This section describes the processes of setting up an IRIS user account for two categories of users: (1) those who already have a NUCLEUS account, and (2) those who do not have a NUCLEUS account. If you have previously participated in research with the IAEA, depending on the previous project you may already have a NUCLEUS account, or both NUCLEUS and IRIS accounts.

To create a NUCLEUS account follow this link: [LINK]

To log in to IRIS, click on the “Sign In” button at the upper right, and then enter your username and password.

Use user-name and password that you created in NUCLEUS!

A link to the INCAPS 4 project will be displayed on the left hand side navigation menu after the confirmation is completed.

This document provides instructions on how to use the International Research Integration System (IRIS), a highly secure online data capture platform based at the IAEA’s headquarters in Vienna, Austria.
Welcome to IRIS!

This section describes the functions available in IRIS. Please note that the icon bar might appear differently, depending on other IRIS projects you have previously participated in.

Data tab contains the site report form(s), i.e., the data you will enter for INCAPS 4 in IRIS.

INCAPS 4 Project

This button adds a new site report form. There should be one site report form for each site that you report.

Open/Edit Document Data: Click to edit the site report form.

Remove Document: Click to delete selected site report form.

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.
To access and complete the Site Report Form

The online INCAPS 4 site report form is available in the Data tab; to access it the following actions should be performed by the user:

1. Click on the Data button to open the Data tab.
2. Click the button to create a site report form. You will do this once for each site on which you report.
3. Click the button to edit a site report form.
4. The site report form will appear in the popup window. The form should be submitted for each site.
5. After filling in the form click the button to complete the submission process.
6. Once submitted, your site report form will be shown in Draft status.

After the form is checked by the IAEA team, the status of submission will be changed to Submitted.

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.
To access the Site Report Form (Nuclear Cardiology)

The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.

At this stage, an example of Site Report Form, which has to be filled in with data is reflected inside the popup window (“Document preview”)

Once you choose the modality/modalities for which you report the patient-level data of your institution, the additional tab Patient Data Nuclear Cardiology will appear in the tabs navigation menu.

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.
Visual User Guide for INCAPS 4

To access the Site Report Form (Cardiac CT)

The example of an INCAPS 4 site report form as it is displayed in IRIS is provided below.

At this stage, an example of Site Report Form, which has to be filled in with data is reflected inside the popup window ("Document preview")

Once you choose the modality/modalities for which you report the patient-level data of your institution, the additional tab Patient Data Cardiac CT will appear in the tabs navigation menu.

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.
The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.

Inside the "Patient Data (Nuclear Cardiology/Cardiac CT)" tab, the patient-level data should be added to the table for each patient:

1. To complete data entry for a patient, enter data in the popup window that appears after you click on the . You should provide the requested data for each field of every tab in the popup window. Note that the number of tabs varies depending on the number of radiopharmaceuticals.

2. To add another patient, click on .

3. To create a duplicate of a patient’s entry which can be edited for the next patient, click on .

4. To delete a patient’s entry, click on .

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or a veduta@iaea.org.
To access and complete the Site Report Form

The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.

To start entering data for a patient

User can start filling in rows with patient’s data both in the table, or inside the popup window

To delete a patient’s entry

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.
To access and complete the Site Report Form

The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.

To start entering data for a patient

To create a duplicate of a patient's entry which can be edited for the next patient

To avoid filling in the same information on “Scanning and Cameras Details”, when using the same equipment, e.g. gamma-camera, you can duplicate patient entry. To do this you should:

1) Click on “Duplicate Record” button

2) When the record is duplicated in the following row of the table, user should click on editing-button to modify the data according to the respective patient.

Please, only include studies completed during the selected week; for example if a two-day stress-rest SPECT myocardial perfusion imaging study is begun on Friday of the previous week and completed on Monday of the selected week, then it should be included, however if it is begun on Friday of the selected week but completed on Monday of the week following the selected week, then it should not be included.

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.
The example of the INCAPS 4 site report form as it is displayed in IRIS is provided below.

To access and complete the Site Report Form:

- After you click the “Go Next” button, you may need to scroll up to see the top of the page.
- Click the “Save Data” button to save the data.
- You can now close the window with the Site Report Form. Your submission will be shown in the Draft status.

After you complete filling in the Site Report Form with the requested data, please click the “Certify Data” button to certify that you have provided data for each patient during the week you have selected.

Then, click on the “Save Data” button to save the data.

Please note that after you click the “Go Next” button, you may need to scroll up to see the top of the page.

If you have any questions or problems, please contact the INCAPS 4 team at INCAPS.Contact-Point@iaea.org and/or aveduta@iaea.org.