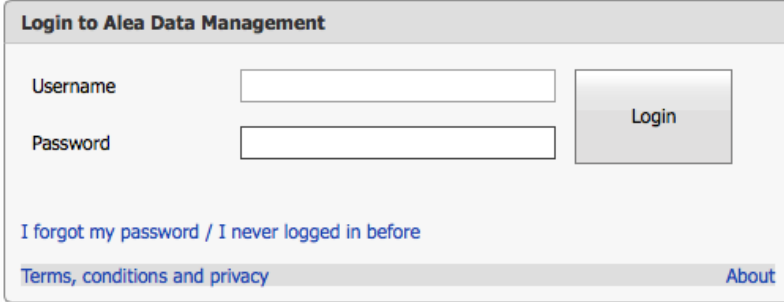# ALEA Instruction

ALEA is a web-based registration- and randomisation tool for clinical trials. As a user you will have direct access to the production environment, i.e. the "real-patient" database.

Login and password

If you never used ALEA, follow the link:

https://prod.tenalea.net/karolinska/DM/

The following screen will appear:
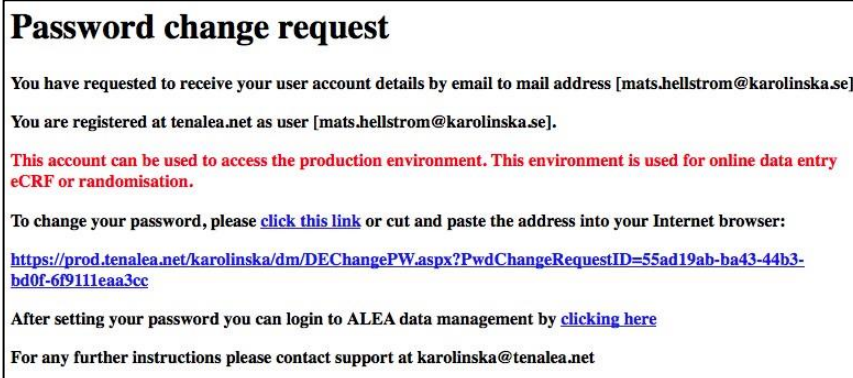
Click on: I forgot my password / I never logged in before

You'll be transferred to a screen that asks you to enter your email address. Click on Send Request-button. Close the screen. If you receive a reply with a warning (red text) that states that your email address is not in the system, make sure that you have typed the correct e-mail address. If the email address is correct but the warning appears, contact the responsible study manager.

You will receive an email with the following content:

Click on **click this link** and enter the email address and password twice on the next screen:

Password expiration
The password you set now will expire in 365 days. When you log in after your password has expired, you are prompted to renew your password after logging in. You can change your password at any time by selecting *forgotten password* in the TENALEA login screen, or by selecting *Change password* from the data management menu.

Password length
The password you set should have a minimum length of 8 characters.

Accountname	example@clinquest.com
New password	
Confirm new password	

Set password

Confirm user terms. Then you go back to the above screen and log in to ALEA by clicking **clicking here** at the bottom

You are now an ALEA-user.

If you have any troubles signing in, please contact administrator at claudia.maes@sll.se (08 517 76796) or ctokpe.karolinska@sll.se
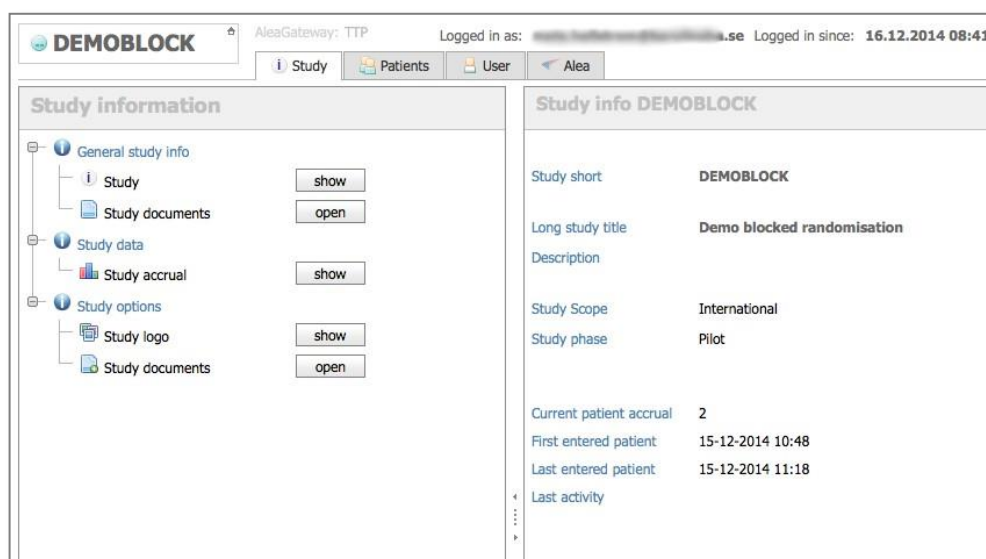
How to register/randomise a patient in ALEA

Log into ALEA via the following link:

https://prod.tenalea.net/karolinska/DM/

After successful login, you will be redirected to ALEA's website. To the left you will see the study/ studies you have access to:
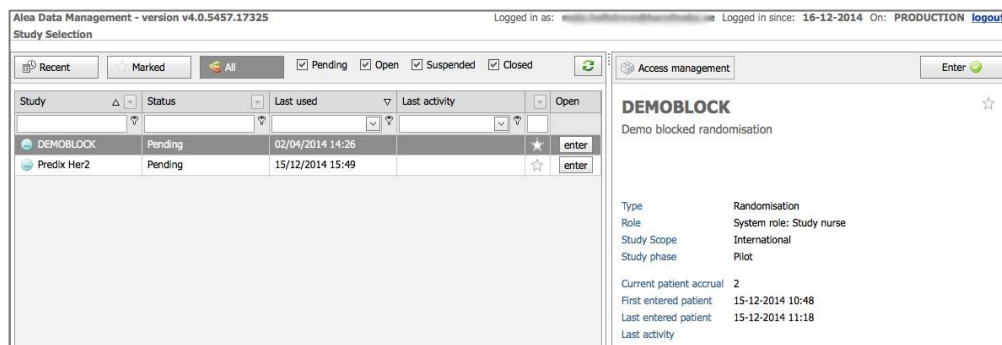
Select a study and click on [Enter ✓] at the right side. You will then enter the study site:

At the top of the screen there are four tabs:

- Study – Information about the study and some info about enrollment etc.
- Patients – Data about patients included at your site as well as the ability to register new patients
- User – information about and for users. Here you can change your password.
- Alea – Information about the system and the company behind.

In this manual, only the Patients-tab will be described.
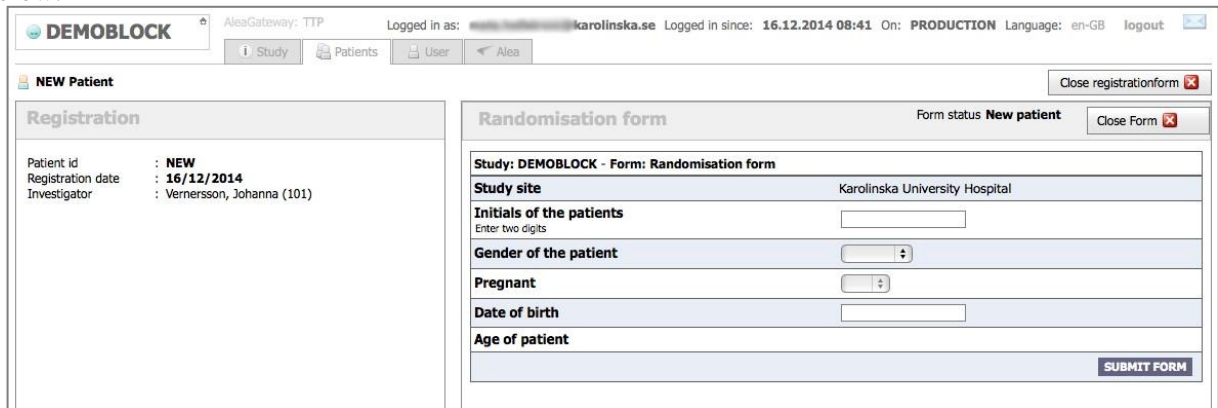
Register/randomise
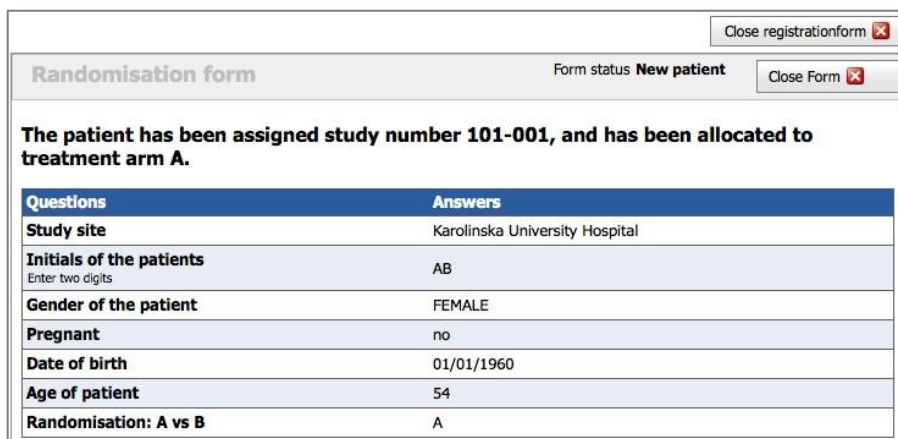
After logging in, select a study and click on

Then click on the tab Patients. You'll be taken to a screen with a list of included patients. The screen can of course be completely empty if you have not yet registered/randomised any patient.

Then click on the button to the far right.

A registration form will appear. Note, this form can look different depending on the study. See example below:

Complete the information in the form to the right. Date is written dd/mm/yyyy. When you are done and verified that everything seems correct, click the button **SUBMIT FORM**. Click the OK button and you will then receive a confirmation message with information that the patient is registered, study number, randomisation-result and the information you entered. You will also receive an email with the same content.

After clicking the Close registration form, you are redirected to the patient overview. The patient you recently registered should now appear there.