PLORAS Research Team ☎ 020 7813 1538 | 07984 111 585 • 12 Queen Square, London, WC1N 3AR • www.ucl.ac.uk/ploras • ✉ ploras@ucl.ac.uk

Guide to using the PLORAS site

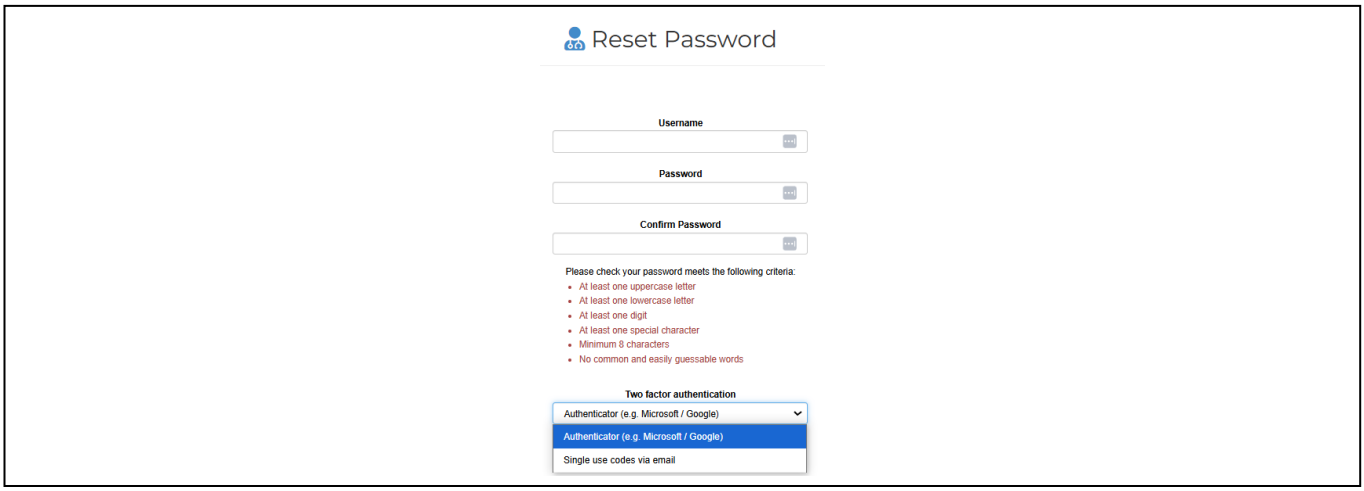
Contents

1. Accessing the PLORAS site

1.1 Account set-up

Once your user account has been created by the PLORAS team, you will receive an **email** link to complete the account setup. You will be asked to choose a:

- **Username**: this should be your work email address.
- **Password**: this should meet the criteria listed (at least: one uppercase letter, one lowercase letter, one digit, one special character, 8 characters and not easily guessable).
- **Two-factor authentication method**: We recommend linking your PLORAS account with an authenticator app (e.g. Microsoft Authenticator or Google Authenticator) if this is available to you. To do this, select **'Authenticator (e.g. Microsoft/Google)'** from the drop-down list and follow the next steps. Alternatively, if this option is not available, select **'Single use codes via email'** from the drop-down list.



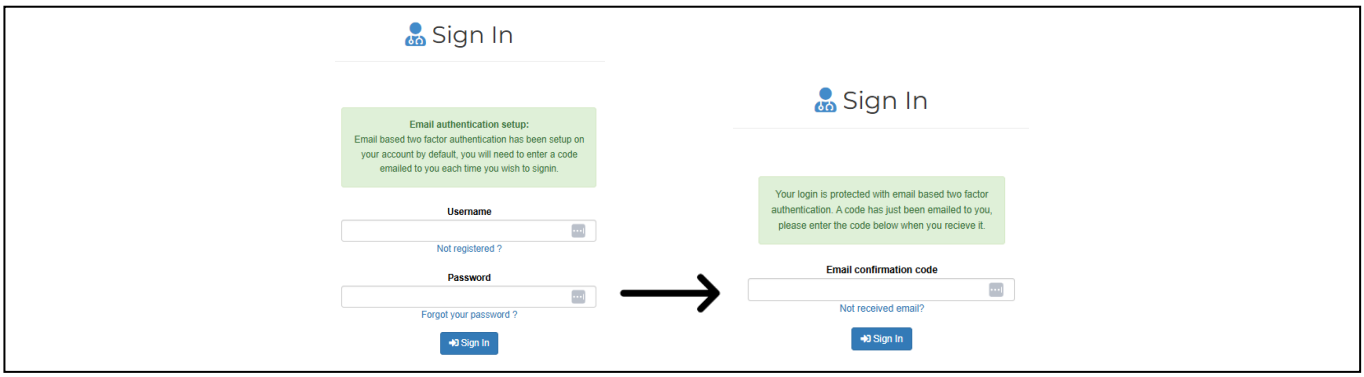
1.1.1 Setting up an Authenticator app

You will be taken to an '**Authenticator setup'** page on the PLORAS site which provides links to downloading Microsoft Authenticator or Google Authenticator. Once you have installed an authenticator app, open it on your phone and **scan the unique QR code** displayed on the PLORAS site. Once done, the app should link your PLORAS account and display a **6-digit code that refreshes every 30 seconds**. Enter the current 6-digit code in the 'Verification code' box on the PLORAS site and click 'Verify'.

Once you have successfully linked your authenticator app you will be taken to the **Sign In page**. You should also receive an **email with a list of recovery codes** for your account. These can be used if you ever need to login and are unable to access your authentication device (e.g. you cannot access your authenticator app or email to receive a single-use code). Each code can only be used once. Please keep them safe and do not share them with anyone.

1.1.2 Setting up email authentication

If you selected this option, you will be taken to the main **Sign In** page which asks you to **re-enter your username and password**. After clicking 'Sign In' you should receive an email with a single use code. The next page will ask you to **enter the email confirmation code** received. Remember to check your spam mail folder if you have not received the email in a couple of minutes.



1.2 Signing in

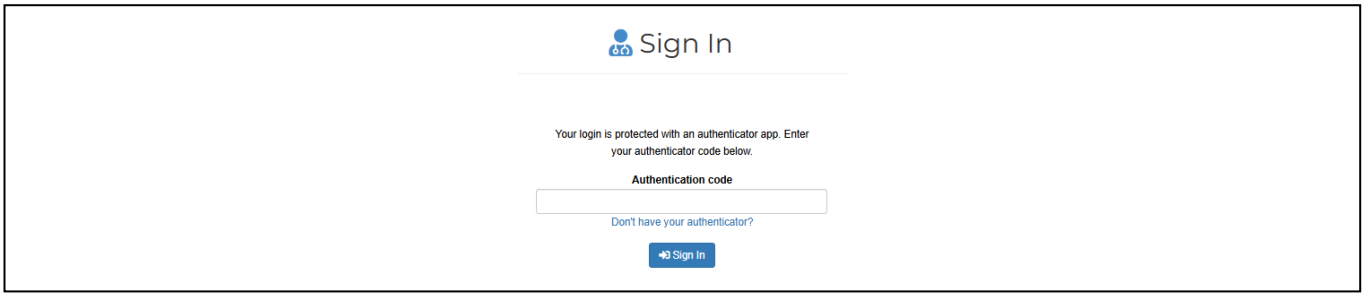
To access the PLORAS site, go to: https://ploras.ucl.ac.uk/
(NB. We recommend using a Google Chrome web browser)

Select **Health Professionals**.
Select **Participant Data**.

You will be prompted to enter your **username and password.** Then select **'Sign In'.**

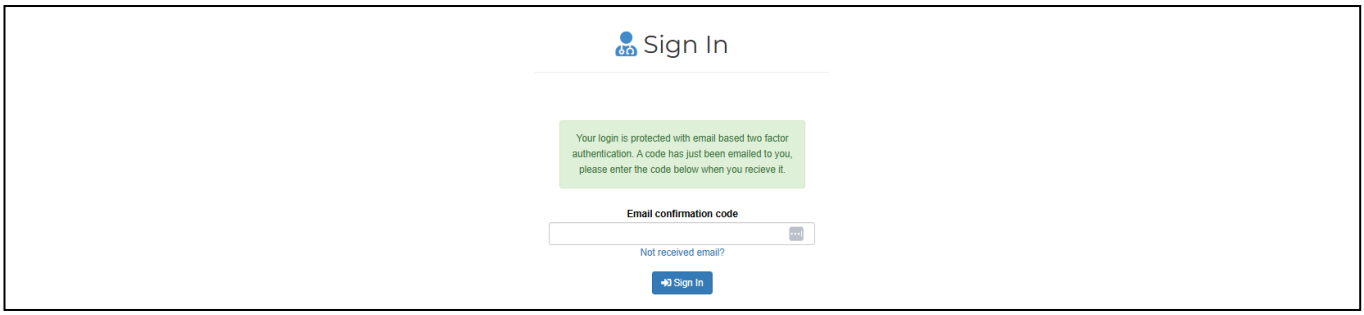
1.2.1 Sign in using an Authenticator app

If you linked your PLORAS account to an authenticator app during initial setup, the next page will ask for an authentication code. Go to the app on your phone and look for the 6-digit code that refreshes every 30 seconds. Enter the current 6-digit code in the **'Authentication code'** box on the PLORAS site and then **'Sign In'**.



1.2.2 Sign in with an email confirmation code (single use)

If you selected this option during the initial setup of your account, you should receive an email with a single use code after entering your username and email. The next page will ask you to **enter the email confirmation code** received. Remember to check your spam mail folder if you have not received the email in couple of minutes.



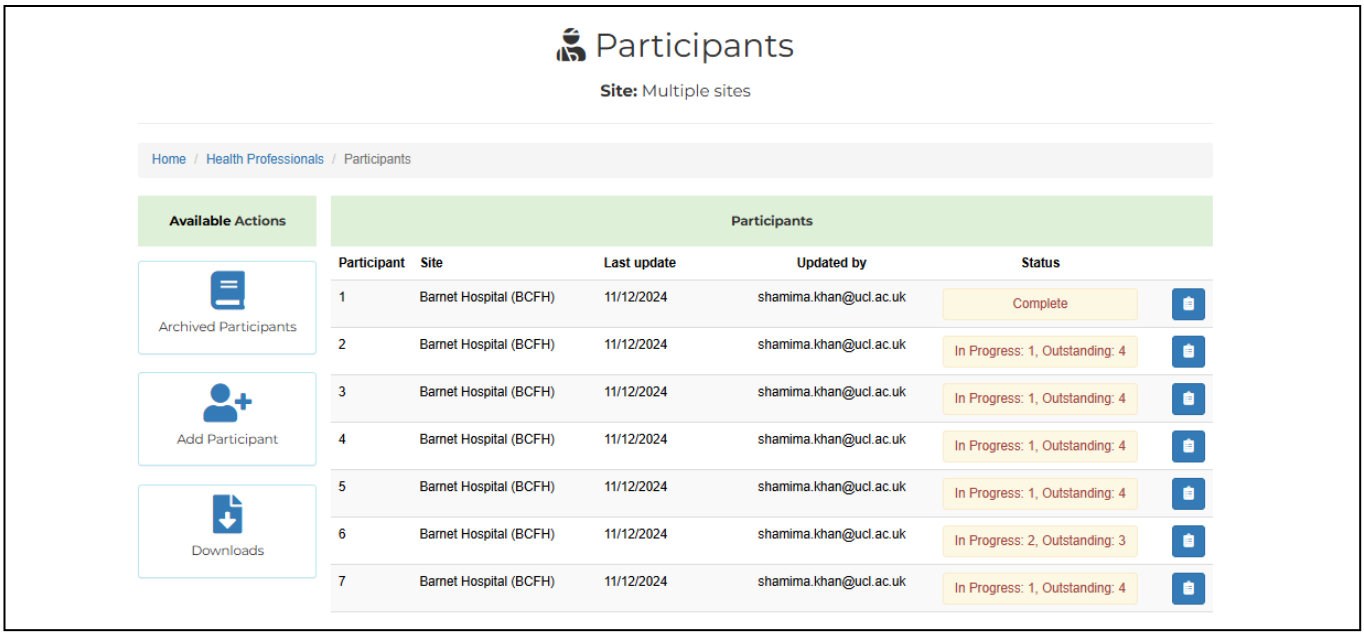
1.2.3 Troubleshooting

Contact the PLORAS team at ploras@ucl.ac.uk if you:

- Do not have a username or password (need your account set up);
- Have forgotten your password;
- Are otherwise experiencing issues logging in to the site.

2. General Navigation

2.1 Current Participants Page



This page summarises all participants your site is actively recruiting to PLORAS. Each row on the list represents a recruit and includes their participant ID number, name of the recruiting hospital trust (NB. If you are working on PLORAS at multiple hospital sites you may see more than one affiliated hospital trust name in the list), who last updated the referral (e.g. if multiple Research Nurses are working on different parts of data transfer) and status.

Available actions

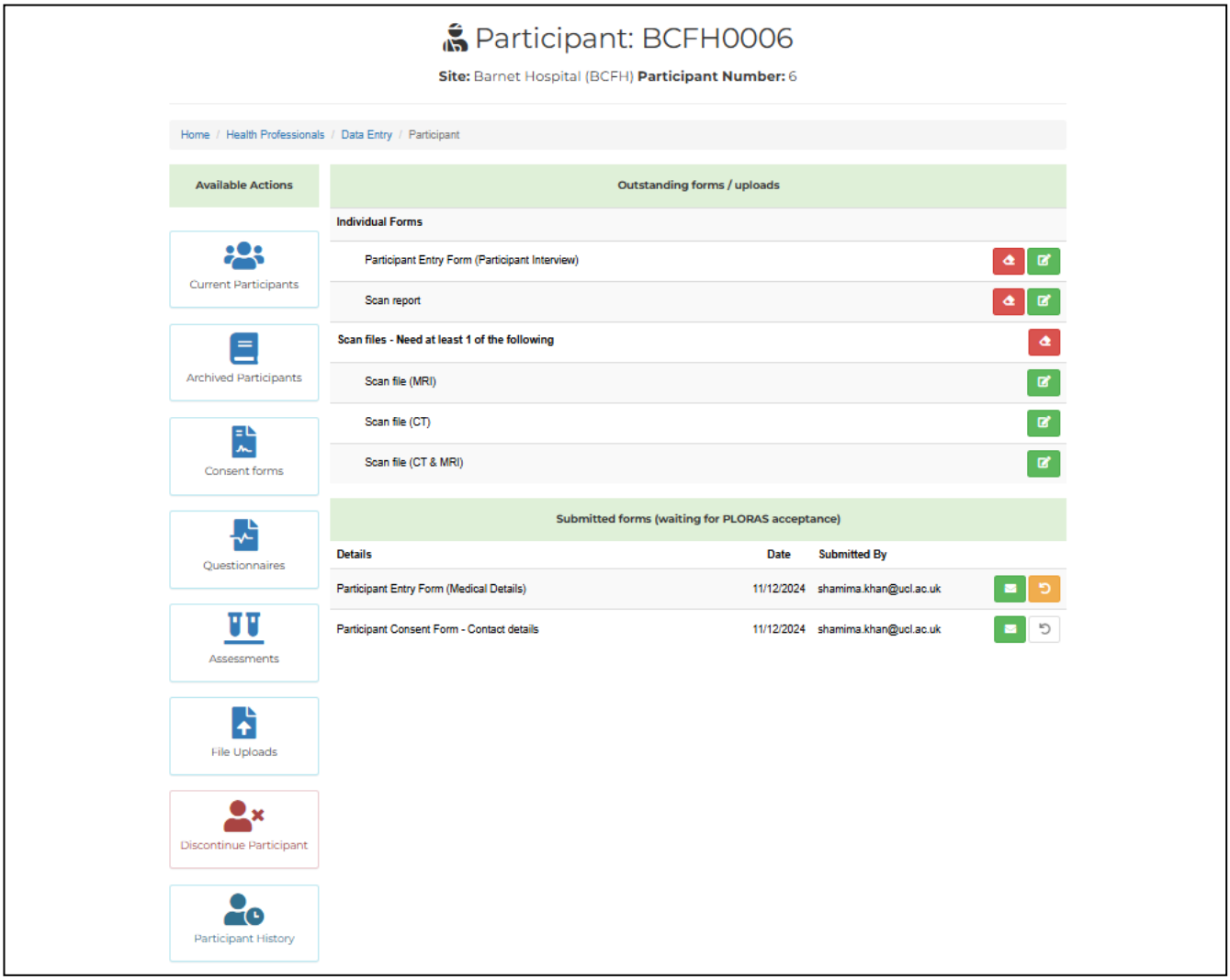
On the left-hand menu you can: see a list of **archived participants**, choose to add a **new participant** or **download PLORAS study documentation**.

Status

- **Complete** – the minimum data required for referral to PLORAS has been submitted.
- **In Progress** – all required forms have been created but not submitted to PLORAS.
- **Outstanding** – some required forms have not been started.

To access a **Participant's Overview Page**, click the blue participant history button on the right-hand side of their row.

2.2 Participant Overview Page

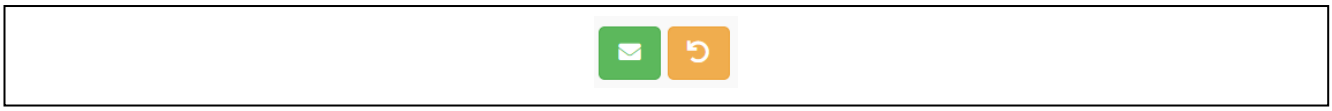


This page includes a list of outstanding forms/uploads required to complete the referral. It also includes a list of forms that have been successfully submitted to PLORAS (including the date and who submitted them).

Outstanding forms/uploads
To work on a form or file upload, click the green (start form) button. To notify PLORAS that the data cannot be supplied, click the red (unable to supply) button.

Submitted forms (waiting for PLORAS acceptance)
With the exception of consent forms, you can **recall forms** that have been submitted to PLORAS to edit them further. To do this click the curved arrow button (yellow for forms that can be edited). This will result in the form being moved back into the participant's list of outstanding forms. NB. If PLORAS have accepted the data already this will not be possible. In this case, please contact PLORAS if you need to make any amendments.

After submitting data to PLORAS, you should receive an automated email with a copy of the form/upload information. If you need this email to be re-sent to you, click the green envelope arrow next to the relevant form.



Available Actions

- **Current Participants** – returns you to the list of all active referrals.
- **Archived Participants** – takes you to the list of archived referrals.
- **Consent Forms** – N/A (provides access to part 2 consent form when only part 1 has been completed).
- **Questionnaires** – N/A - not currently active.
- **Assessments** – N/A - not currently active.
- **File Uploads** – takes you to a list of file upload options (e.g. for submitting additional reports and scan image files). Here you can supply further participant data beyond the minimum required.
- **Discontinue Participant** – takes you to a list of further options to notify PLORAS of participant death or study withdrawal and to delete participant. (NB. Delete participant will only delete participants that have not been accepted by PLORAS).
- **Participant History** – an audit trail of all form updates, submissions and automated emails sent to users for the participant.

3. Adding a new participant to the study

To add a new participant to the PLORAS study, navigate to the **Current Participants** home screen. On the left side of the page, select **Add Participant** under **Available Actions**.

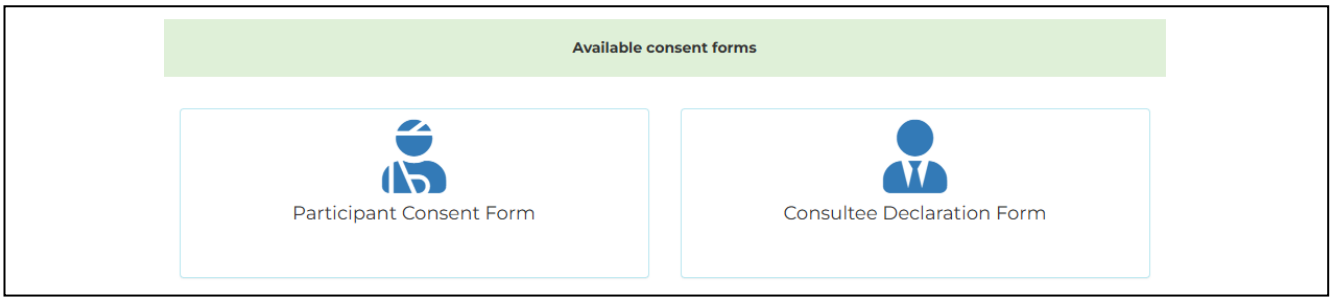
3.1 Choosing the appropriate consent form

On the **Consent Forms** page, you will find three categories of forms: **Available Consent Forms**, **Support Required** and **Paper Based Forms**.

Please note: Before starting any consent form, the participant should have been provided with current versions of the PLORAS Information Booklet, PLORAS Information Summary Sheet and PLORAS Privacy Notice.

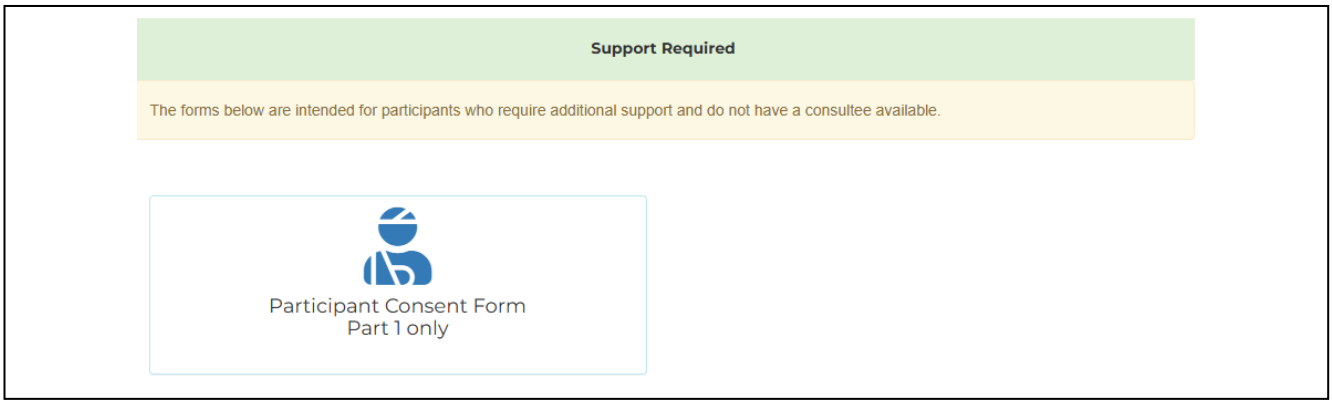
3.1.1 Available Consent Forms

Includes the **Participant Consent Form** and the **Consultee Declaration Form.** These digital versions are the preferred method of submission, and replicate the paper forms. **See 3.2 and 3.3 below** for instructions on completing these forms.



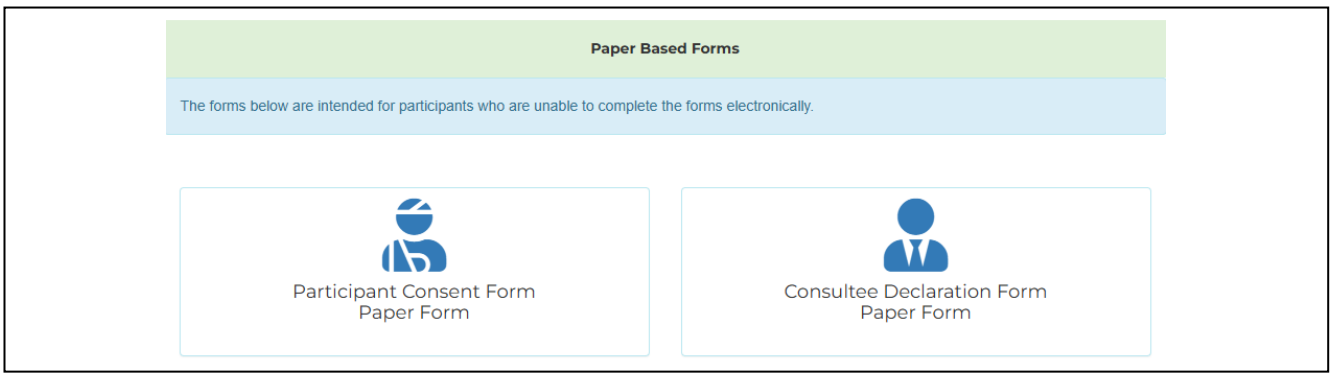
3.1.2 Support Required

This includes the **Participant Consent Form Part 1 Only**. Use this form with participants who can consent to sharing their data with PLORAS but have difficulty understanding the study using the available communication resources (e.g. Interaction Aid) and do not have a consultee available to assist. In these cases, Consent Form Part 1 should be submitted without Consent Form Part 2. PLORAS will only process the data when Part 2 consent has been completed by a speech and language therapist from the PLORAS team. **See 3.4 below** for instructions on completing Participant Consent Form Part 1.



3.1.3 Paper Based Forms

These should only be used as a last resort. They are suitable for participants who are uncomfortable with tablets or if the site is experiencing internet connectivity issues. **See 3.5 below** for instructions on submitting these forms.



3.2 Participant Consent Form

The **Participant Consent Form** is divided into two sections: i) **Consent** and ii) **Contact Details**. Please note that you will not be able to save your progress until both you and the participant have electronically signed the form.

3.2.1 Consent

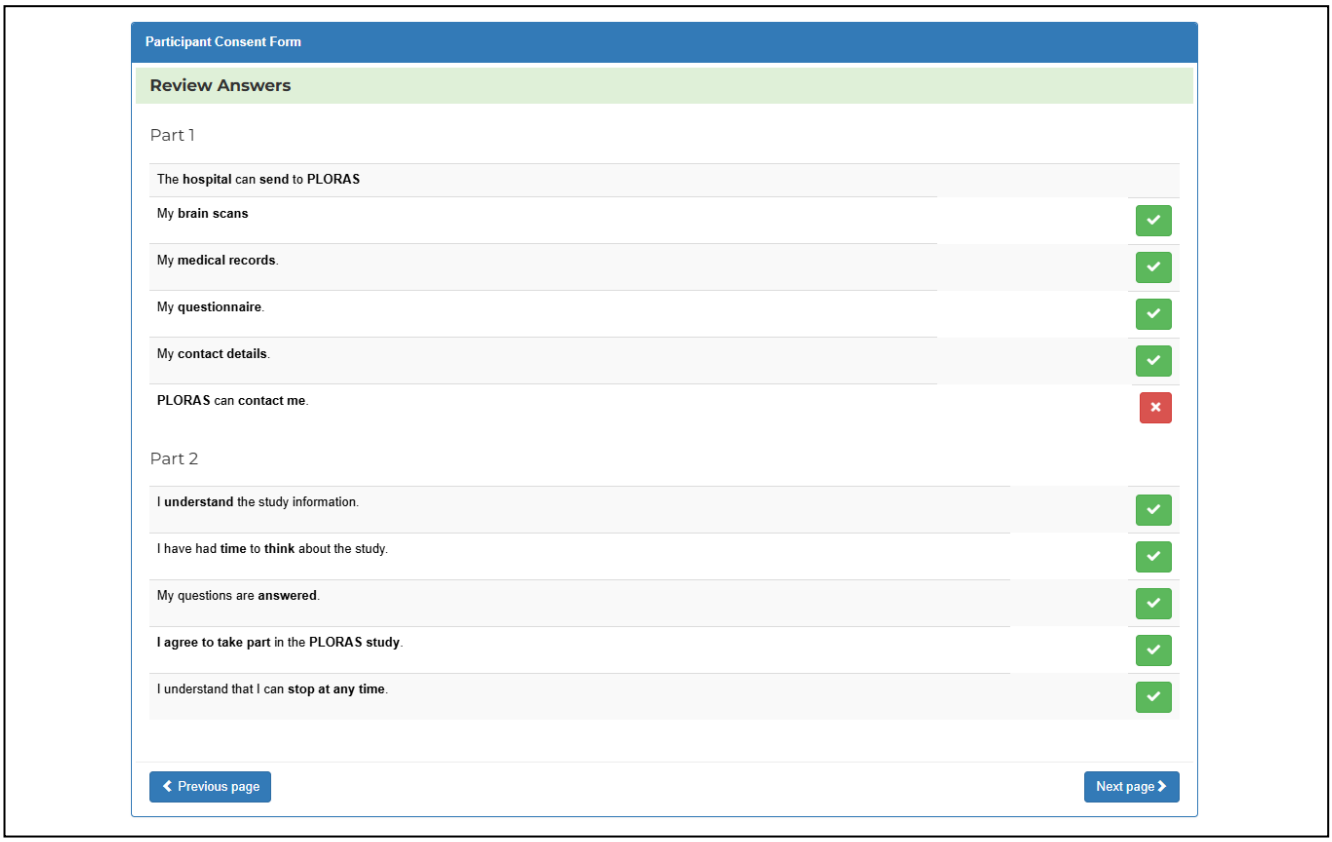
Participant Identifiers

When you're ready to begin, select the appropriate site under **Site Name** and enter the new **Participant Number** (e.g., 0001). Click next page and enter the participants **Preferred Title, First and Last name**.

Participant Actions Required
After entering the participant's name, you will be prompted to pass the tablet to the participant. They will receive a brief overview of the PLORAS study and will be prompted to continue through each statement.

Each statement appears in a green banner, with images to support understanding where appropriate. Beneath the supportive images are Yes and No buttons. Selecting **Yes** allows them to click next page and move onto the next statement. Selecting **No** to a mandatory consent statement will flag that the form cannot be continued and the reason. Please remain with the participant throughout to support their understanding.

Once the participant has completed all consent statements, they will see a **review answers page** which summarises the responses they chose. Should they wish to change a response, they can click on the green tick or red cross button next to the relevant statement to be taken back to that page. You will then need to click Next page to get back to the end of the form.



Electronic Signatures
After the review page, the participant is prompted to provide an **electronic signature**. Selecting the **Yes** button will auto-fill their *signed by* name and the date. Selecting **No** will flag that the form cannot be continued.

Once electronically signed, they will see a thank you message and be asked to return the device back to you.

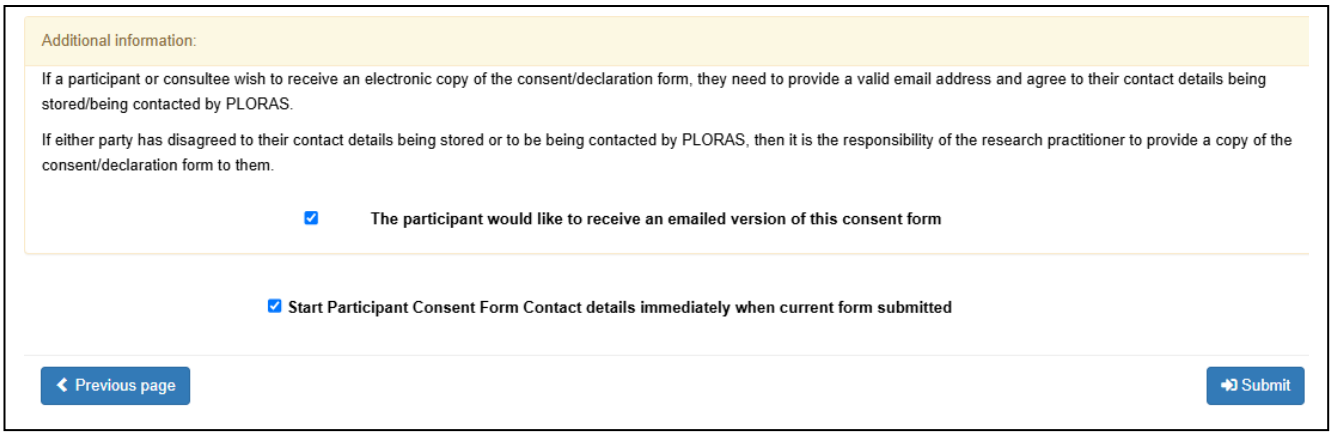
Next, an **independent witness** page will appear – if applicable, please ask the witness to enter their details and electronically sign the form (by selecting **Yes** button). If an independent witness is not required, select **N/A** to move on.

You will then be prompted to provide your **electronic signature** by confirming that you have explained the consent form to the participant and are confident in their ability to understand it. Selecting the **Yes** button will auto-fill your name and the date. Selecting **No** will flag that the form cannot be continued.

Additional Information Options

There are two *optional* tick boxes at the end of the research practitioner signature page.

- **The participant would like to receive an emailed version of this consent form**: If ticked, a copy of the consent form will be emailed to the participant, once the Contact Details section of the form has been completed and submitted to PLORAS. If the participant doesn't have an email address, or you do not tick this box, you can provide them with a printed copy of the form you receive, at any time.
- **Start Participant Consent Form Contact details immediately when current form submitted**: This is ticked by default and means that when you select submit, you will move to another section where you can provide the participant's **Contact Details**. If you are not ready to supply these, you can untick the box and complete these later. Please note that without the contact details the consent form will not be submitted to PLORAS.



3.2.2 Contact details

Participant Identifiers
The **Site Name** and **Participant Number** will already be auto-filled. Please provide the **participant's NHS number** – if this is unavailable please tick the associated tick box *'I do not know / have access to the participant's NHS number'*.

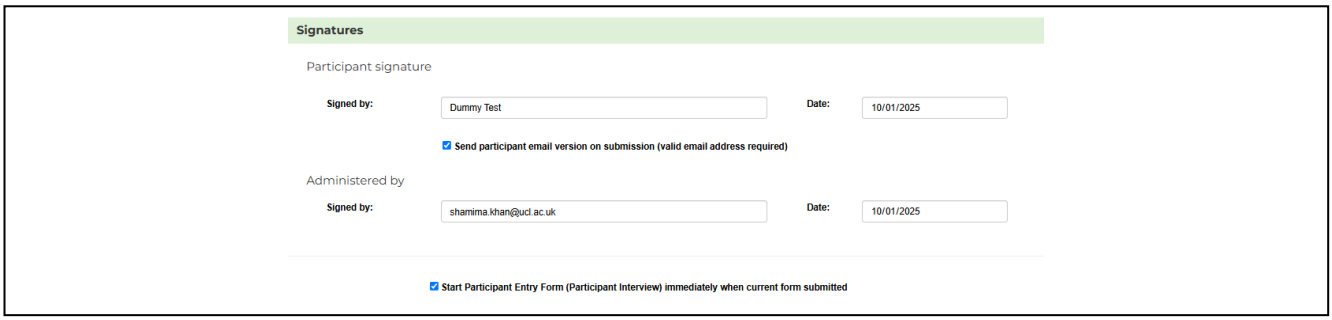
Participant Details
Participant name will already be auto-filled. Please provide the **participant's date of birth**.

Participant Contact Details
The form requires a **postal address and at least one telephone number** (either landline or mobile). **Email** address is optional, but should be included if the participant has one or they requested an email copy of their consent form.

Review Participant Consent Answers
This simply acts as a reminder of the participant's responses. You cannot change or edit statements from here.

Signatures
This simply acts as a reminder. You cannot change or edit signatures from here.

- There is another opportunity to complete the tick box for **Send participant email version on submission (valid email address required)** if missed earlier in the consent form.
- **Start Participant Entry Form (Participant Interview) immediately when current form submitted**: This is ticked by default and means that when you select submit, you will move to the entry form (participant interview section). If you are not ready to go through the interview with the participant, you can untick the box and complete this later.



Form options

- **Discard form** will cancel creation of the new participant (note their consent form will not be saved) and return to the main Consent Forms page.
- **Save** will save form progress but not close the form. **Save & Exit** will save form progress and take you to the Participant Overview page. These options might be used if you need to confirm the participant's details and return to complete the form.
- **Save & Submit** will send the form to the PLORAS database and either move to the Participant Entry Form (Participant Interview) or return you to the Participant Overview page, depending on whether you ticked the *'Start Participant Entry Form (Participant Interview) immediately when current form submitted'* box.

3.3 Consultee Declaration Form

The Consultee Declaration Form is to be completed by the consultee in collaboration with the participant as much as possible**.** Please remain with the consultee throughout to support their understanding. You may physically complete the form, but please pass to the consultee to complete the signature section.

Participant Identifiers

When you're ready to begin, select the appropriate site under **Site Name** and enter the **Participant Number** (e.g., 0001). Additionally, please provide the participant's **NHS number**, if you do not know the NHS number or do not have access to it at the time of completing the form, please tick the box below and provide the NHS number to us via email at a later time.

Consultee Consent

The consultee should be asked to provide consent for their contact details to be stored in the PLORAS database and to be contacted about the research on the participant's behalf.

If:

- **Yes**: The consultee agrees to have their contact details stored and to be contacted by our team regarding the research.
- **No**: The consultee disagrees and we will not store their contact details or contact the consultee regarding this study. However, we will record their name and relationship to the participant.

Consent

This section should be completed in collaboration **with the participant**, even if the consultee is confident that they fully understand the participant's wishes.

If any of the mandatory consent statements are disagreed with, we will not be able to accept the participant into our study, and you should discontinue the form.

Consultee and Participant Details

The following sections request key information needed to contact both the consultee and participant in the future. This includes:

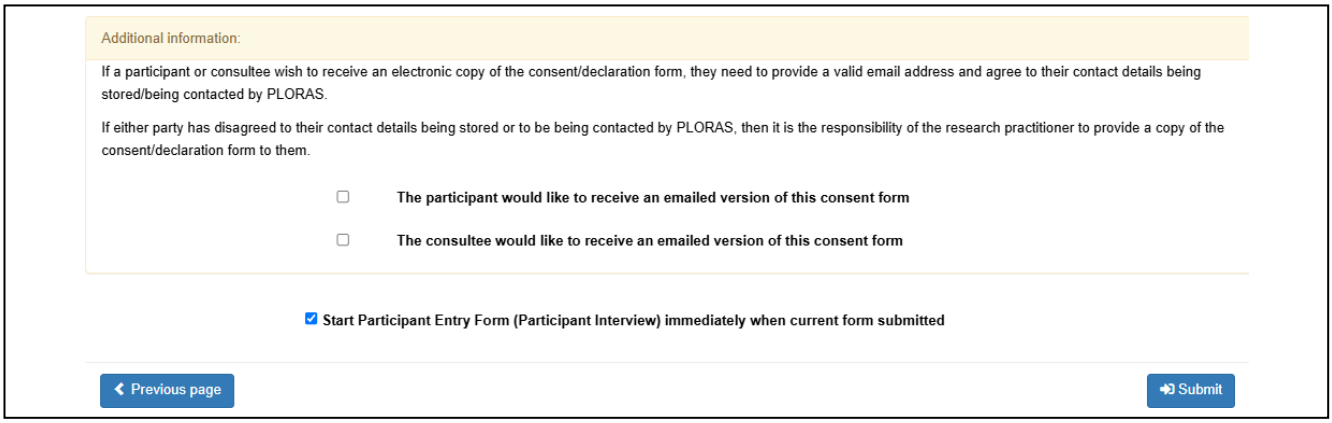
- **Title**
- **Name**
- **Relationship to Participant**
- **Methods of Contact** (e.g., email, phone number, and postal address)

NB. Three forms of contact details are typically required (unless either party have declined to be contacted): **at least one telephone number** (either landline or mobile) for the consultee and a **postal address and telephone number** (either landline or mobile) for the participant. An **email** address, if available, is strongly recommended but optional.

Review Answers and Consultee Signature
At this stage, allow the consultee to review the answers and electronically sign off. They should select **Yes** to provide an electronic signature, confirming that they understand and agree to the reviewed answers. When 'Next page' is selected, the consultee will receive a thank you message and be prompted to pass the device back to you.

Research Practitioner Consent
At this stage, you will be prompted to electronically consent by selecting **Yes**, confirming that you are confident in the individual's ability to understand the declaration form.

If the participant or consultee wishes to receive an electronic copy of the declaration form, they must provide a valid email address and agree to have their contact details stored by PLORAS. You can enable this by selecting the **'The participant/consultee would like to receive an emailed version of this consent form'** checkboxes. If either the participant or consultee disagrees with PLORAS storing their contact details, we will not be able to send them an electronic copy. In this case, you will need to provide a printed copy from the email sent to you once the form is complete.



By default, when the form is submitted, it will automatically start the **Participant Interview (Entry Form)**. If you are not ready to begin the form or prefer to start it at a later time, simply untick the **'Start Participant Entry Form (Participant Interview) immediately when current form submitted'** checkbox at the bottom of the page.

3.4 Participant Consent Form Part 1 Only

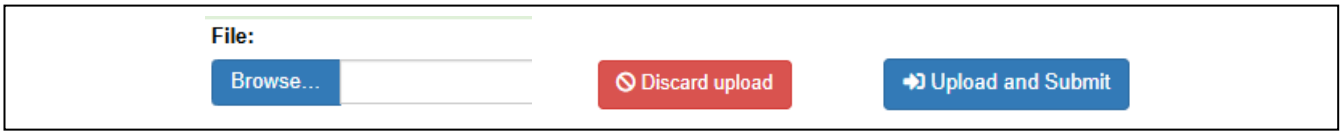
This form functions in the same way as the full **Participant Consent Form (see 3.2 above)** but only contains part 1 consent statements.

3.5 Submitting Paper Based Consent Forms

When you're ready to begin, select the appropriate site under **Site Name** and enter the **Participant Number** (e.g., 0001). Then use the 'Browse' button to select your completed paper consent form file (e.g. pdf). For successful upload, the file will need to be inside a **.zip folder**.

Next please complete the tick boxes to confirm that the **participant or consultee has signed the paper consent form** and to indicate whether they have **consented for PLORAS to store their contact details**.

Finally, before submitting, please **confirm** the tick box details are correct by selecting Yes or No. Selecting **No** will not allow you to proceed. Selecting **Yes** will create an **electronic signature** which auto-fills your name and the date. Once done, you will be able to click **Upload and submit.** Alternatively, click **Discard upload** to cancel and return to the previous page.



4. Entry Form

The **Entry Form** is split into two sections: **Medical Details** and **Participant Interview**.

4.1 Entry Form – Medical Details

Inclusion requirements
At the beginning of the form, is a checklist to confirm that the participant meets the inclusion criteria and that their CT and/or MRI reports and scans are available and ready to be sent. Completion of this checklist doesn't affect the ability to submit the form.

Relevant neurological history
You will be prompted to enter details about the participant's stroke, including:

- **Date of Stroke**
- **Type of Stroke** (dropdown list e.g., ischemic, haemorrhagic, or both)
- Whether the participant's stroke was **thrombolised**
- **Stroke Location**, where you can add the information you have available.

NB: If the stroke was confined to the brainstem or involved a subarachnoid haemorrhage, subdural hematoma, or lacunar stroke, please contact us before completing this form.

If the participant has experienced more than one stroke, you can add an additional stroke entry by clicking the green plus button.

Next, you will be asked a series of **'Yes' or 'No' questions** which relate to our **exclusion criteria**. If you are unsure you can select 'Unknown'. However, it is important that this information is provided to us at a later time. Please contact us if you select 'Yes' to any of these questions as it is likely the participant is not suitable for inclusion.

Speech and language therapy
In this section, you will be asked about the participant's aphasia diagnosis and any speech and language therapy received following their stroke, including:

- Whether the participant has been assessed by a speech and language therapist (SLT).
- If the participant is receiving therapy from an SLT, along with the department/clinic contact details (if available).
- Whether you have access to the SLT's assessments and reports, and if so, please ensure a copy is transferred to the PLORAS team.

Brain imaging details
Please provide a list of all CT and MRI scans performed post-stroke, including the following details for each:

- **Scan Date**
- **Type of Scan** (CT or MRI)
- **Hospital** where the scan was carried out

Please note: All participants must have at least one CT or MRI scan of their stroke to qualify for the study. If the participant has had more than one scan, you can create additional scan entries by clicking the green plus button.

NIH Stroke Scale scores
If the NIHSS scores are available for the participant, select **Yes** and then you will be able to enter their **admission** and **post-admission** (if available) NIHSS scores.

If the participant scores **0** for **Best Language** or if NIHSS scores are unavailable, we will require proof of aphasia, which can be provided through e.g. an SLT report.

If no NIHSS scores are available please provide a reason in the associated box if possible.

Other information
If the participant is enrolled in any other studies, please select **Yes** and then specify the name under **Study details**. This information helps us to verify that the participant is able to take part in our study at the same time. For example, we may need to check they are not taking any experimental drugs that could affect their cognition or speech.

Contact details for friends/family
In this section, you can provide the contact details of any other family members or friends who can be contacted on the participant's behalf (other than the consultee listed). These individuals may be contacted to discuss the research and the participant's personal information in case the participant or consultee are unavailable.

Please note that both the participant and the family member/friend must verbally consent before we can accept their contact details. You can confirm this consent by selecting **'Yes'** when prompted.

Discharge details (for inpatients, if known)
If the participant has been discharged or has a discharge date, please complete this section. Include the following details:

- **Date of Discharge**
- **Discharge Destination** (e.g., Home)
- Any other relevant discharge notes that may be important for our study

Any other relevant information
In this section, you can provide any additional information that may be important for the study. This could include any other details relevant to the participant's involvement in PLORAS.

Form options

- **Discard form** will exit the current form without saving progress.
- **Save** will save form progress but not close the form. **Save & Exit** will save form progress and return you to the Participant Overview page.
- **Save & Submit** will send the form to the PLORAS database and return you to the Participant Overview page.

4.2 Entry Form – Participant Interview

This form should be completed by CRN staff in consultation with the participant (and their consultee, if applicable).

Interview Details
The **Date of Interview** will automatically update to the current date. However, you can manually adjust the date if the form is being completed on a different day. You will also be prompted to select everyone who contributed to the impression of the participant's speech and language symptoms. Please select all that apply. If **Other professional** is selected, provide who they were in the text box that pops up.

Language History
This section helps us identify participants with additional language skills (e.g., bilingual or multilingual individuals) and assess those who may need additional support when contacted if not fluent in English.

We ask the following questions:

- **Which country were you born in?** – Please select their country of birth from the drop-down menu.
- **Did you speak English fluently before your stroke?** – This helps us determine the best approach for contacting and assessing the participant.
- **Did you speak any other languages fluently before your stroke?** – If yes, please list all other languages spoken and indicate which was the participant's best language (most used) before the stroke.

Speech and Language Symptoms: Speaking, Understanding, Reading and Writing
For each of the four speech and language symptoms (speaking, understanding, reading, and writing), you will be prompted to confirm if any were affected at any time post-stroke and whether the difficulties are ongoing at the time of assessment.

Speaking
Please note that a participant must have (or be expected to have) difficulties in speaking for at least one week to qualify for the study.

- **"Did you have difficulties speaking at any time after your stroke?" -** Selecting **No** will flag the participant is not suitable for the study.
- **"Do you have difficulties speaking now?"** - If **No** is selected the participant may still be eligible if the interview takes place more than a week after their stroke. If **Yes** is selected you will be prompted to select which areas of their speech are currently affected (e.g., nonsensical speech, word-finding difficulties, slurred speech, or other speech issues). If **Other** is selected, you can specify the difficulty in the text box provided.

Understanding
If **Yes** is selected for **"Do you have difficulties understanding speech now?"**, you will be prompted to confirm whether they can understand any speech. If **Yes**, further information is needed regarding their current level of speech understanding (e.g., capable of answering simple yes/no questions).

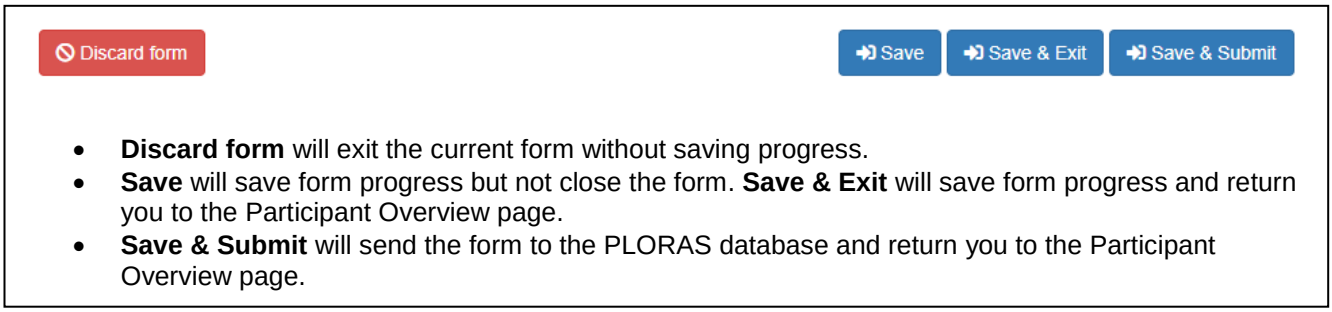
Other Factors Affecting Communication

This section helps us assess other indirect factors that may impact communication. Factors such as **cognition** (e.g., memory and attention issues), **mood**, and **fatigue** can all affect communication. Please indicate if any of these factors were affected by answering **Yes** or **No**. Devices such as **hearing aids**, **vision aids** (e.g., glasses), and **dentures**, can also impact communication. If the participant uses any of these devices, you will be prompted to confirm whether they worked well both before and after the stroke.

Access to Technology
This section helps us to determine which contact methods for further data collection (e.g. speech assessment) are suitable for the participant. We need to know if the participant has access to the internet in a private and comfortable space for discussing confidential information. If so, please specify which devices they can access and confidently use (with support if needed), such as a **computer**, **laptop**, **tablet**, or **smartphone**.

Any Other Relevant Information
In this final section, please provide any additional information discussed with the participant that may be relevant to the study. This could include other relevant symptoms not covered in the form, details of any relevant symptoms that have resolved and how long they lasted.

Form options



- **Discard form** will exit the current form without saving progress.
- **Save** will save form progress but not close the form. **Save & Exit** will save form progress and return you to the Participant Overview page.
- **Save & Submit** will send the form to the PLORAS database and return you to the Participant Overview page.

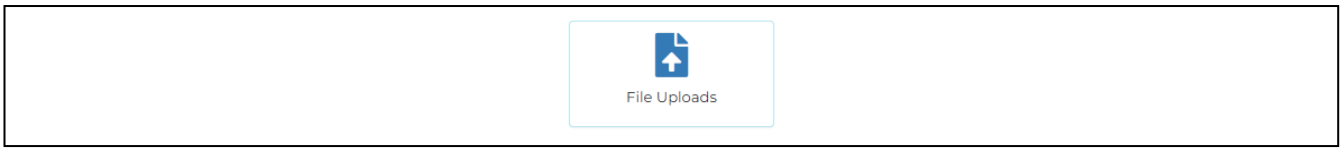
5. File uploads

5.1 Scan reports

Within the **participant overview** page, you will see **Scan report** under the list of outstanding forms. Click the adjacent green button (**start form**) to start. Within the scan report form, the participant ID will already be filled in for you. Simply **select 'Browse'** to choose your report file. Please remember to **pseudonymise** any patient identifiable information contained in reports before transferring to us. The file will also need to be inside a **.zip folder** to be successfully uploaded. Once done, click **Upload and submit.** Alternatively, click **Discard upload** to cancel and return to the previous page.

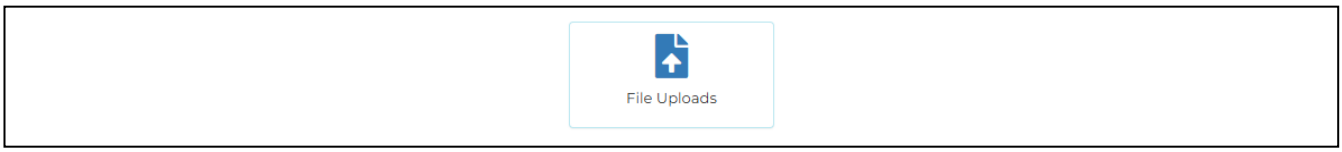
No scan reports available
If you wish to notify PLORAS that there are no available scan reports for the participant you can select the red button (unable to supply). This will lead to an **Unable to supply** form. Please include a reason in the relevant box before selecting *confirm unable to supply*.

No scan report option on the participant's list of outstanding forms?
If Scan report is not seen on the list of outstanding forms (for example, if you have already submitted a scan report and wish to submit another), you can also go to **File uploads** in the left-hand menu, then navigate to **Scan report** (not to be confused with Scan *file* – which is for the upload of actual imaging files) from the list of available reports there.



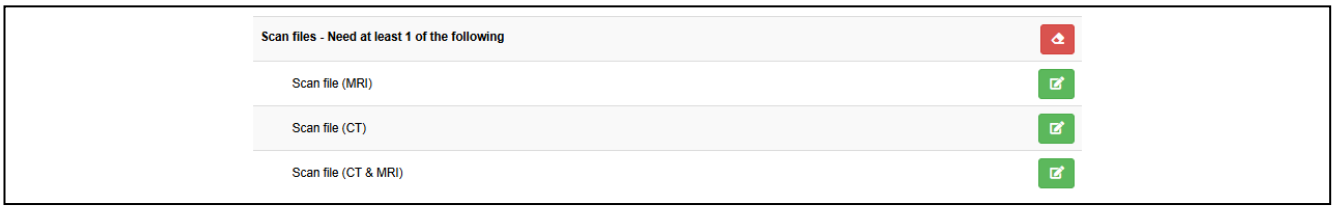
5.2 Other reports

SLT reports, **additional scan report, medical report** or other reports can be uploaded by going to the **participant overview** page and then **File uploads** in the left-hand menu. From here you can access the relevant upload form to complete. Please remember to **pseudonymise** any patient identifiable information contained in reports before transferring to us. The file will also need to be inside a **.zip folder** to be successfully uploaded.



5.3 Scan files

Within the **participant overview** page, you will see **Scan files** under the list of outstanding forms. You will need to upload at least one scan file to complete the participant referral. Click one of the green adjacent buttons (**start form**) depending on the scan file you plan to upload (CT, MRI or CT & MRI). If the scan file contains a mix of CT and MRI images, please select Scan file (CT & MRI).



Within the scan file form, the participant ID will already be filled in for you. Simply **select 'Browse'** to choose your scan image files. Please remember to **pseudonymise** any patient identifiable information contained in scan image files before transferring to us. The files will also need to be inside a **.zip folder** to be successfully uploaded. Once done, click **Upload and submit.** Alternatively, click **Discard upload** to cancel and return to the previous page.

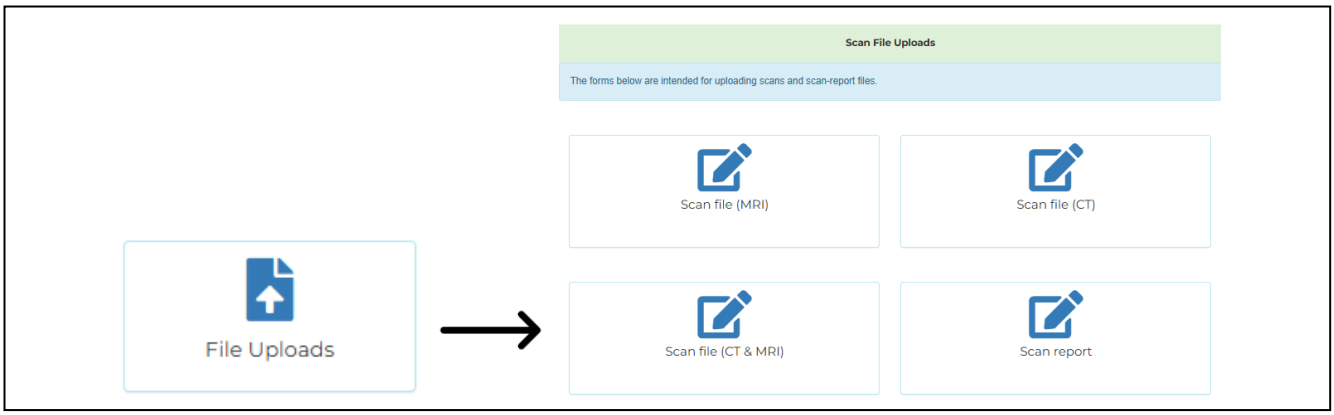
No scan files available

If you wish to notify PLORAS that there are no available scan files for the participant you can select the red button (unable to supply). This will lead to an **Unable to supply** form. Please include a reason in the relevant box before selecting *confirm unable to supply*.

No scan file option on the participant's list of outstanding forms?

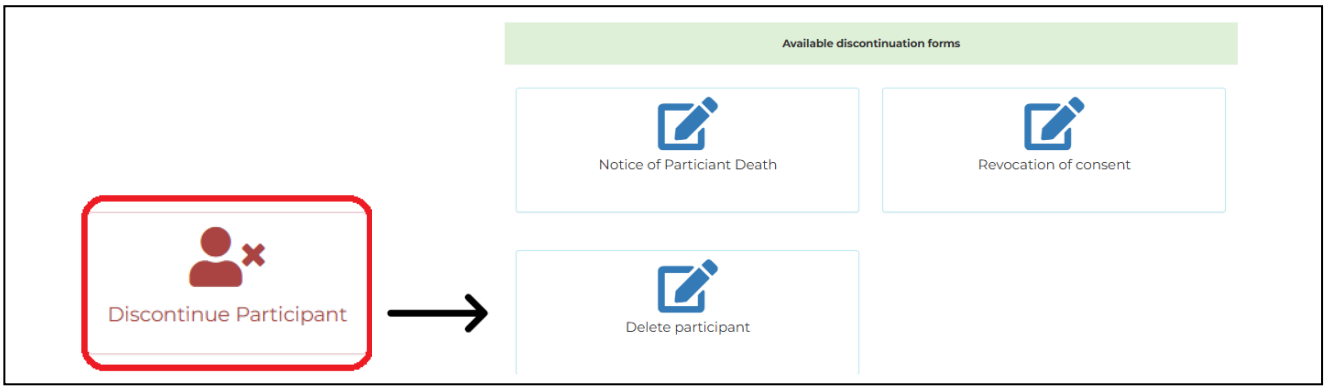
If Scan files is not seen on the list of outstanding forms (for example, if you have already completed the referral and wish to submit an additional scan image file), you can go to **File uploads** in the left-hand

menu, then navigate to the relevant **Scan file** type from the list of available options. (NB. Do not select Scan *report* – which is for the upload of reports only).



6. Discontinue Participant

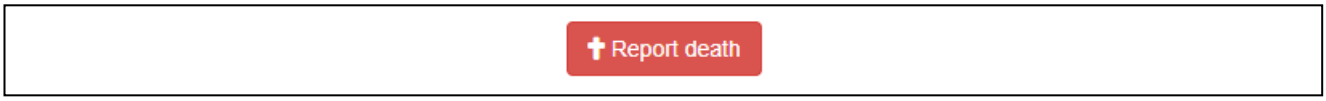
To discontinue a participant, navigate to their **Participant Overview Page**. On the left side of the page, select **Discontinue Participant** from the **Available Actions** section.



This will lead you to three available forms: **Notice of Participant Death, Revocation of Consent** and **Delete Participant.**

6.1 Notice of participant death

This section can be used to inform PLORAS when a referred participant has since deceased. Please include the **date deceased** (or approximate) and **additional details** so we can accurately update our records. To submit this information, click the **'report death'** button.
PLORAS will note their death and **no longer contact the participant or any alternative contacts** regarding the study. We will, however, keep their data and continue to use it confidentially as permitted by the participant's prior consent.



6.2 Revocation of consent

This section can be used to inform PLORAS of a participant's intention to withdraw from the study. Please confirm **who has made the request to withdraw** the participant (e.g. participant, family member, health professional) and **include as much relevant information as possible** in the additional details box.

Once withdrawn **PLORAS will not contact the participant further regarding the study.** However, we will continue to confidentially use the data that has been collected and may collect further data from other sources for the purposes of the study (e.g. from the participant's SLT or medical records, if the participant previously agreed to this). If the participant or consultee have *explicitly* requested for additional restrictions on their data processing (other than not being contacted further), you can note

these here by selecting Yes to this question and selecting the appropriate statement. In any cases of uncertainty, please contact PLORAS directly to discuss. To confirm the withdrawal, please tick the **'Are you sure you want to withdraw this participant?'** box and **'Withdraw participant'**.

6.3 Delete participant

This section can be used to delete a participant from your list of current participants. This would be relevant for a participant created in error, or where you are not able to complete the referral (e.g. if you realise the participant does not meet our inclusion criteria). Please include the **reason and any additional details** before clicking '**Delete participant'**.

Please note that all data and forms associated with the participant will be deleted. This action is only possible for data that has not yet been accepted by PLORAS. If the data has been accepted, and you still wish to delete the participant, please contact PLORAS directly to discuss.

7. Glossary

Accepted Data	This refers to any forms or files that have been received by PLORAS, reviewed and accepted on our end. You will not receive a notification of whether a form or file has been accepted by us, however once accepted by PLORAS, the list of submitted forms on the Participant's Overview page will be updated.
Forms	This refers more generally to data to be transferred to PLORAS. Reference to forms include Consent and Entry forms as well as reports and file uploads.
Rejected Data	If we are unhappy with a form or file received, we may **reject the data** – you will be notified by email if this happens. Reasons we may reject data include if there were missing essential information – in which case we may request you to add this to the form before resubmitting. Any forms that are rejected will reappear in the Participant Overview page for you to edit.