

GoalNav® System Manual

Overview

This manual is intended to guide GAS interviewers and other study personnel through the data entry process using the GoalNav system during a study. Like most systems, there are various ways to navigate from point A to point B. This manual outlines the simplest and most efficient method for entering data.

This manual primarily focuses on entering data for Goal Attainment Scaling, specifically on entering study data on the Goal Attainment Scaling forms.

Please be aware that your study may not include all the data points mentioned in this manual. When you log into GoalNav® for your specific study, you will only see the data points relevant to that study. Any additional data points that might be collected but are not listed in this manual will be discussed during the training specific to your study.

If you have any questions or concerns, please use the help icon located within the GoalNav system to contact us.

Chapter 1: Getting Started

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- [How to Create an account](#)
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- 1 [How to Get Help](#)

How to Get Help

Reason To Contact	Email
GoalNav System <ul style="list-style-type: none">- Accessing the system- Technical support Password Reset	support@goalnav.ca
Goal Attainment Scaling questions/help	Study specific email provided during training

Ardea Outcomes will respond to inquiries within two business days.

< GO BACK

How can we help?

Let us know if you have any questions.



Contact Us

Title

Description

UPLOAD IMAGE

Email

CANCEL

SEND

s. Please check our system manual [here](#)

Goal Attainment Scaling or queries related to your current
nav.ca.

contact us at support@goalnav.ca and we will try to get

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Minimum Requirements

GoalNav uses a web-based interface that requires an internet connection. GoalNav was tested using Google Chrome version 80 and supports many web browsers such as Microsoft Edge, Apple Safari, and more. Please allow popups from GoalNav in your web browser.

Mobile/Tablet Minimum Specifications

- Operating System:
 - iOS/iPadOS 16.4
 - Android 13

Laptop/Desktop Minimum Specifications

- CPU: 64bit processor
- RAM: 4 GB
- Graphics card: Microsoft DirectX 9 graphics device with WDDM driver.
- Operating System:
 - Windows 10
 - macOS Catalina (10.15)

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 - a [GoalNav® Account Sign-in](#)
 - b [Common Sign-in Issues](#)
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How to Log In

GoalNav® Sign-in and Log-in Instructions


To begin using the GoalNav® system, access it through your assigned study domain. It should appear similar to this:

[domain].goalnav.ca


User can find their study domain in their study specific GoalNav training document. If you cannot locate it, reach out to us using your study specific email.

If you use the URL: "goalnav.ca" you will be redirected to enter your domain:


If you are unsure about the GoalNav domain, click on "What's my domain", which will show you instructions on how to locate domain




Enter your GoalNav Domain to login.



CONTINUE

 [What's my domain?](#)



What's my GoalNav Domain?

 It's this!

Look at the address bar when you are logged in to GoalNav (or ask a colleague, since you are not logged in). The text just before .goalnav.ca is your domain.

GREAT THANKS!

Enter GoalNav domain in the text field, next to “.goalnav.ca”

This will take you to the GoalNav® Login Page

Please ensure you have completed your training on Goal Attainment Scaling and the GoalNav® system prior to conducting your first GAS interview.

GoalNav® Account Sign-in

After entering the GoalNav domain, you will be prompted to enter an email address. Enter your email and click Next.



Sign In

Email *

NEXT

Note: If your organization has chosen to allow signing into GoalNav with a work account via Single Sign On (SSO), after clicking Next on the email prompt you will be redirected to your organization's login page. Login as you normally would with your work account, and you will be redirected back to GoalNav once done. You are not required to create a GoalNav account if signing in this way.

If you have a password set for the account, enter the password in the password field and then click "Sign In".



Sign In

Password *



SIGN IN

[Forgot password?](#)

[Don't have an account? Sign Up](#)

If you have your 2 Factor authentication enabled, the site will redirect you to complete 2 factor authentication by asking for a code sent on your preferred authentication source. Enter the code in the text box and then click on "VERIFY".



Authentication Code

#####

VERIFY

A message was sent via SMS to +*****7609 with your authentication code. Enter the code in the form above to verify your identity.

If you no longer have access to this device, contact support for help accessing your account.

Common Sign-in Issues

If you have not been authorized to use the GoalNav[®] system by the GoalNav[®] team, the following message will display.



Access Denied: Contact your Study Admin

It looks like you currently do not have access to any Study or Workspace in the system. If you believe this is a mistake, please contact your study administrator or get in touch with us at

support@goalnav.ca

Please contact the email listed and our team will review the issue. If you are having trouble signing-in, or if you have forgotten your password, please contact us at support@goalnav.ca

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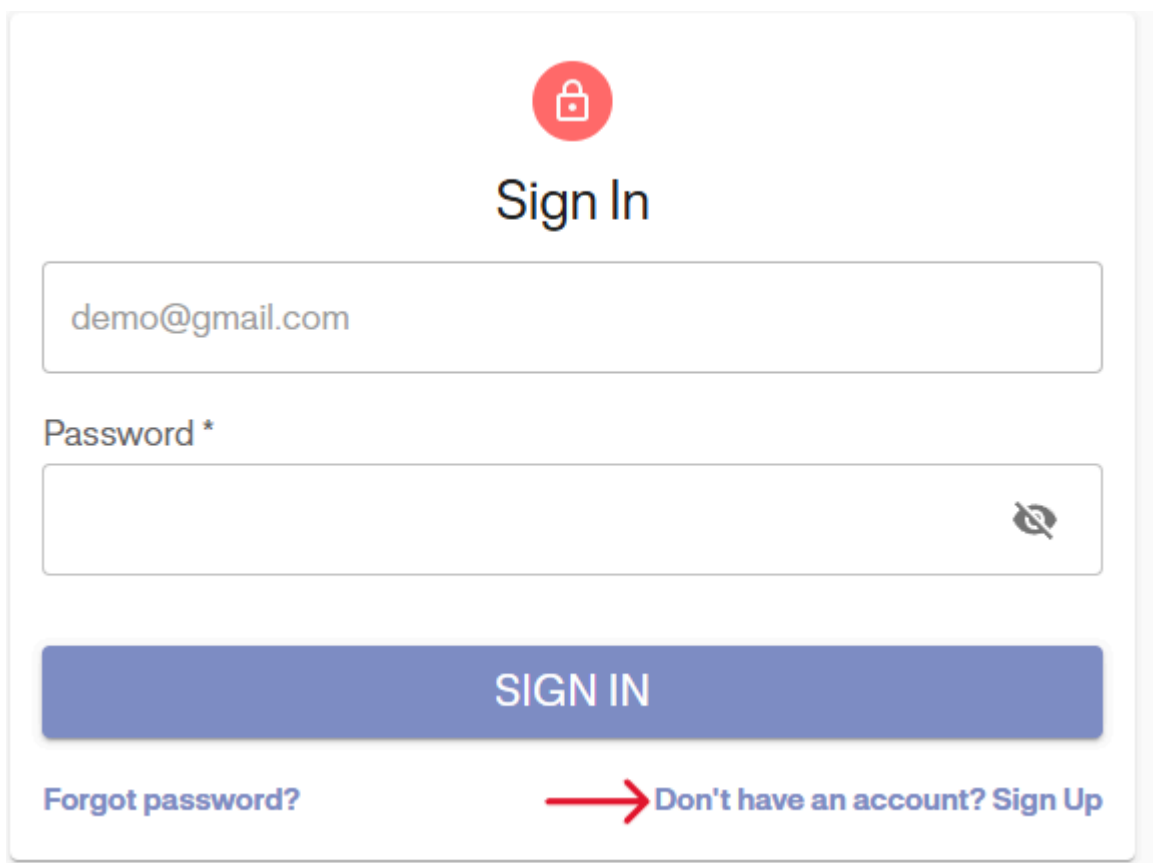
1 [How to Create an Account in GoalNav](#)

a [Create Account](#)

How to Create an Account in GoalNav

Create Account

On the sign-in page, click on 'Don't have an account? Sign Up' to create your account.



The image shows a 'Sign In' form. At the top is a red circular icon with a white padlock. Below it is the text 'Sign In'. The form has two input fields: the first contains 'demo@gmail.com', and the second is labeled 'Password *' and is empty. To the right of the password field is a toggle icon. Below the fields is a blue button labeled 'SIGN IN'. At the bottom, there is a link 'Forgot password?' and a red arrow pointing to the link 'Don't have an account? Sign Up'.

Enter your email and password and review the Privacy Policy and Terms of Use before clicking 'Sign Up'.

Password Requirements

The password must be between 8 and 64 characters and include at least 3 of the following criteria: ▪ a lowercase letter

- an uppercase letter
- a number
- a symbol or special character
- not be a common or compromised password

Once you click 'Create Account', a pop-up will appear directing you to check your email to access the verification link which will then take you back to the log-in page.



Create a New Account

Email

demo@gmail.com

Password



- Must be at least 8 characters long
- Must have at least one lowercase character
- Must have at least one uppercase character
- Must have at least one numeric character
- Must have at least one special character (!@#\$\$%^&*)
- Must not have compromised credentials

Confirm Password



- Both passwords must match.

It looks like the password is either not valid or has already been compromised. Please choose a different password

CREATE ACCOUNT

Already have an account? Sign in

By signing up, you agree to Ardea Outcomes' [Terms of Use](#) and [Privacy Policy](#)

If you have enabled Two Factor Authentication (2FA) for your account, after logging in you must enter the code sent to your phone the prompt that shows.



Authentication Code

#####

VERIFY

A message was sent via SMS to +*****7609 with your authentication code. Enter the code in the form above to verify your identity.

If you no longer have access to this phone, please contact support to help with accessing your account.

Once you have created your account, you will be required to give your email and password to sign in for future visits. If you are having trouble creating an account, signing-in, or if you have forgotten your password, please contact us at support@goalnav.ca


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- 1 [How to Log Out](#)
 - a [Log out of the GoalNav® system](#)

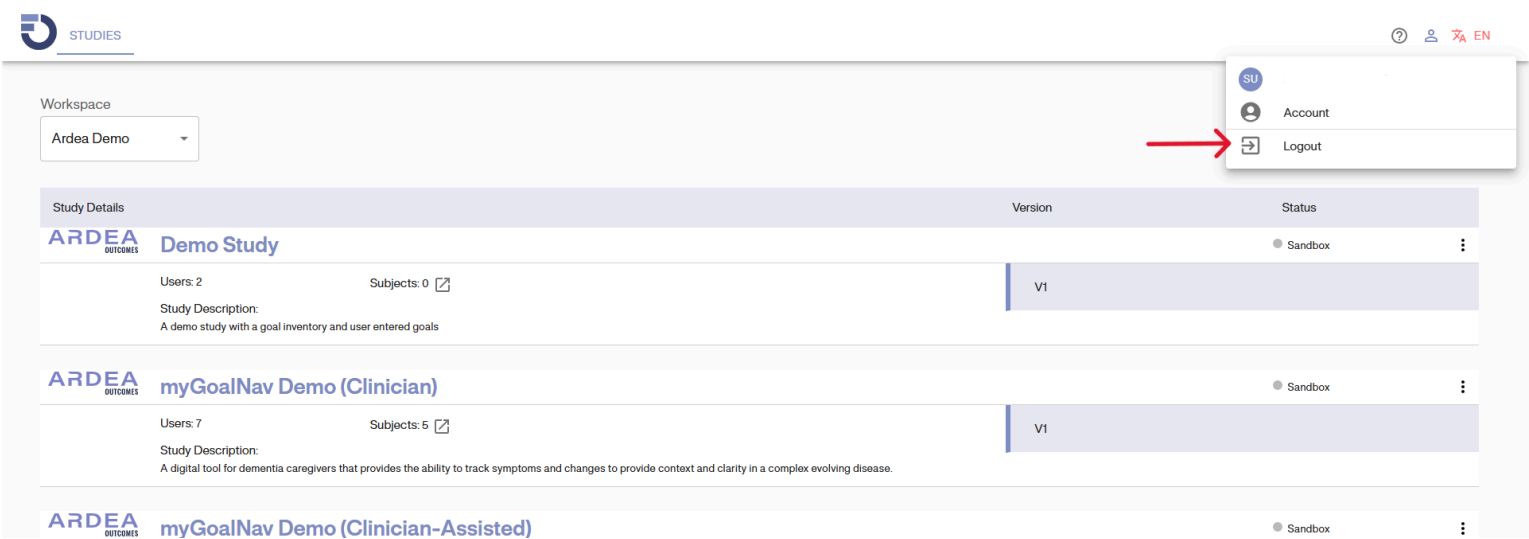
How to Log Out

Log out of the GoalNav® system

Once the visit has been completed and you have no other data to enter, log out of the system.

Click on the user icon . It will open a dropdown menu.

Click on “Logout” to logout from the site.



Note: It should be common practice to log out of the system after you have finished every session. Do not wait for the system to log you out automatically.

Chapter 2: GoalNav Basics

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Home Screen




Study Details

After signing in to the GoalNav[®] system, you will be redirected to the study details page as outlined below.

On this page, you will see the details of your study which includes:

- Study Details (study name, Principal Investigator, etc.)
- Study Version number
- Study Status (‘published’ for active ongoing studies, “sandbox” for training studies)





STUDIES

EN

Workspace

Ardea Demo

+ NEW STUDY

Study Details	Version	Status
<div>Demo Study</div> <div>Users: 2Subjects: 0</div> <div>Study Description: A demo study with a goal inventory and user entered goals</div>	V1	<div>Sandbox</div>
<div>myGoalNav Demo (Clinician)</div> <div>Users: 7Subjects: 5</div> <div>Study Description: A digital tool for dementia caregivers that provides the ability to track symptoms and changes to provide context and clarity in a complex evolving disease.</div>	V1	<div>Sandbox</div>
<div>myGoalNav Demo (Clinician-Assisted)</div> <div>Users: 8Subjects: 5</div> <div>Study Description: A digital tool for dementia caregivers that provides the ability to track symptoms and changes to provide context and clarity in a complex evolving disease.</div>	V1	<div>Sandbox</div>
<div>myGoalNav Demo (RWE)</div> <div>Users: 9Subjects: 2</div> <div>Study Description: A digital tool for dementia caregivers that provides the ability to track symptoms and changes to provide context and clarity in a complex evolving disease.</div>	V1	<div>Sandbox</div>

Additional Features

- Access your user account or log out of the system
- Change the language of the GoalNav[®] system if study requires
- The 'STUDIES' button will always return you to your study details home page.


IN THIS CHAPTER

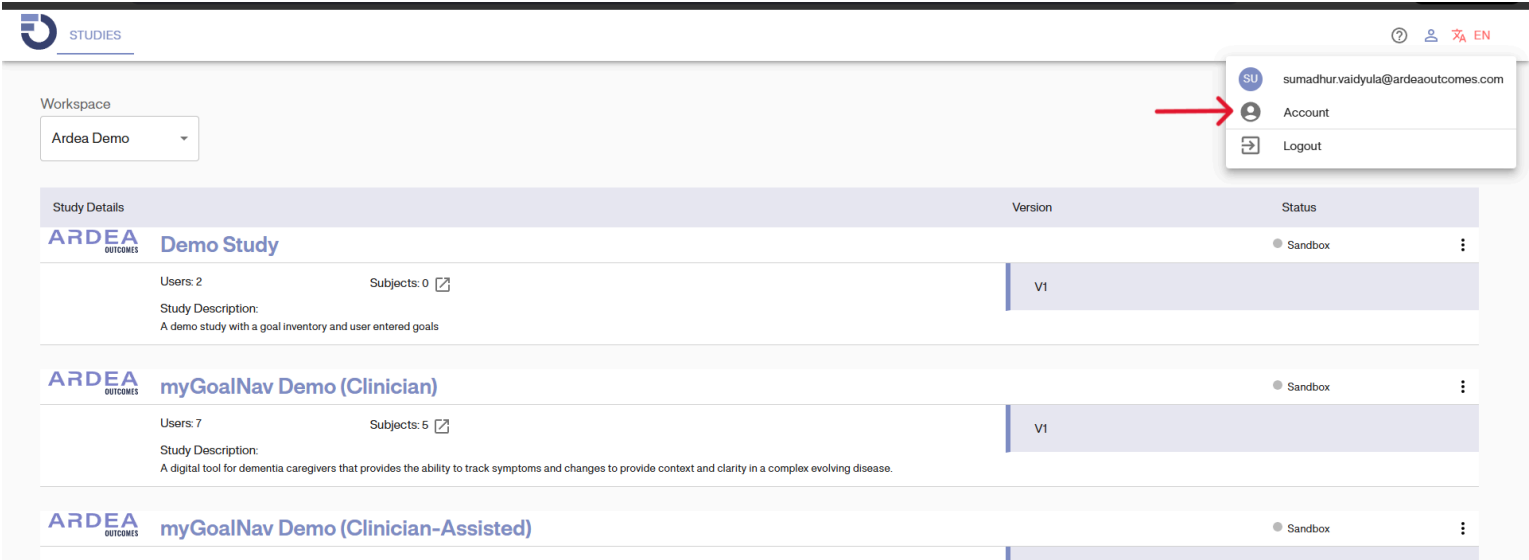
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 - b [User Account: Security \(Change Password\)](#)

Navigation

User Account : User Profile

Your user profile page contains all your personal information. You may fill this out at any time. This information is important in case the GoalNav® team must contact the user.

Click on the user icon  . It will open a dropdown menu.



User Account: Security (Change Password)

In your user account, you can also select security settings. These settings allow you to change or update your password.

[GO BACK](#)

Account Settings

[PROFILE](#)[SECURITY](#)[EN](#) [LOGOUT](#)

User Profile

First Name

Last Name

Organization

Street Address

Country *

Region *

City

Postal Code

Phone Number *

Fax Number

SAVE

Enter your current password, and then choose new password to change it.

Security

Change Password

Current Password

New Password

- 1 Must be at least 8 characters long
- 1 Must have at least one lowercase character
- 1 Must have at least one uppercase character
- 1 Must have at least one numeric character
- 1 Must have at least one special character (!@#\$%^&*))

Confirm New Password

- 1 Both passwords must match.

CANCEL

SAVE

IN THIS CHAPTER

1 Subject Details Page

Subject Details Page

To navigate to the Subject Details Dashboard, click on the subject Id from the Subject Matrix.

Study Site(s)
Demo Site Canada, Demo Site USA

Search Subject ID

+ ADD NEW SUBJECT

EXPORT

Subject ID ↑	Subject Status	Added Date	Scheduled Visits				Unscheduled Visits	
			Screening	Baseline	Follow-up Visit 1	Follow-up Visit 2	Withdrawal	
S1235		Wednesday, May 14, 2025						
S1236		Thursday, May 15, 2025						

Scheduled

In Progress

Completed

Signed

Locked

Not Added

Screen Failure

Discontinued

Invalid Signatures

Missed

Rows per page: 25 1-2 of 2 < 1 >

Then, you will be able to view your subject’s visits and associated forms.

On the **left side of the page**, you will find a table containing:

- Visit name
- Visit start date (start of data entry)
- Visit status
- Form name(s)
- Date of last update to the form
- Form status

The status of the visit and forms may differ if you have more than one form to fill out during each visit.

STUDIES

Demo Study

EN-CA

ARDEA
OUTCOMES

< Subject: S1235

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening	Wednesday, May 14, 2025 at 9:27 PM ADT	✓	GAS Assessment	Wednesday, May 14, 2025 at 9:47 PM ADT	✓
Baseline	Wednesday, May 14, 2025 at 9:48 PM ADT	✓	GAS Assessment	Wednesday, May 14, 2025 at 9:52 PM ADT	✓
Follow-up Visit 1		📅	GAS Assessment		📅
Follow-up Visit 2		📅	GAS Assessment		📅

Scheduled

In Progress

Completed

Signed

Locked

Invalid Signatures

Missed

Source Data Verified

Subject ID
S1235

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

The study menu will remain on every visit page and can be collapsed using the arrow. Icons may appear within the study menu to signify visit statuses.


Subject ID


S1235




Screening  

Baseline  

Follow-up Visit 1 

Follow-up Visit 2 

+ Add Visit

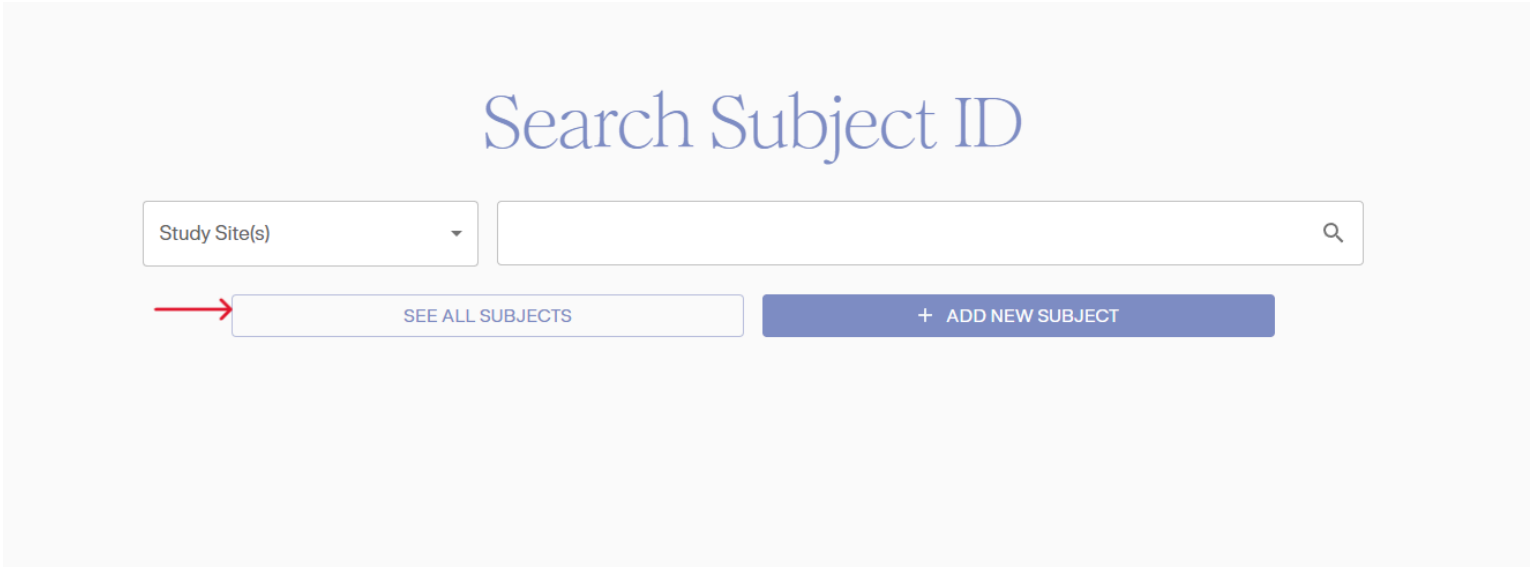
 Signatures

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Subject Matrix

Click on the “SEE ALL SUBJECTS” to access the Subject Matrix.



The Subjects Matrix will be displayed, containing all the information for each subject. This matrix tracks the progress of visits completed by each subject using various icons. Each record is labeled with the Subject ID, and clicking on it will open the Subject Details Dashboard.

Study Site(s)

Search Subject ID

+ ADD NEW SUBJECT

EXPORT

Scheduled Visits										Unscheduled Visits	
Subject ID ↑	Subject Status	Added Date	Baseline	Monthly Follow Up 1	Monthly Follow Up 2	Monthly Follow Up 3	Monthly Follow Up 4	Monthly Follow Up 5	Monthly Follow Up 6	Checkin	
1223434		Tuesday, December 21, 2021									
1234		Wednesday, May 18, 2022									
1339		Thursday, April 29, 2021									
KS23		Wednesday, June 12, 2024									
test1		Monday, November 22, 2021									

Scheduled

In Progress

Completed

Signed

Locked

Not Added

Screen Failure

Discontinued

Invalid Signatures

Rows per page: 25 1-5 of 5

- Export Subject Matrix using the Export button on the top.
- Clicking on the options icon (three dot icon) on individual record row, will provide more actions to perform on subject such as View Subject, Sign subject based on user role.

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1 [Print Forms](#)

Print Forms

If you need to print the GAS scale form for any reason, first navigate to the GAS form in the appropriate visit. Next, click the 'Print' icon for each page. See example of printing a baseline visit below.

Follow-up Visit 1

GAS Assessment

→

General Info

Visit Date *

2025-05-16

Required

Goal Count


3

IN THIS CHAPTER

1 [Help](#)

Help

You can easily access help by clicking on the help icon. This will take you to our help page where you have quick access to the help email, a generic version of the system assets (that does not include your study specific appendix) and a contact us page.


 STUDIES

→ ? ⓘ EN

< GO BACK

How can we help?

Let us know if you have any questions.



System Manual

Looking for answers for common questions. Please check our system manual [here](#)

General Inquiries

If you have any general inquiries regarding Goal Attainment Scaling or queries related to your current study, please contact us at support@goalnav.ca.

Technical difficulties?

To report any technical difficulties, please contact us at support@goalnav.ca and we will try to get back to you as soon as possible.

CONTACT US

Click on “Contact Us” button to create a support ticket. If you have any study related questions, you may also use your study specific email for assistance.

Chapter 3: Using GoalNav as a Data Entry

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1 [Adding Subjects](#)

Adding Subjects

If a subject has not yet been added to the system, you can do so by clicking ‘+ ADD NEW SUBJECT’.

Search Subject ID

Study Site(s)


Demo Site ... ▼




🔍

SEE ALL SUBJECTS



+ ADD NEW SUBJECT

You are required to enter your subject’s ID and Study Site. Please double check you are entering the correct subject information before clicking ‘ADD SUBJECT’. You will also note the study version if your study has more than one version.

STUDIES



Demo Study

EN-CA

Add Subject

Subject ID

Study Site

S1235

101 - Demo Site Canada

CANCEL

ADD SUBJECT

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Privacy Policy


Terms of Service























Once a subject is added or selected, click on “SEE ALL SUBJECTS” to be taken to the subject overview page.


Study Site(s)
Demo Site Canada, Demo Sit...


Search Subject ID


+ ADD NEW SUBJECT


 EXPORT


			Scheduled Visits				Unscheduled ...	
Subject ID ↑	Subject Status	Added Date	Screening	Baseline	Follow-up Vis...	Follow-up Vis...	Withdrawal	
S1235		Wednesday, May 21, 2025						
S1236		Thursday, May 15, 2025		 				
S1237		Tuesday, May 20, 2025						


 Scheduled

 In Progress


 Completed

 Signed


 Screen Failure

 Discontinued






















Rows per page: 25 1-4 of 4 < 1 >


 Subject Added


View Subject




Click on the Subject ID in blue to access the Subject Details Dashboard for that subject or click on “VIEW SUBJECT” on the green pop-up status which appears on the screen after creating a subject.

			Scheduled Visits				Unscheduled ...	
Subject ID ↑	Subject Status	Added Date	Screening	Baseline	Follow-up Vis...	Follow-up Vis...	Withdrawal	
S1235		Wednesday, May 21, 2025						
S1236		Thursday, May 15, 2025						
S1237		Tuesday, May 20, 2025						

 Scheduled


 In Progress


 Completed

 Signed

Rows per page: 25 1-4 of 4

< 1 >

 Screen Failure

 Discontinued

✓ Subject Added View Subject ✕

IN THIS CHAPTER

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- a [Screening Visit:](#)
- b [Baseline Visit:](#)
- c [Follow-up Visits](#)
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2 [Entering Data into Visit Forms](#)

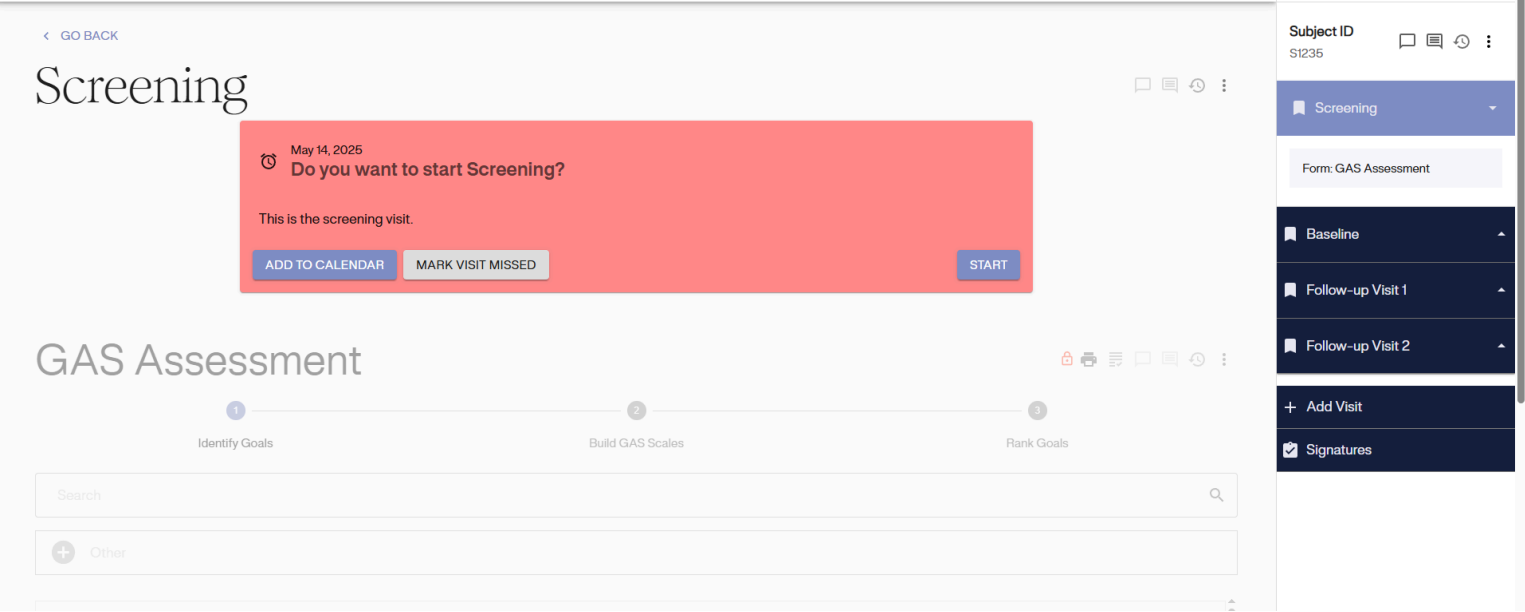
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- b [Data collection for studies with Separate Screening and Baseline Visit](#)
 - a [Screening Visit: GAS Assessment Form Data Entry](#)
 - a [Identify Goals](#)
 - b [Build GAS Scales](#)
 - c [Rank Goals \(Optional - Study Dependent\)](#)
 - d [Save Form](#)
 - b [Baseline Visit](#)
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- c [Data collection for studies with a combined Screening/ Baseline visit.](#)
- d [Follow-up Visits](#)
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Visits

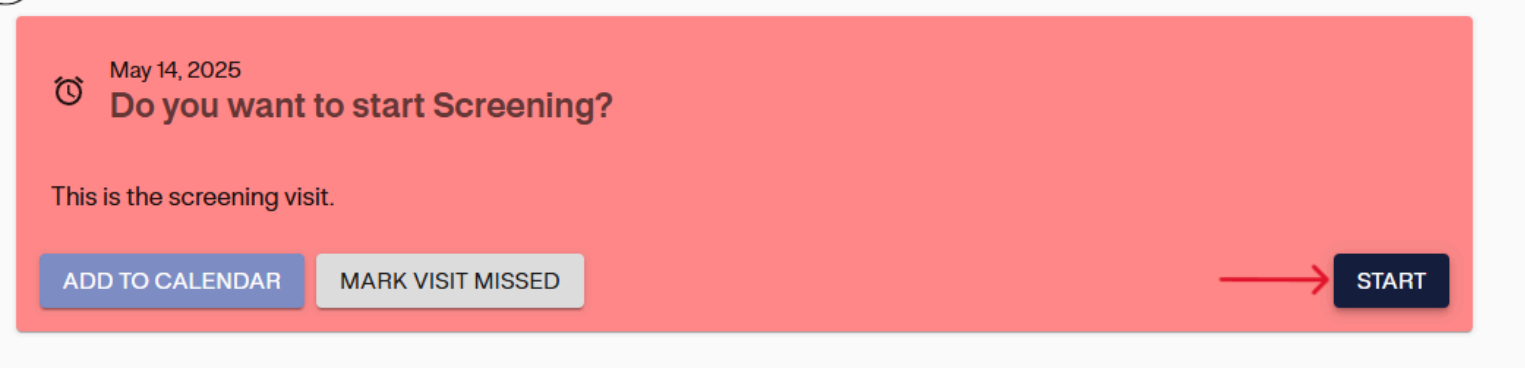
Study visits in GoalNav can be accessed through the study menu on the right side of the subject details page.

Screening Visit:

To access the Screening Visit page, click on the visit labeled “Screening.”



To start the Screening visit, click on the start button on the visit details page.



Baseline Visit:

To access the Baseline Visit page, click on the visit labeled “Baseline.”

< GO BACK

Baseline

May 14, 2025

Do you want to start Baseline?

This is the baseline visit.

ADD TO CALENDAR

MARK VISIT MISSED

START

GAS Assessment

This form has been pre-filled with the previous GAS data. You are free to make changes.

1

Identify Goals

2

Build GAS Scales

3

Rank Goals

Subject ID
S1235

Screening

Baseline

Form: GAS Assessment

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

To start the Baseline visit, click on the start button on the visit details page.

Follow-up Visits

To access the follow-up visit page, click on the appropriate follow-up visit. The names of these follow-up visits may vary per study therefore, your study menu may look different.

Note: this menu could look different with the number of follow-up visits based on study

< Subject: S1238

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening			GAS Assessment		
Baseline			GAS Assessment		
Follow-up Visit 1			GAS Assessment		
Follow-up Visit 2			GAS Assessment		

Scheduled

In Progress

Completed

Signed

Locked

Invalid Signatures

Missed

Source Data Verified

Subject ID
S1238

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

Unscheduled Visits

To add an unscheduled visit, click the 3-dot icon on the Subject Menu and select 'Add visit'.

udy?👤🇺🇸 EN-CA

> ARDEA

OUTCOMES

Status (Form)

📅

📅

📅

📅

Subject ID

S1238

💬

📋

🕒

⋮

Subject Menu

📄 Screening

📄 Baseline

📄 Follow-up Visit 1

📄 Follow-up Visit 2

+ Add Visit

📝 Signatures

Then select the type of visit from the drop down and click on 'ADD VISIT'.

Data Collection visits

Depending on your study configuration, there may be different methods for completing the data collection forms and visits. In studies with separate Screening and Baseline Visits, the data should be entered during the Screening Visit, and the data entered will be pre-populated in the Baseline Visit. You have the option to adjust or modify this data during the Baseline Visit

For studies that combine the Screening and Baseline Visits into one visit “Screening/Baseline”, all data collection will take place during this initial visit.

Data collection for studies with Separate Screening and Baseline Visit

SCREENING VISIT: GAS ASSESSMENT FORM DATA ENTRY

Identify Goals

To enter data into the GAS assessment form for the screening visit, the first step is to identify the goals. Here, you can select goals from the goal inventory options or by using the search bar at the top to look for specific keywords. If you find that any identified goal is not present in the list, there is an option to choose “Other” and enter a custom goal.

Note: Not all studies include a goal inventory therefore you may only be required to add a custom goal.

< GO BACK

Screening

GAS Assessment

1

Identify Goals

2

Build GAS Scales

3

Rank Goals

Search

Search keyword here

X

+

Other

Enter other goal here which is not in the list

→

Forming and fostering relationships

Being present with loved ones

Participating in social activities

Depression

Mood changes


Freedom of choice

Once the goals are identified, click on Next to move to next step.



Depression





Participating in social activities





Being present with loved ones





Forming and fostering relationships





NEXT

Build GAS Scales

Enter the date of your visit by typing in the format (YYYY-MM-DD) or by selecting a date from the calendar icon located on the right side of the text field.

Identify Goals


Build GAS Scales

Rank Goals

General Info


Visit Date *


2025-05-14





Goal Count

4









Required

Next, enter the attainment level descriptions in the goal scale for each of the identified goals as shown in the image below. Repeat this process for all the goals selected.

Anxiety



Much more than expected *

Required

Good sleep throughout the week

\bar{x}_A

+2

Somewhat more than expected *

Required

Good sleep for 5 days in the week

\bar{x}_A

+1

Expected level of outcome / goal level *

Required

Good sleep for 4 days in a week

\bar{x}_A

0

Somewhat less than expected / baseline level *

Required

Good sleep for 2 days in a week

\bar{x}_A

-1

Much less than expected *

Required

Struggled with thoroughout the week

\bar{x}_A

-2

Rank Goals (Optional - Study Dependent)

Finally, rank goals from most importance to least important. Some studies may include a skip rank option.

rank them, click the "skip rank" button.

→ [SKIP RANKING](#)

Most important



Hobbies



Anxiety



Work/school performance



Least important

← BUILD GAS SCALES

[SAVE](#)

Enter the ranks by dragging and dropping each goal to sort them from Most Important (top) to Least Important (bottom).

Most important



Anxiety



Hobbies



Work/school performance



Least important


← BUILD GAS SCALES


[SAVE](#)


If your study does not include ranking, the ranking section will not appear on your screen.


Save Form


Once you have correctly entered all of the data into the 'Goal Attainment Scaling' form, click the 'Save' button as shown below. Once the form has been saved, you will see the saved logo appear at the bottom of the screen (as show below):


Depression



Being present with loved ones




Forming and fostering relationships



Least important

← BUILD GAS SCALES

SAVE

✓ Saved!

×

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[Terms of Service](#)

If you have another form to fill out at the visit, navigate to the form in the study menu and follow the same instructions for entering data and saving the form.

BASELINE VISIT

To begin, navigate to the study menu and select the Baseline visit. Then, click on the Start Baseline form.

If your study includes separate Screening and Baseline visits, the GAS assessment form within the Baseline visit will automatically be filled with goals, goal scales, and rankings (if applicable) that were added during the Screening visit. During the Baseline visit, you have the option to add new goals, remove existing goals, or edit the descriptions for attainment levels of current goals. Moreover, all follow-up visits that include GAS forms will utilize the updated Goal Attainment rubric established during the Baseline visit.

Baseline



GAS Assessment



This form has been pre-filled with the previous GAS data. You are free to make changes.

1

Identify Goals

2

Build GAS Scales

3

Rank Goals

Search



Other



Forming and fostering relationships



Being present with loved ones



Participating in social activities



Depression



Mood changes

Identify Goals

The Identify Goals section of the GAS assessment form for Baseline visit will have all the pre-populated values entered during the Screening Visit. If required, you may update the goals by adding or removing goals. Do not touch any goals you want to keep. Once you are finished, click on “Next” to continue.



Sensory sensitivity



Depression



Hobbies



Anxiety



Work/school performance



NEXT

Build GAS Scales

The next Section to complete is Section 2: Build GAS Scales. Here you will find all the prepopulated attainment levels for the goal scales set during the Screening Visit. However, the date of the baseline visit will not be pre-populated. Select the date of Baseline Visit.

General Info

Visit Date *

Required

yyyy-mm-dd

Goal Count

3

First, scroll down to find the goal scales and the pre-filled attainment levels. Review these items, and if necessary, you can make modifications during the baseline visit as well. Ensure you complete the data entry for any newly added goals during this visit. Once you have finished all the goal scales, click “Next.”

Anxiety (Rank: 2)

Much more than expected *

Required

Good sleep throughout the week (Can update here during Baseline Visit)

\bar{x}_A

+2

Somewhat more than expected *

Required

Good sleep for 5 days in the week

\bar{x}_A

+1

Expected level of outcome / goal level *

Required

Good sleep for 4 days in a week

\bar{x}_A


0


Rank Goals


The ranks of the goals will be set to default order of selection or with the order in which it was ranked during the Screening visit. The ranks can be re-assigned at Baseline visit as well. Click on “Save” once the ranks of goals are satisfactory.

Most important


 Hobbies



 Anxiety



 Work/school performance



Least important

← BUILD GAS SCALES

 SAVE

Data collection for studies with a combined Screening/ Baseline visit.

Studies with a combined screening/baseline visit will simply use the same visit and GAS assessment form to enter data for screening and baseline. To start the visit with a single goal-setting visit (Screening/ Baseline visit), click on the designated Screening/Baseline visit. Click on “START” to start the visit.

Screening/Week 1 Day 1 Goal Attainment Scaling

Form:

Section 1: Identify Goals

Have the participant or caregiver identify goals (symptoms or challenges) that are meaningful and important to them. Once goals have been identified, give each goal a title (1-3 words).

Section 2: Build GAS Scales

Each goal scale should be developed separately.

Step 1: Describe the Participant's Baseline Status (-1)

Have the participant describe their current status with respect to the identified goal. Facilitate the discussion by having the participant/caregiver identify the precise nature of the symptoms or challenges by using examples from their everyday life.

Step 2: Set the Goal (0)

Have the participant/caregiver identify how they would like their baseline to improve. Use SMART concepts to ensure that the goal is realistic, reasonable and achievable within the time-frame of your study.

Step 3: Set Additional Attainment Levels: Better (+1, +2) and Worse (-2) Attainment Levels

Guide the participant/caregiver to set the (+1) somewhat better and (+2) much better attainment levels. Complete the scale by having them identify the (-2) much worse than the goal attainment level.

Document who has set the GAS Scale (subject or caregiver).

Return to this form to make any necessary changes during the Week 1 Day 1 visit when finalizing goals.

ADD TO CALENDAR

MARK VISIT MISSED

START

To complete the screening visit, follow the same instructions as outlined earlier. For the baseline visit, return to the “Screening/Baseline visit” and update the necessary details. Use the same instructions as before. You can add or remove goals, modify goal scales as needed, create new goal scales, and update rankings if applicable. Remember to click “Save” at the end of each data entry.

Note: The data collected in Baseline form and the text fields may appear differently based on the configuration of study.

	+2
Somewhat Better than the Goal * <div></div>	+1
The Goal * <div></div>	0
Baseline Status	-1
Much Worse than the Goal * <div></div>	-2

← IDENTIFY SYMPTOMS

ADD ANOTHER GOAL

SAVE

Follow-up Visits

Using the study menu on the right side of your subject overview screen, navigate and select the appropriate follow-up visit.

All follow-up visits will follow the same format for entering data. Click 'start' to begin the visit.

< GO BACK

Follow-up Visit 1

May 20, 2025

Do you want to start Follow-up Visit 1?

This is the first follow-up visit.

ADD TO CALENDAR

MARK VISIT MISSED

START

GAS Assessment

Subject ID
S1236

Screening

Baseline

Follow-up Visit 1

Form: GAS Assessment

Follow-up Visit 2

+ Add Visit

Signatures

Enter the date of Follow-up Visit.

Follow-up Visit 1

GAS Assessment



General Info



Visit Date *

Required ⓘ

2025-05-16



Goal Count

3

After you scroll down you will find the Goal Attainment Scaling Follow-up Form.

ENTER SUBJECT'S CURRENT STATUS

A description of the subject's current status in relation to each individual goal should be entered into the text box 'Subject's Current Status' within the specific goal tab. Enter data in the subject's own words as much as possible.

Anxiety



Document the participant's current status in relation to the goal area *

Required ⓘ

Enter Current Status here



Rating * ⓘ

SUBJECT AND GAS INTERVIEWER RATING

Then, rating needs to be selected by clicking on the radio button next to the appropriate goal attainment level. The type of ratings may vary per study (e.g. subject, participant, caregiver, GAS interviewer, etc.)

Anxiety

Document the participant's current status in relation to the goal area *

Rating * ⓘ

Much more than expected

Much more than expected:

Good sleep throughout the week

○

+2

Somewhat more than expected

Somewhat more than expected:

Good sleep for 5 days in the week

○

+1

Expected level of outcome / goal level

Expected level of outcome / goal level:

Good sleep for 4 days in a week

○

0

Somewhat less than expected / baseline level

Somewhat less than expected / baseline level:

Good sleep for 2 days in a week

○

-1

Much less than expected

Much less than expected:

Struggled with thoroughout the week

○

-2

Each goal will be filled out in the same way. Please repeat these steps for each goal. The following pages show how to fill out a Goal Attainment Scaling Follow-up Visit Form.

GAS INTERVIEWER COMMENTS & SAVING THE DATA

If applicable for your study, the GAS interviewer may include interviewer notes. Once all data has been entered for the follow-up visit, click “Save”. Remember to look for the green banner to ensure it has been saved.

✓ Saved!

×

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A pop up window will appear with a text box to enter comment.

Comment: Follow-up Visit 1 (Visit)

No Comments

"Enter any Comment Here"

CANCEL

 POST

After posting your comment, the Comment icon next to that data field will turn blue.



You can view comments by clicking on the blue Comment icon and delete them by clicking the Remove icon.

Follow-up Visit 1
GAS Assessment



Comment: Follow-up Visit 1 (Visit)



Sumadhur.vaidyula

Tuesday, May 20, 2025 at 10:05 PM ADT

"Enter any Comment Here"



Remove

Add new comment

CANCEL

POST

- Updating goals within the goal attainment scale form from screening to baseline

- An error was noted during data entry
- The wrong patient information was entered
- A monitor has a query that requires a change to the data
- Quality Assurance has requested changes to the subject's goal(s)

To make changes to any form, you simply click on the appropriate visit and form and make the change.

Once the change is made, you will be required to state why the change was made. Please make this as specific as possible. You are required to enter a reason and press save. If you press cancel, the data will remain on the screen but will not be saved in the system.

The screenshot shows a 'Reason for Edit' dialog box in the center. The background is a dimmed interface for selecting goals. At the top, it says 'Most important' and at the bottom, 'Least important'. On the left, there are four goal categories, each with a person icon and a list of goals: 'Depression', 'Participating in social activities', 'Being present with loved ones', and 'Forming and fostering relationships'. On the right, there are three more goal categories, each with a 3x3 grid icon. At the bottom left is a red button with a left arrow and the text 'BUILD GAS SCALES'. At the bottom right is a dark blue button with a save icon and the text 'SAVE'.

Reason for Edit

REQUIRED: Include a reason for editing the form in the box below.
Examples of edits may include adding goals, removing goals, changing the scales, or changing a response to a question. DATA WILL ONLY BE SAVED ONCE "SAVE" IS SELECTED.

Enter Reason for Edit here

CANCEL SAVE

REMEMBER: Re-signing the data is required by all those responsible at their designated level each time changes are made. **Re-signing the data is required by all those responsible at their designated level each time changes are made.**

IN THIS CHAPTER

1 Missed Visits

Missed Visits

If a subject misses or skips a visit, you can continue entering available data by simply clicking the appropriate visit. Visits are not required to be entered in order, for example, you may begin the Week 32 visit even if there is no data for Week 16. Please include a comment in the missed visit that there was no data to be entered during the visit and the reason for the missed visit (if know).

< GO BACK

Follow-up Visit 2

🕒 May 21, 2025

Do you want to start Follow-up Visit 2?

This is the second follow-up visit.

ADD TO CALENDAR

MARK VISIT MISSED

START

GAS Assessment

🔒

🖨️

💬

💬

🕒

⋮

S1237

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

Form: GAS Assessment

+ Add Visit

📝 Signatures

IN THIS CHAPTER

- 1 [Signatures](#)
 - 2 [Signature Records](#)
 - a [Add Signatures](#)
 - b [Viewing Signatures from Signatures Tab](#)
 - c [Invalid Signatures](#)
 - a [Invalid Signature: Re-signing a Visit or a Subject](#)
-

Signatures

Signature Records

Add Signatures

Once a visit has been completed, you may be required to provide a digital signature, depending on your study requirements.

Signatures at the **Subject Level**: The PI is generally responsible for signing the subject level if required.

Sign Visit Example:

To sign the visit, click on the 3 dots on the right side of the Goal Attainment Scaling form.

[< GO BACK](#)

Follow-up Visit 1

GAS Assessment

Visit Menu

General Info

Visit Date *

2025-05-16

Required

Subject ID

S1236

Screening

Baseline

Follow-up Visit 1

Form: GAS Assessment

Follow-up Visit 2

You may note that there are other similar icons present on the page. Those icons represent:

- Signatures at the form level (3 dots above the form visit signature)
- Subject level (3 dots next to the subject ID in the study menu)

All signatures (form, visit, subject) can be done following the same format as outlined below.

[< GO BACK](#)

Follow-up Visit 1

GAS Assessment

General Info

Sign Visit

Lock Visit

Mark Visit Missed

Reset Event

Once you click on 'sign visit', you will be required to re-enter your login information to verify your identity. Once authenticated, you will see a window to select the type of signature Authorship or Approval. Select the relevant option and then click on "Sign" button.

Sign Follow-up Visit 1

Select Signature

Approval

Authorship

Approval

and complete record of the observations recorded. I acknowledge and intend for this electronic signature to be the legally binding equivalent of my written signature.

Email: [REDACTED]

Role: Admin

Date: 5/21/2025 8:22:13 PM

CANCEL

 SIGN

Once the form has been signed, a green pop-up with status 'Signature Added' will appear in the bottom left of the screen and a blue notepad icon will be added right next to the visit name to indicate that the visit has been signed.

[GO BACK](#)

Follow-up Visit 1

GAS Assessment

→

📄

🗨

🕒

⋮

🖨

📄

🗨

🕒

⋮

General Info

🗨

🗨

⋮

Visit Date *

2025-05-16

📅

Required

Goal Count

3

Hobbies

🗨

🗨

⋮

Document the participant's current status in relation to the goal area *

Required

✔ Signature added.

✕

✍

In the Subject Details Dashboard, the visit will reflect the signed icon, once they are signed on the visit level as required by the study

[Subject: S1236](#)

[Back to Subject\(s\)](#)

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening	Thursday, May 15, 2025 at 7:38 PM ADT	✔	GAS Assessment	Tuesday, May 20, 2025 at 9:33 PM ADT	✔
Baseline	Tuesday, May 20, 2025 at 8:50 PM ADT	✔	GAS Assessment	Tuesday, May 20, 2025 at 9:41 PM ADT	✔
Follow-up Visit 1	Tuesday, May 20, 2025 at 9:49 PM ADT	✔✔→	GAS Assessment	Tuesday, May 20, 2025 at 10:00 PM ADT	✔
Follow-up Visit 2		📅	GAS Assessment		📅

📅 Scheduled

🕒 In Progress

✔ Completed

✔ Signed

🔒 Locked

✔ Invalid Signatures

🗨 Missed

🔍 Source Data Verified

If you edit the forms, your signature will be Invalidated and an invalid signature icon will appear on signature panel. You must resign the form each time you make a change to the data.

Viewing Signatures from Signatures Tab

The signatures page can be accessed by clicking on the 'signatures' tab on the study menu.

Signatures

Subject

Role	User	Signature	Date
------	------	-----------	------

Visits

Role	User	Signature	Date
------	------	-----------	------

Forms

Role	User	Signature	Date
------	------	-----------	------

Subject ID
S1235

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

On this page, you can see any items that have been signed, as well as individual visits and forms that have been completed and their status.

Your signature will be overwritten if any changes are made to the form. You must re-sign the form every time a change has been made.

Not all studies require signatures on every level. Please refer to CRA for information on what is required for signatures in your study.

Invalid Signatures

There are different consequences for changing data depending on what signatures have been added to the system.

Changes to data at the form level: If any changes are made to the data once a signature has been added to the form, the signature panel for visit will then **become invalidated** (as seen in the screenshot below vs an invalid signature at the visit or subject level as seen in the red below). You are required to re-sign the form once data has been changed if required for your study. The signature panel under forms will then be updated appropriately.

Invalid signatures at the visit or subject level: If any user makes a change to a form within a visit after that visit has been signed all signatures for that visit will be marked as invalid on the signatures tab.

Invalid signatures at the subject level: If any user makes a change to a form, starts a visit, or resets a visit after the subject has been signed, all signatures at the subject level will be marked as invalid on the signatures tab (red panel would then show up at the subject level).

An invalid signature is an indication to the signing user that the data has changed and requires review.

Signatures

Subject

Role	User	Signature	Date
------	------	-----------	------

Visits

Role	User	Signature	Date
Screening			
Baseline			
Follow-up Visit 1			
Admin	Signature invalid	Approval	Wednesday, May 21, 2025 at 8:22 PM ADT

Forms

Role	User	Signature	Date
GAS Assessment(Screening)			
GAS Assessment(Baseline)			
GAS Assessment(Follow-up Visit 1)			

INVALID SIGNATURE: RE-SIGNING A VISIT OR A SUBJECT

A user can re-sign a visit or subject if their current signature has been marked as invalid. Re-signing will update the signature based on the currently entered data and make it valid again.

The signature button will be replaced with “Re-sign visit”.

GO BACK

Follow-up Visit 1

GAS Assessment

General Info

Visit Date *
2025-05-16

Goal Count
3

Re-Sign Visit

Lock Visit

Mark Visit Missed

Reset Event

Subject ID
S1236

Screening

Baseline

Follow-up Visit 1

Form: GAS Assessment

Follow-up Visit 2

+ Add Visit

Signatures

IN THIS CHAPTER

1 [Source Data Verification](#)

Source Data Verification

NOTE: This section only applies for those studies that allow source data verification to be completed by the sites alternate GAS interviewer.

A visit completed on a paper form must be entered into GoalNav® by the GAS interviewer who completed the visit. The alternate GAS interviewer at the site must verify that the data has been entered accurately into GoalNav® and complete a Source Data Verification signature. GoalNav® does not allow any user who authored the data in GoalNav®, to perform SDV on the same data.

Follow these steps below to complete a source data verification signature:

The following is an example of a GAS interviewer completing source data verification for a baseline visit GAS assessment form. Click on the options icon (:) next to the name of the Baseline form. Locate “VERIFY SOURCE DATA” from the dropdown and click on it.

[< GO BACK](#)

Visit 2 (Baseline)

GAS Assessment

✓

Identify Goals

✓

Build GAS Scales

Sign Form

Lock Form

Verify Source Data

Reset Form

General Info

Visit Date *

Required

This will authenticate the user. The “Added Source Data Verification” status will be displayed at the bottom of the screen, and a blue tick icon will appear right next to the form, as shown below.

Visit 2 (Baseline)

GAS Assessment

Identify Goals

Build GAS Scales

Rank Goals

General Info

Visit Date *

Added Source Data Verification

Required

Chapter 4: Using GoalNav as an Investigator

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 - a [Add Signatures](#)
 - b [Viewing Signatures from Signatures Tab](#)
 - c [Invalid Signatures](#)
 - a [Invalid Signature: Re-signing a Visit or a Subject](#)

Signature Records

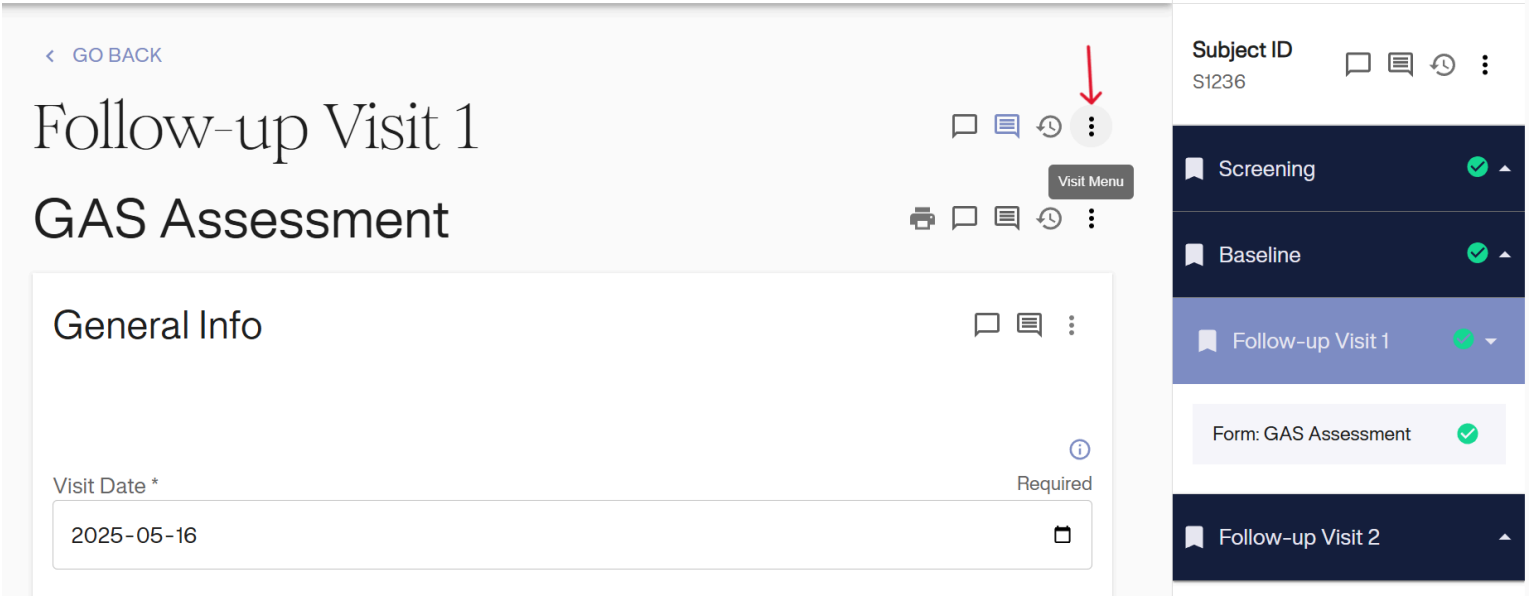
Add Signatures

Once a visit has been completed, you may be required to provide a digital signature, depending on your study requirements.

Signatures at the **Subject Level**: The PI is generally responsible for signing the subject level if required.

Sign Visit Example:

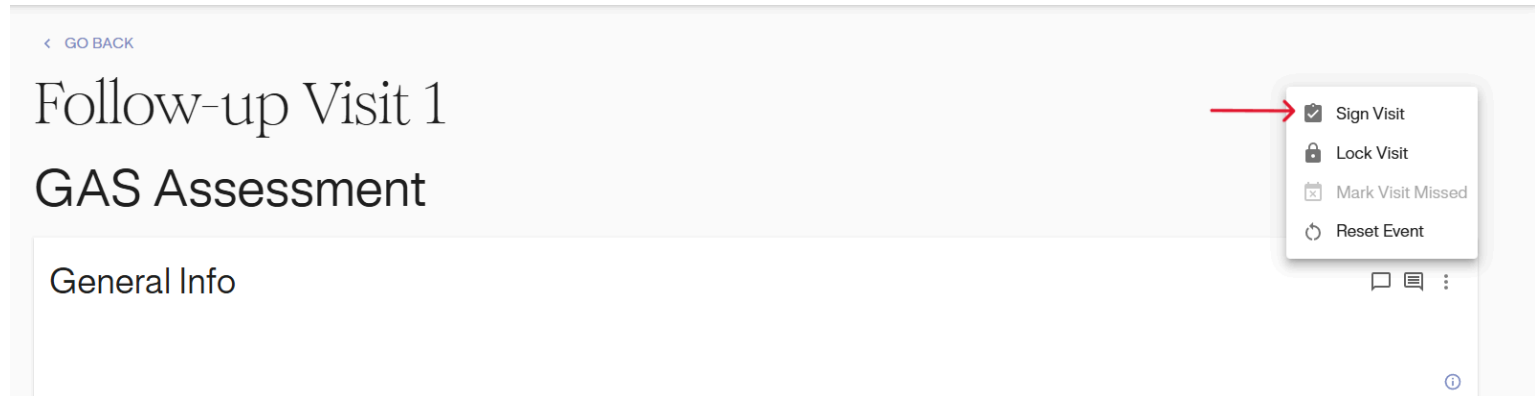
To sign the visit, click on the 3 dots on the right side of the Goal Attainment Scaling form.



You may note that there are other similar icons present on the page. Those icons represent:

- Signatures at the form level (3 dots above the form visit signature)
- Subject level (3 dots next to the subject ID in the study menu)

All signatures (form, visit, subject) can be done following the same format as outlined below.



Once you click on 'sign visit', you will be required to re-enter your login information to verify your identity. Once authenticated, you will see a window to select the type of signature Authorship or Approval. Select the relevant option and then click on "Sign" button.

Sign Follow-up Visit 1

Select Signature

Approval

Authorship

Approval

and complete record of the observations recorded. I acknowledge and intend for this electronic signature to be the legally binding equivalent of my written signature.

Email: [REDACTED]

Role: Admin

Date: 5/21/2025 8:22:13 PM

CANCEL

 SIGN

Once the form has been signed, a green pop-up with status 'Signature Added' will appear in the bottom left of the screen and a blue notepad icon will be added right next to the visit name to indicate that the visit has been signed.

[GO BACK](#)

Follow-up Visit 1

GAS Assessment

→

📄

🗨

🕒

⋮

🖨

📄

🗨

🕒

⋮

General Info

🗨

🗨

⋮

Visit Date *

2025-05-16

Required

Goal Count

3

Hobbies

🗨

🗨

⋮

Document the participant's current status in relation to the goal area *

Required

✔ Signature added.

✕

✍

In the Subject Details Dashboard, the visit will reflect the signed icon, once they are signed on the visit level as required by the study

[Subject: S1236](#)

[Back to Subject\(s\)](#)

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening	Thursday, May 15, 2025 at 7:38 PM ADT	✔	GAS Assessment	Tuesday, May 20, 2025 at 9:33 PM ADT	✔
Baseline	Tuesday, May 20, 2025 at 8:50 PM ADT	✔	GAS Assessment	Tuesday, May 20, 2025 at 9:41 PM ADT	✔
Follow-up Visit 1	Tuesday, May 20, 2025 at 9:49 PM ADT	✔✔→	GAS Assessment	Tuesday, May 20, 2025 at 10:00 PM ADT	✔
Follow-up Visit 2		📅	GAS Assessment		📅

📅 Scheduled

🕒 In Progress

✔ Completed

✔ Signed

🔒 Locked

✔ Invalid Signatures

🗨 Missed

🔍 Source Data Verified

If you edit the forms, your signature will be Invalidated and an invalid signature icon will appear on signature panel. You must resign the form each time you make a change to the data.

Viewing Signatures from Signatures Tab

The signatures page can be accessed by clicking on the 'signatures' tab on the study menu.

Signatures

Subject

Role	User	Signature	Date
------	------	-----------	------

Visits

Role	User	Signature	Date
------	------	-----------	------

Forms

Role	User	Signature	Date
------	------	-----------	------

Subject ID
S1235

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

On this page, you can see any items that have been signed, as well as individual visits and forms that have been completed and their status.

Your signature will be overwritten if any changes are made to the form. You must re-sign the form every time a change has been made.

Not all studies require signatures on every level. Please refer to CRA for information on what is required for signatures in your study.

Invalid Signatures

There are different consequences for changing data depending on what signatures have been added to the system.

Changes to data at the form level: If any changes are made to the data once a signature has been added to the form, the signature panel for visit will then **become invalidated** (as seen in the screenshot below vs an invalid signature at the visit or subject level as seen in the red below). You are required to re-sign the form once data has been changed if required for your study. The signature panel under forms will then be updated appropriately.

Invalid signatures at the visit or subject level: If any user makes a change to a form within a visit after that visit has been signed all signatures for that visit will be marked as invalid on the signatures tab.

Invalid signatures at the subject level: If any user makes a change to a form, starts a visit, or resets a visit after the subject has been signed, all signatures at the subject level will be marked as invalid on the signatures tab (red panel would then show up at the subject level).

An invalid signature is an indication to the signing user that the data has changed and requires review.

< Signatures

Subject

Role	User	Signature	Date
------	------	-----------	------

Visits

Role	User	Signature	Date
Screening			
Baseline			
Follow-up Visit 1			
Admin	Signature invalid	Approval	Wednesday, May 21, 2025 at 8:22 PM ADT

Forms

Role	User	Signature	Date
GAS Assessment(Screening)			
GAS Assessment(Baseline)			
GAS Assessment(Follow-up Visit 1)			

INVALID SIGNATURE: RE-SIGNING A VISIT OR A SUBJECT

A user can re-sign a visit or subject if their current signature has been marked as invalid. Re-signing will update the signature based on the currently entered data and make it valid again.

The signature button will be replaced with “Re-sign visit”.

< GO BACK

Follow-up Visit 1
GAS Assessment

General Info

Visit Date *
2025-05-16
Required

Goal Count
3

Re-Sign Visit
Lock Visit
Mark Visit Missed
Reset Event

Subject ID
S1236

Screening
Baseline
Follow-up Visit 1
Form: GAS Assessment
Follow-up Visit 2
+ Add Visit
Signatures

Chapter 5: Using GoalNav as a Monitor

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 - b [Monitor Source Data Verification \(SDV\) from Subject Details Dashboard](#)
 - c [Monitor SDV from the Data Explorer](#)
-

DATA MONITOR GUIDELINES

The Data Monitor guidelines provide step-by-step instructions for CRAs monitoring data in GoalNav® which can include reconciliation activities, ensuring SDV signatures by site staff in the Study trial. This section details the necessary actions for data monitors in GoalNav® and outlines the workflow for each task. Data monitoring may include:

- Query Management such as generating query, view query, respond to query and resolve query.
- Monitoring of Source Data Verification (SDV) for the subject.
- Monitoring Signatures.
- Accessing the Data Explorer Dashboard to search for data using a query and perform actions.

Source Data Verification

Overview

Source Data Verification is required only when a paper backup form is used to record visit data, and that data is entered into GoalNav® once the technical issue has been resolved. Not all forms need Source Data Verification.

To check if the form has "Source Data Verified"(SDV), follow the instructions below:

Monitor Source Data Verification (SDV) from Subject Details Dashboard

Click on the Subject ID in the Subject Matrix to access the Subject Details Dashboard.

EXPORT

			Scheduled Visits				Unscheduled Visits	
Subject ID ↑	Subject Status	Added Date	Screening	Baseline	Follow-up Visit 1	Follow-up Visit 2	Withdrawal	
S1235		Wednesday, May 21, 2025						
S1236		Thursday, May 15, 2025						
S1237		Tuesday, May 20, 2025						
S1238		Wednesday, May 21, 2025						

On the Subject Details Dashboard, select the visit name from the navigation menu on the right side.

Subject: S1236

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening	Thursday, May 15, 2025 at 7:38 PM ADT		GAS Assessment	Tuesday, May 20, 2025 at 9:33 PM ADT	
Baseline	Tuesday, May 20, 2025 at 8:50 PM ADT		GAS Assessment	Tuesday, May 20, 2025 at 9:41 PM ADT	
Follow-up Visit 1	Tuesday, May 20, 2025 at 9:49 PM ADT		GAS Assessment	Wednesday, May 21, 2025 at 8:42 PM ADT	
Follow-up Visit 2			GAS Assessment		

Scheduled In Progress Completed Signed Locked Invalid Signatures Missed Source Data Verified

Subject ID
S1236

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

The visit details will be displayed when you click on the visit name. A purple checkmark icon next to the form name indicates that the form has been “Source Data Verified”. If the icon is not present, the form still requires verification.

GO BACK

Visit 2 (Baseline)
GAS Assessment

Identify Goals

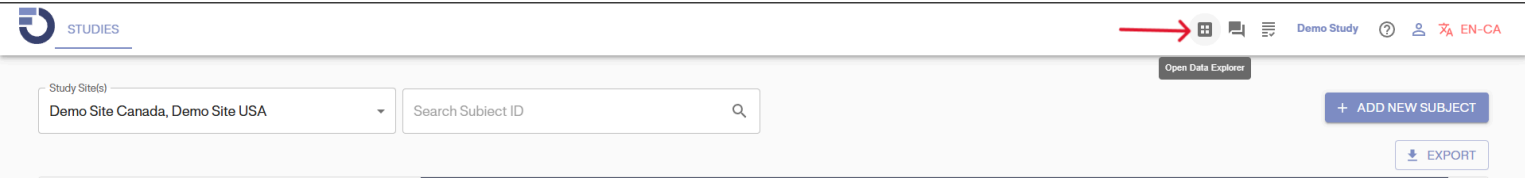
Build GAS Scales

Rank Goals

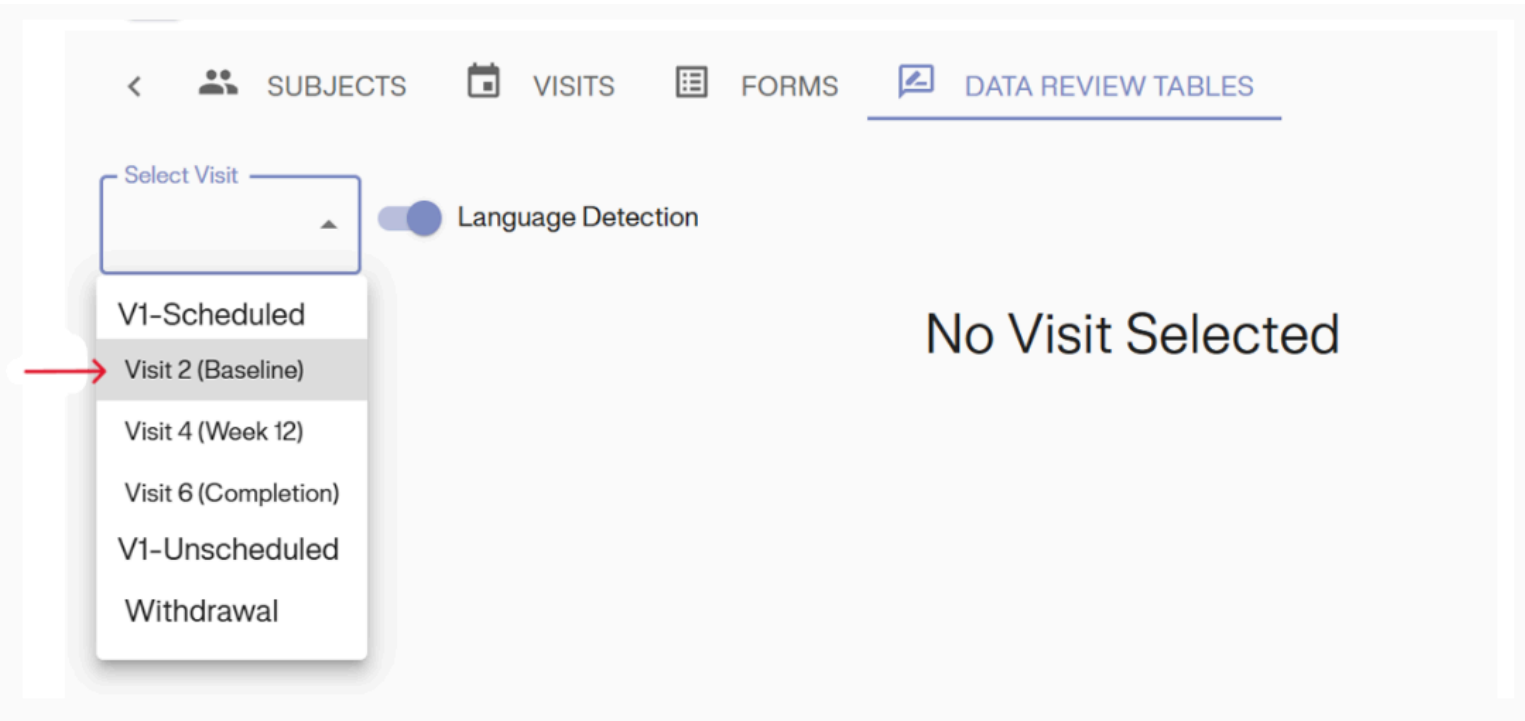
Source Data Verified

Monitor SDV from the Data Explorer

To monitor SDV from Data Explorer, click on the grid icon in the top menu bar on the trial's homepage. The grid icon is visible on all pages except the landing page in the top menu bar.



Open the dropdown menu and select the visits that require monitoring. For example, visit 2 (Baseline) is currently selected.













The table features a “Form Status” column that displays the status of all forms for each subject. Forms that are marked as “Source Data Verified” are indicated in the “Form Status” column with a purple checkmark icon. Please note that not all forms are required to be “Source Data Verified”.

Select Visit
Visit 2 (Baseline) ☒ Language Detection

GAS Assessment

EXPORT

	Site	Vis...	Form Status	Se...	Vis...	Go...	Ot...	+2	+1	0	-2	Rank
S1235	Te...	Frid...	 	G...	Thu...	3	—	—	—	—	—	—
S1235	Te...	Frid...	 	Pa...	—	—	—	cc...	as...	ss...	gg...	1
S1235	Te...	Frid...	 	Be...	—	—	—	gg...	ssd	scff	sd...	2
S1235	Te...	Frid...	 	Fo...	—	—	—	ds...	rgrg	gfgf	sd...	3
S0013	Te...	Frid...		G...	Thu...	3	—	—	—	—	—	—

Instead of scrolling through the rows of data to find forms that are “Source Data Verified (SDV)”, use the filter option for a more efficient search. Click the options menu (the three-dot icon) next to the “Form Status” column to access the filter.

Subject ID	Site	Visit S...	Form Status	↑	⋮
S1235	Te...	Friday, ...	✓ ⚙		Menu
S1235	Te...	Friday, ...	✓ ⚙		
S1235	Te...	Friday, ...	✓ ⚙		
S1235	Te...	Friday, ...	✓ ⚙		
S0013	Te...	Friday, ...	✓		

To search for data, click “Filter” and choose the appropriate option from the provided filters.

Subject ID	Site	Visit S...	Form Status	
S1235	Te...	Fr		↑ Sort by ASC ↓ Sort by DESC ↖ Pin to left ↗ Pin to right ▼ Filter
S1235	Te...	Fr		
S1235	Te...	Fr		
S1235	Te...	Fr		
S0013	Te...	Fr		

Next, select the appropriate value from the dropdown menu to search for the data.

Subject ID	Site	Visit S...	Form Status	Se...	Vis...	Go...	Ot...
<div> <div>×</div> <div> <div>Columns</div> <div>Form Status</div> </div> <div> <div>Operator</div> <div>contains</div> </div> <div> <div>Value</div> <div></div> </div> </div> <div> <div>+ ADD FILTER</div> <div> <div>×</div> REMOVE ALL </div> </div>							

From the dropdown, select the option "Source Data Verified."

IN THIS CHAPTER

- 1 [Monitor Signatures](#)
 - a [Monitor Applied and Missing Signatures](#)
 - b [Monitor Invalid Signatures](#)

Monitor Signatures

Monitor Applied and Missing Signatures

To monitor a subject’s signatures for each visit, navigate to the Subject Details Dashboard. A signed visit will display a blue notepad icon in the Status (Visit) column. Hover over this icon to show the status and the role that added the signature. For example, as shown in the image below, it states “Signed: Data Entry.” If a visit does not have a blue notepad icon, it indicates that the visit is missing a signature.

< Subject: S0013

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Visit 2 (Baseline)	Friday, November 8, 2024 at 5:33 AM AST	<div><div>✓</div><div>✓</div><div>Signed: Data Entry</div></div>	GAS Assessment	Friday, November 8, 2024 at 5:35 AM AST	✓
Withdrawal (1)	Friday, November 8, 2024 at 5:59 AM AST	<div><div>✗</div></div>	GAS Assessment		✗
Visit 4 (Week 12)	Friday, November 8, 2024 at 5:20 AM AST	<div><div>✓</div></div>	GAS Assessment	Friday, November 8, 2024 at 6:03 AM AST	✓
Visit 6 (Completion)	Friday, November 8, 2024 at 6:02 AM AST	<div><div>✓</div></div>	GAS Assessment	Friday, November 8, 2024 at 6:04 AM AST	✓

Missing signatures

Subject ID
S0013

Visit 2 (Baseline)

Withdrawal (1)

Visit 4 (Week 12)

Visit 6 (Completion)

Signatures

Alternatively, search for signed and unsigned visits using the data explorer. To view signed visits, click the grid icon in the top menu bar.

STUDIES

Open Data Explorer

Study Site(s)
Demo Site Canada, Demo Site USA

Search Subject ID

+ ADD NEW SUBJECT

EXPORT

Select “Visits” from the menu options. Then click on the options icon (three-dot icon) on the “Visit Status” Column

< SUBJECTS VISITS FORMS SDTM DATASETS

EXPORT

	Subject ID ↑	Site	Visit Name	Visit Type	Visit Start Date	Visit Status	Signature Rol...	Forms Compl...	Last Modified By	Visit Queries	Other Queries
<input type="checkbox"/>	S1236	101 - Demo Site Ca...	Screening	Scheduled	Thursday, May 15, 2025 at 7:38 PM ADT	✓		1 / 1	sumadhur.vaidyula...	-	No
<input type="checkbox"/>	S1236	101 - Demo Site Ca...	Baseline	Scheduled	Tuesday, May 20, 2025 at 8:50 PM ADT	✓		1 / 1	sumadhur.vaidyula...	-	No
<input type="checkbox"/>	S1236	101 - Demo Site Ca...	Follow-up Visit 1	Scheduled	Tuesday, May 20, 2025 at 9:49 PM ADT	✓	Admin	1 / 1	sumadhur.vaidyula...	-	No
<input type="checkbox"/>	S1237	101 - Demo Site Ca...	Screening	Scheduled	Tuesday, May 20, 2025 at 9:34 PM ADT	✓		1 / 1	sumadhur.vaidyula...	-	No
<input type="checkbox"/>	S1237	101 - Demo Site Ca...	Baseline	Scheduled	Wednesday, May 21, 2025 at 11:42 AM ADT	✓		1 / 1	sumadhur.vaidyula...	-	No

Visit Status ↑ ⋮

↑ Sort by ASC

↓ Sort by DESC

★ Pin to left

★ Pin to right

▼ Filter

From the options, select the filter option and then from the filter options, select the “Signed” option.\

Subject ID

↑

Site

Visit Name

Visit Type

Visit Start Date

Visit Status

Columns

Visit Status

Operator

contains

Value

Scheduled

Completed

In Progress

Missed

Locked

Signed

Invalid Signatures

+ ADD FILTER

<input type="checkbox"/>	S1237	101 - Demo Site Ca...	Screening		Thursday, May 15, 2025 at 7:38 PM ADT	✓
					Tuesday, May 20, 2025 at 8:50 PM ADT	✓
					Tuesday, May 20, 2025 at 9:49 PM ADT	✓
					Tuesday, May 20, 2025 at 9:34 PM ADT	✓
					Wednesday, May 21, 2025 at 11:42 AM ADT	✓

All visits with an applied signature are then displayed on the table.

EXPORT

<input type="checkbox"/>	Subject ID	Site	Visit Name	Visit Type	Visit ...	Visit Status	Signature Roles	Forms Completed	Last Modified By	Visit Queries	Other Queries
<input type="checkbox"/>	S0005	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	rida...	✓	Data Entry	1/1	demo+thrive@goalnav...		No
<input type="checkbox"/>	S0005	TestSite - Test Site	Withdrawal	Common	rida...	✓	Data Monitor	1/1	demo+thrive@goalnav...	-	No
<input type="checkbox"/>	S0005	TestSite - Test Site	Visit 6 (Completion)	Scheduled	rida...	✓	Data Entry	1/1	demo+thrive@goalnav...	-	No
<input type="checkbox"/>	S0013	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	rida...	✓	Data Entry	1/1	demo+thrive@goalnav...	-	No
<input type="checkbox"/>	S9999	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	ues...	✓	Admin	1/1	jacob.coyne@ardeaout...	-	Yes

To view all unsigned visits, set the visit status filter condition to “does not contain” and the value to “Signed”

Subject ID

Site

Visit Name

Visit Type

Columns

Visit Status

Operator

does not contain

Value

Signed

+ ADD FILTER

REMOVE ALL

This displays all the visits that are missing signatures.

<input type="checkbox"/>	Subject ID	Site	Visit Name	Visit Type	Visit Date	Visit Status	Signature Roles	Forms Completed	Last Modified By	Visit Queries	Other Queries
<input type="checkbox"/>	S1222	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	Tues...	✔		1 / 1	jacob.coyne@ardeaout...	-	No
<input type="checkbox"/>	S1235	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	Frida...	✔		1 / 1	sumadhur.vaidyula@ar...	🔗	No
<input type="checkbox"/>	S0005	TestSite - Test Site	Visit 4 (Week 12)	Scheduled	Frida...	🕒		0 / 1	demo+thrive@goalnav...	🔗	No
<input type="checkbox"/>	S0013	TestSite - Test Site	Visit 4 (Week 12)	Scheduled	Frida...	✔		1 / 1	demo+thrive@goalnav...	-	No
<input type="checkbox"/>	S0013	TestSite - Test Site	Withdrawal	Common	Frida...	🕒		0 / 1	demo+thrive@goalnav...	-	No
<input type="checkbox"/>	S0013	TestSite - Test Site	Visit 6 (Completion)	Scheduled	Frida...	✔		1 / 1	demo+thrive@goalnav...	-	No
<input type="checkbox"/>	S3001	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	Mon...	✔		1 / 1	jtj@lundbeck.com	-	No
<input type="checkbox"/>	S3001	TestSite - Test Site	Visit 4 (Week 12)	Scheduled	Mon...	🕒		0 / 1	jtj@lundbeck.com	-	No
<input type="checkbox"/>	S2222	TestSite - Test Site	Visit 2 (Baseline)	Scheduled	Mon...	🕒		0 / 1	sumadhur.vaidyula@ar...	-	No
Total Rows: 9 of 14											

Monitor Invalid Signatures

To monitor Invalid Signatures,navigate to the “Signatures” option from the subject menu.

◀ Subject: S1236

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening	Thursday, May 15, 2025 at 7:38 PM ADT	✔	GAS Assessment	Tuesday, May 20, 2025 at 9:33 PM ADT	✔
Baseline	Tuesday, May 20, 2025 at 8:50 PM ADT	✔	GAS Assessment	Tuesday, May 20, 2025 at 9:41 PM ADT	✔
Follow-up Visit 1	Tuesday, May 20, 2025 at 9:49 PM ADT	✔🕒	GAS Assessment	Wednesday, May 21, 2025 at 8:42 PM ADT	✔
Follow-up Visit 2		🕒	GAS Assessment		🕒

Scheduled

In Progress

Completed

Signed

Locked

Invalid Signatures

Missed

Source Data Verified

Subject ID
S1236

Screening

Baseline

Follow-up Visit 1

Follow-up Visit 2

+ Add Visit

Signatures

All the Signatures(Valid and Invalid) will be displayed on this dashboard.

Signatures

Subject

Role	User	Signature	Date
------	------	-----------	------

Visits

Role	User	Signature	Date
Visit 2 (Baseline)			
Data Entry	demo+thrive	Authorship	Friday, November 8, 2024 at 5:13 AM AST
Withdrawal (1)			
Data Monitor	sumadhur.vaidyula	Approval	Thursday, December 5, 2024 at 12:15 PM AST
Visit 4 (Week 12)			
Visit 6 (Completion)			
Data Entry	demo+thrive	Approval	Friday, November 8, 2024 at 5:00 AM AST

Forms



Role	User	Signature	Date
GAS Assessment(Visit 2 (Baseline))			
GAS Assessment(Withdrawal (1))			
GAS Assessment(Visit 6 (Completion))			

To check for invalid signatures, navigate to the Subject Details Dashboard. On the dashboard, an orange dot above the blue notepad icon (which represents the signature) indicates that the signature is invalid. Hover over the icon to view the signature’s creator (e.g., Admin in the screenshot) and confirm its status as invalid.

Subject: S1236

Visit	Start Date	Status (Visit)	Form Name	Last Updated	Status (Form)
Screening	Thursday, May 15, 2025 at 7:38 PM ADT		GAS Assessment	Tuesday, May 20, 2025 at 9:33 PM ADT	
Baseline	Tuesday, May 20, 2025 at 8:50 PM ADT		GAS Assessment	Tuesday, May 20, 2025 at 9:41 PM ADT	
Follow-up Visit 1	Tuesday, May 20, 2025 at 9:49 PM ADT		GAS Assessment	Wednesday, May 21, 2025 at 8:42 PM ADT	
Follow-up Visit 2			GAS Assessment		
<div> Scheduled</div> <div> In Progress</div> <div> Completed</div> <div> Signed</div> <div> Locked</div> <div> Invalid Signatures</div> <div> Missed</div> <div> Source Data Verified</div>					

To use Data Explorer to check for invalid signatures, click on the grid icon in the top menu bar. The “Visits” option is selected for this demonstration.

<input type="checkbox"/>	Subject ID ↑	Site	Visit Name	Visit Type	Visit Start Date	Visit Status ▼	Signature Rol...	Forms Compl...	Last Modified By	Visit Queries	Other Queries
<input type="checkbox"/>	S1236	101 - Demo Site Ca...	Follow-up Visit 1	Scheduled	Tuesday, May 20, 2025 at 9:49 PM ADT	 	Admin	1 / 1	sumadhur.vaidyula...	-	No

IN THIS CHAPTER

1 Managing Queries

- a [Create a GoalNav® Query](#)
- b [View All GoalNav® Queries](#)
- c [Respond to GoalNav® Queries](#)
- d [Close Queries](#)

Managing Queries

Create a GoalNav® Query

To create a new GoalNav[®] query on the visit level, click on the blank dialogue box icon right next to the name of the visit.

< GO BACK

Subject ID

S1236

Follow-up Visit 1

GAS Assessment

General Info

Visit Date *
Required

2025-05-16

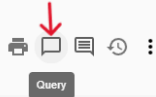
Goal Count

3

+ Add Visit
 Signatures

To create a new GoalNav[®] query on the form level, click on the blank dialogue box icon right next to the name of the form.

GAS Assessment



General Info

Visit Date * Required

2025-05-16

Goal Count

3

To create a new GoalNav® query on the section level, click on the blank dialogue box icon at the top of the form section.

General Info



Visit Date * Required

2025-05-16

Goal Count

3

Click the icon to open a pop-up window. Here, start a new query thread in GoalNav® for the selected subject and visit. In the text box, enter the query. Then, click the “Post” button to submit it. When a new query is posted, the author of the visit will be notified.

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

No Comments

"Query"

CANCEL

 POST

View All GoalNav® Queries

To view all open queries in GoalNav®, click the dialogue icon, which will be highlighted in red when unresolved queries are present within the study.



STUDIES



Demo Study



EN-CA

Search Subject ID

Study Site(s)

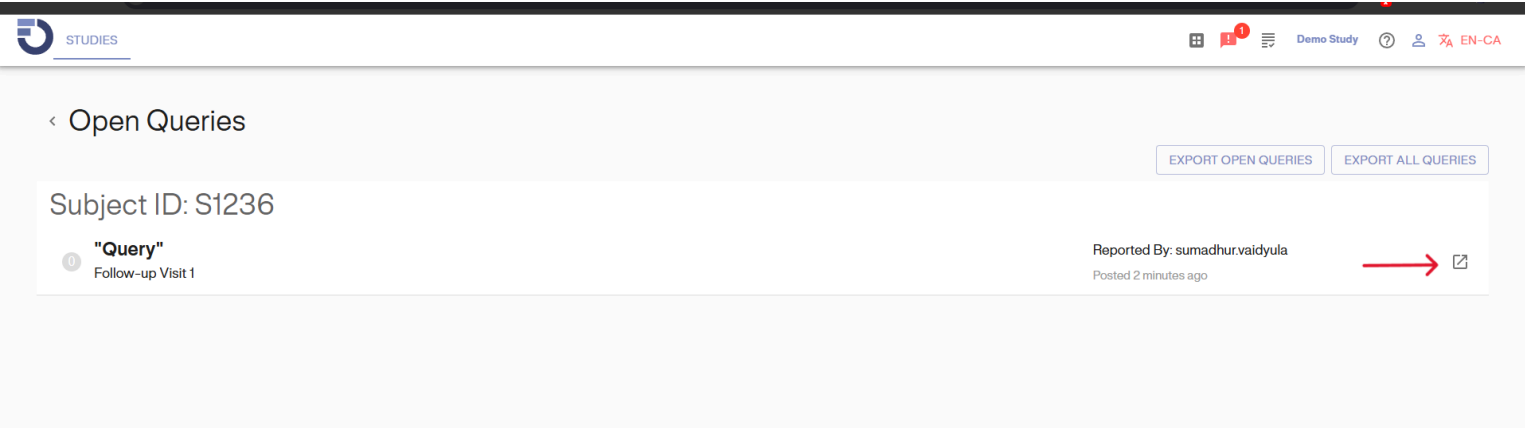
Demo Site Canada, Demo Site...



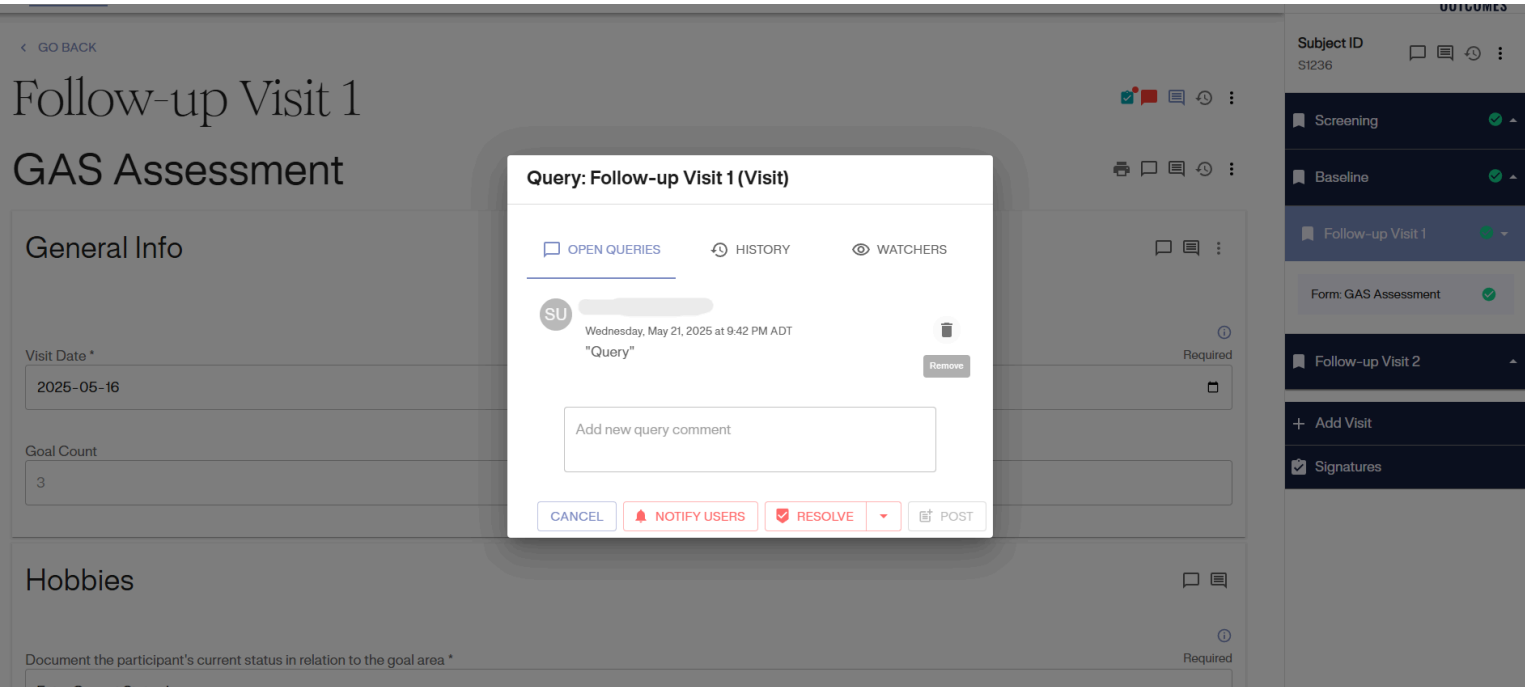
SEE ALL SUBJECTS

+ ADD NEW SUBJECT

Click on the dialogue icon button, as shown in the image above, to display all open queries on the page, as highlighted in the image below. Click the link icon (the arrow icon) on the right-hand side of each query, to be directed to that specific query thread. For example, the first query is selected for viewing in this case.



Click the link icon to open a pop-up window to display the visit, form, or form section where the query was created, including the entire query thread.



Respond to GoalNav® Queries

To respond to a query thread in GoalNav®, first navigate to any visit that has an open query. Alternatively, click the dialogue icon in the top bar and select the appropriate query thread to access the Query page. To view the query, click on the red dialogue box icon. Please be aware that a red

dialogue icon next to the visit name, form name, or form section name indicates there is an active query for that visit.

[< GO BACK](#)

Follow-up Visit 1 GAS Assessment

Query

General Info

Visit Date *

2025-05-16

Goal Count

3

Required

Click on the red dialogue icon to open a pop-up window that displays the active query thread. In the text box, enter the answer to the query. Click on “Post” to post the response. Posting a response will notify the author of the data and any users who have previously responded/participated in the query thread.

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

 WATCHERS

SU

Wednesday, May 21, 2025 at 9:42 PM ADT

"Query"



"Answer to Query"

CANCEL

 NOTIFY USERS

 RESOLVE



 POST






Close Queries

Once an answer to a query is accepted and validated, click the "Resolve" button to close the query. Once "Resolve" is selected, the resolved query will disappear. Note: The Data Monitors should only close queries they created themselves or those that have been resolved. They should not close any unanswered queries. To close a query, follow the instructions below:






Click on the Query Icon on the visit details page.

Follow-up Visit 1

GAS Assessment




Query



General Info



Visit Date * Required

2025-05-16 

Goal Count

3

This opens the existing query thread with the initial query and subsequent replies. Click on the “Resolve” button to close the query. A query can also be closed without a resolution. To do so, click the arrow icon next to the “Resolve” button. This opens a dropdown menu with an option labeled “Unresolvable.” Click on this option to close the query with an “Unresolvable” status.

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

 WATCHERS

SU

Wednesday, May 21, 2025 at 9:42 PM ADT

"Query"



SU

Wednesday, May 21, 2025 at 9:53 PM ADT

"Answer to Query"



"Query Resolved"



CANCEL

 NOTIFY USERS

 RESOLVE



 POST

Closing query with an unresolvable status:

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

 WATCHERS

SU

Wednesday, May 21, 2025 at 9:42 PM ADT
"Query"



SU

Wednesday, May 21, 2025 at 9:53 PM ADT
"Answer to Query"



CANCEL

 NOTIFY USERS

 RESOLVE



 POST

Unresolvable

Chapter 6: Using GoalNav as a Data Manager

TABLE OF CONTENTS

- [Reviewing and Managing Data](#)
- [Manage Queries](#)

IN THIS CHAPTER

- 1 [Reviewing and Managing Data](#)
 - a [Data Explorers](#)
 - a [Overview](#)
 - b [View Data](#)
 - c [Export Data](#)
 - b [Data Locking](#)

Reviewing and Managing Data

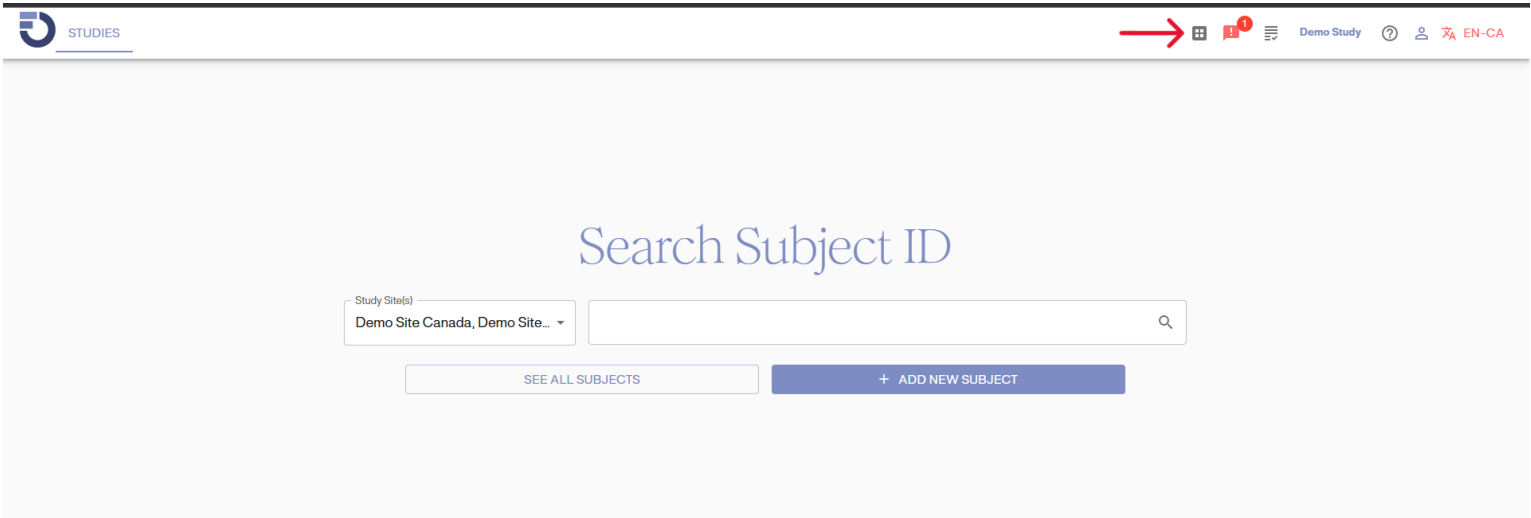
Data Explorers

OVERVIEW

The data explorer section in GoalNav® enables users to search for records efficiently using queries and apply specific filters for data retrieval. Instructions to access the data explorer are provided below.

VIEW DATA

On the Trial homepage, click the grid icon in the menu bar to access the data explorer.



Click the grid button to open the data explorer dashboard, as shown in the image below. This dashboard displays records for Subjects and Visits and data review tables that show records based

on the selected visit. For example, the table below shows the records related to “Subjects”.

<SUBJECTSVISITSFORMSDATA REVIEW TABLES

EXPORT

	Subje... ↑	Site	Added By	Last Modified Date	Last Modified By	Subje...	Signat...	Visits Co...	Unschedu...	Open Qu...
<input type="checkbox"/>	S0005	TestSite - ...	demo+thrive@g...	Friday, November 8, 2024 at...	demo+thrive@g...			3 / 3	1	1
<input type="checkbox"/>	S0013	TestSite - ...	demo+thrive@g...	Friday, November 8, 2024 at...	demo+thrive@g...			3 / 3	1	0
<input type="checkbox"/>	S1222	TestSite - ...	aaqib.shehzad@...	Thursday, November 7, 202...	aaqib.shehzad@...			1 / 3	0	0
<input type="checkbox"/>	S1235	TestSite - ...	sumadhur.vaidyu...	Friday, November 8, 2024 at...	sumadhur.vaidyu...			1 / 3	0	1
<input type="checkbox"/>	S2222	TestSite - ...	sumadhur.vaidyu...	Sunday, November 24, 2024...	sumadhur.vaidyu...			1 / 3	0	0
Total Rows: 8										

Visits Record:


<SUBJECTSVISITSFORMSDATA REVIEW TABLES


EXPORT


	Subje... ↑	Site	Visit Name	Visit Type	Visit Start Date	Visit Status	Signat...	Forms ...	Last Modif...	Visit Q...	Other Q...
<input type="checkbox"/>	S0005	TestSite - ...	Visit 2 (B...	Scheduled	Friday, November 8, 2024 at ...		Data ...	1 / 1	demo+thri...	-	No
<input type="checkbox"/>	S0005	TestSite - ...	Withdra...	Common	Friday, November 8, 2024 at ...			1 / 1	demo+thri...	-	No
<input type="checkbox"/>	S0005	TestSite - ...	Visit 6 (C...	Scheduled	Friday, November 8, 2024 at ...		Data ...	1 / 1	demo+thri...	-	No
<input type="checkbox"/>	S0005	TestSite - ...	Visit 4 (W...	Scheduled	Friday, November 8, 2024 at ...			0 / 1	demo+thri...		No
<input type="checkbox"/>	S0013	TestSite - ...	Visit 4 (W...	Scheduled	Friday, November 8, 2024 at ...			1 / 1	demo+thri...	-	No
Total Rows: 14											


Forms Record:

<














 SUBJECTS

 VISITS

 FORMS

 DATA REVIEW TABLES

EXPORT

<input type="checkbox"/>	Su... ↑	Site	Visit ...	Visit ...	Visit Start Date	Visit ...	Vis...	Form Na...	Form...	For...	Last Mod...	Last Modified ...	Form...	Visit ...	Item ...
<input type="checkbox"/>	S0005	Test...	Visit...	Sch...	Friday, Novemb...	 	Da...	GAS As...			demo+th...	Friday, Novemb...	-	-	No
<input type="checkbox"/>	S0005	Test...	With...	Co...	Friday, Novemb...			GAS As...			jacob.co...	Tuesday, Novem...	-	-	No
<input type="checkbox"/>	S0005	Test...	Visit...	Sch...	Friday, Novemb...	 	Da...	GAS As...			demo+th...	Friday, Novemb...	-	-	No
<input type="checkbox"/>	S0013	Test...	Visit...	Sch...	Friday, Novemb...			GAS As...			demo+th...	Friday, Novemb...	-	-	No
<input type="checkbox"/>	S0013	Test...	Visit...	Sch...	Friday, Novemb...	 	Da...	GAS As...			demo+th...	Friday, Novemb...	-	-	No
Total Rows: 10															

EXPORT DATA

Each record table (Subject, Forms, Visit, Data Review Table) has an “Export” button located at the top right corner of the page. This button generates a CSV file of the records and downloads it to your device.

<

SUBJECTS

VISITS

FORMS

SDTM DATASETS

EXPORT

<input type="checkbox"/>	Subject ID ↑	Site	Added By	Last Modified Date	Last Modified By	Subject Stat...	Signature Ro...	Visits Completed	Unscheduled Visit...	Open Queries (Sub...
<input type="checkbox"/>	S1235	101 - Demo Site C...	sumadhur.vaidyula@ardeaout...	Wednesday, May 21, 2025 at 6:09 PM ADT	sumadhur.vaidyula@ardeaout...	🟡		0 / 4	0	0
<input type="checkbox"/>	S1236	101 - Demo Site C...	sumadhur.vaidyula@ardeaout...	Thursday, May 15, 2025 at 7:38 PM ADT	sumadhur.vaidyula@ardeaout...	🟡		3 / 4	0	1
<input type="checkbox"/>	S1237	101 - Demo Site C...	sumadhur.vaidyula@ardeaout...	Tuesday, May 20, 2025 at 9:34 PM ADT	sumadhur.vaidyula@ardeaout...	🟡		2 / 4	0	0
<input type="checkbox"/>	S1238	101 - Demo Site C...	sumadhur.vaidyula@ardeaout...	Wednesday, May 21, 2025 at 6:08 PM ADT	sumadhur.vaidyula@ardeaout...	🟡		0 / 4	0	0

Data Locking

Data locking may occur during your study depending on data management requirements. The locking of the data is primarily completed by the studies data management teams and is not a feature for data entry personnel. If you have data entry access, you will see the lock option is unavailable. See example of unavailable locked visit option below:

[< GO BACK](#)

Screening
Test GAS Form

This is a testing GAS form.

Sign Visit
Lock Visit
Reset Event

✓

Identify Symptoms

✓

Build GAS Scales

✓

Rank Symptoms

Physical Activity (Rank: 1)

It is important to note that once data has been locked (regardless of the level), a special request must be made to the GoalNav® support and/or data management team to unlock the data for a data entry personnel to make any changes unless the changes being made are in response to a query. This may be missing data from the visit or an error when entering data. Whether data will be unlocked for site requested changes or not remains on a case-by-case basis. If the change you are making is in response to a query and the visit is locked, email your study specific email for support.

In general, you will note data locking occurs at the VISIT LEVEL. However, depending on the study, the form level or subject level may also get locked. An example of locking at the visit level is demonstrated below:

A Locked Screening Visit Example:

[< GO BACK](#)

Follow-up Visit 1
GAS Assessment

Subject ID
S1236

Screening

Baseline

Follow-up Visit 1

Form: GAS Assessment

Follow-up Visit 2

+ Add Visit

Signatures

General Info

Visit Date *
2025-05-16

Goal Count
3

Required

Hobbies

Required

Document the participant's current status in relation to the goal area *

- [Create a GoalNav® Query](#)
- [View All GoalNav® Queries](#)
- [Respond to GoalNav® Queries](#)
- [Close Queries](#)

Create a GoalNav® Query

To create a new GoalNav® query on the visit level, click on the blank dialogue box icon right next to the name of the visit.

[GO BACK](#)

Follow-up Visit 1

GAS Assessment

Query

Subject ID

SI236

Screening

Baseline

Follow-up Visit 1

Form: GAS Assessment

Follow-up Visit 2

Add Visit

Signatures

General Info

Visit Date *

2025-05-16

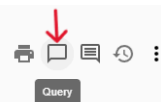
Required

Goal Count

3

To create a new GoalNav[®] query on the form level, click on the blank dialogue box icon right next to the name of the form.

GAS Assessment



General Info



Visit Date *

Required

2025-05-16



Goal Count

3

To create a new GoalNav[®] query on the section level, click on the blank dialogue box icon at the top of the form section.

General Info



Visit Date *

Required

2025-05-16




Goal Count

3

Click the icon to open a pop-up window. Here, start a new query thread in GoalNav[®] for the selected subject and visit. In the text box, enter the query. Then, click the “Post” button to submit it. When a new query is posted, the author of the visit will be notified.

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

No Comments

"Query"

CANCEL

 POST

View All GoalNav® Queries

To view all open queries in GoalNav®, click the dialogue icon, which will be highlighted in red when unresolved queries are present within the study.



STUDIES



Demo Study



EN-CA

Search Subject ID

Study Site(s)

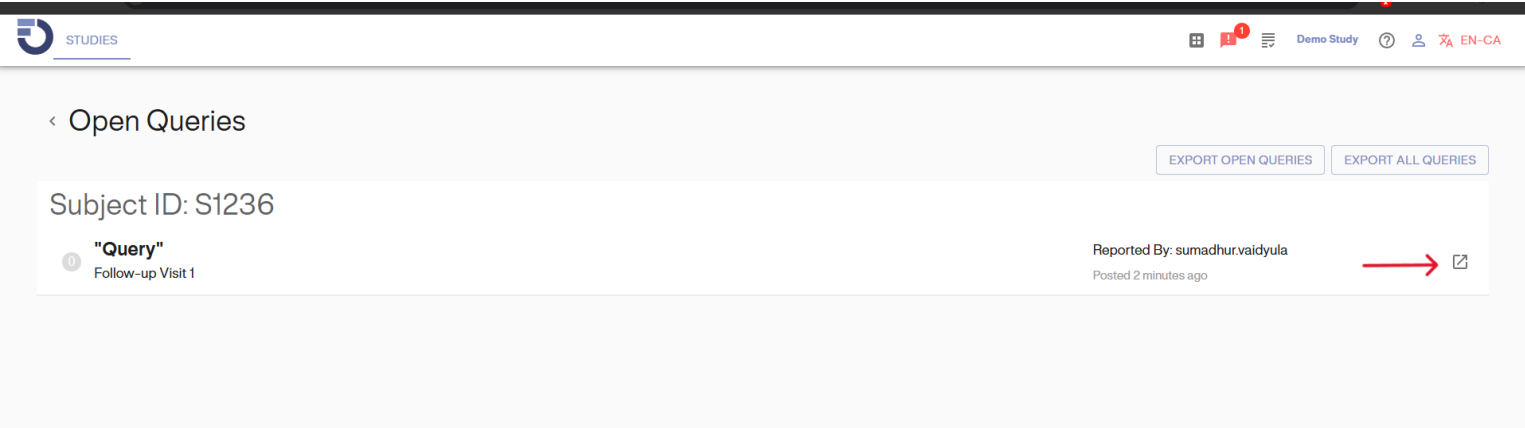
Demo Site Canada, Demo Site...



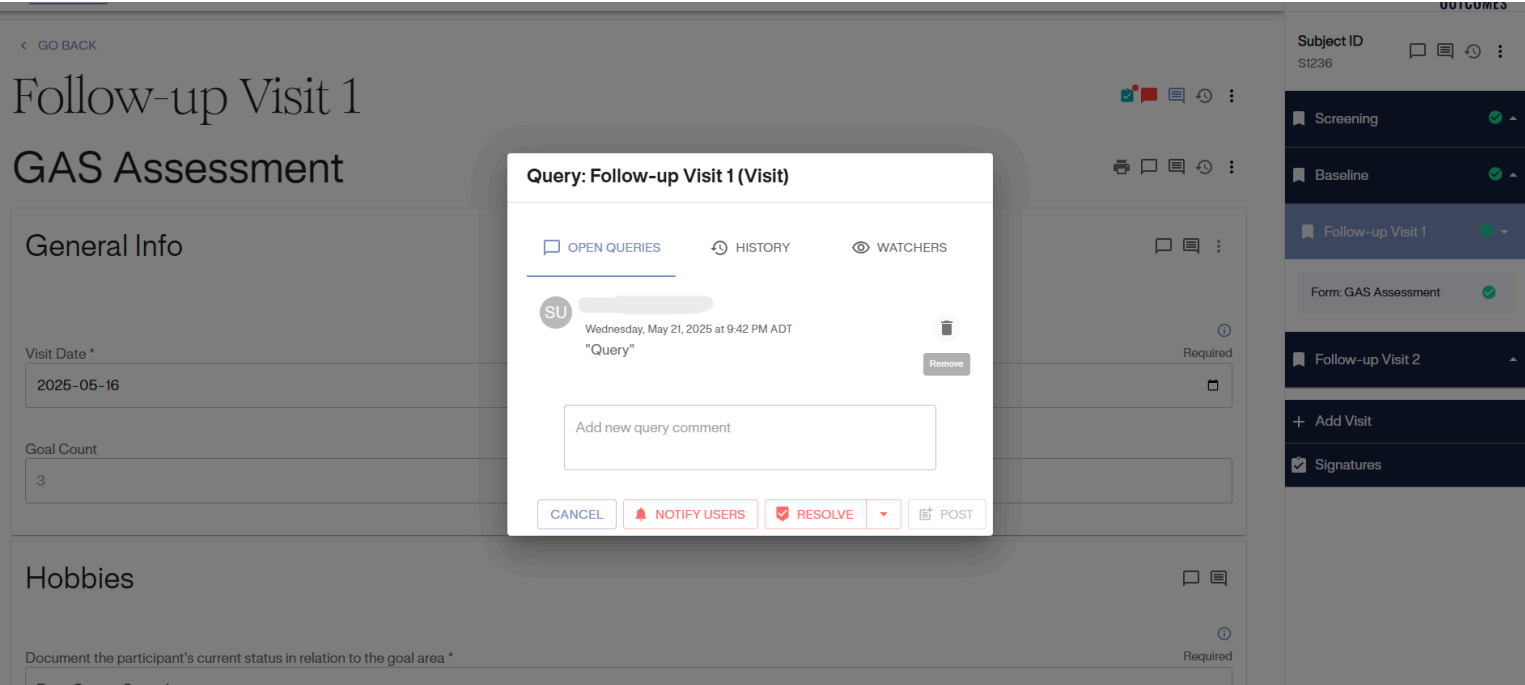
SEE ALL SUBJECTS

+ ADD NEW SUBJECT

Click on the dialogue icon button, as shown in the image above, to display all open queries on the page, as highlighted in the image below. Click the link icon (the arrow icon) on the right-hand side of each query, to be directed to that specific query thread. For example, the first query is selected for viewing in this case.



Click the link icon to open a pop-up window to display the visit, form, or form section where the query was created, including the entire query thread.



Respond to GoalNav® Queries

To respond to a query thread in GoalNav®, first navigate to any visit that has an open query. Alternatively, click the dialogue icon in the top bar and select the appropriate query thread to access the Query page. To view the query, click on the red dialogue box icon. Please be aware that a red

dialogue icon next to the visit name, form name, or form section name indicates there is an active query for that visit.

[GO BACK](#)

Follow-up Visit 1 GAS Assessment

Query

General Info

Visit Date *

Required

2025-05-16

Goal Count

3

Click on the red dialogue icon to open a pop-up window that displays the active query thread. In the text box, enter the answer to the query. Click on “Post” to post the response. Posting a response will notify the author of the data and any users who have previously responded/participated in the query thread.

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

 WATCHERS

SU

Wednesday, May 21, 2025 at 9:42 PM ADT

"Query"



"Answer to Query"

CANCEL

 NOTIFY USERS

 RESOLVE



 POST






Close Queries

Once an answer to a query is accepted and validated, click the "Resolve" button to close the query. Once "Resolve" is selected, the resolved query will disappear. Note: The Data Monitors should only close queries they created themselves or those that have been resolved. They should not close any unanswered queries. To close a query, follow the instructions below:






Click on the Query Icon on the visit details page.

Follow-up Visit 1

GAS Assessment



Query



General Info



Visit Date * Required

2025-05-16 

Goal Count

3

This opens the existing query thread with the initial query and subsequent replies. Click on the “Resolve” button to close the query. A query can also be closed without a resolution. To do so, click the arrow icon next to the “Resolve” button. This opens a dropdown menu with an option labeled “Unresolvable.” Click on this option to close the query with an “Unresolvable” status.

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

 WATCHERS

SU

Wednesday, May 21, 2025 at 9:42 PM ADT

"Query"



SU

Wednesday, May 21, 2025 at 9:53 PM ADT

"Answer to Query"



"Query Resolved"



CANCEL

 NOTIFY USERS

 RESOLVE



 POST

Closing query with an unresolvable status:

Query: Follow-up Visit 1 (Visit)

 OPEN QUERIES

 HISTORY

 WATCHERS

SU

Wednesday, May 21, 2025 at 9:42 PM ADT
"Query"



SU

Wednesday, May 21, 2025 at 9:53 PM ADT
"Answer to Query"



CANCEL

 NOTIFY USERS

 RESOLVE



 POST

Unresolvable