



USER'S MANUAL

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Rev. 0	12/10/22	User's Manual Created
Rev. 1	03/01/23	Added additional software's update information



INTRODUCTION

[Valitracks](#) is a cloud-based linguistic validation software that streamlines the validation process, making it easy for users to manage the entire process online from any device and location. With [Valitracks](#), all parties involved in the validation process can stay informed about the progress, interact with the process, and discuss any issues that arise, ensuring transparency and collaboration. [Valitracks](#) is designed with a user-friendly interface that is intuitive and easy to navigate. This makes it accessible to users with varying levels of technical expertise. Whether you're a researcher, a clinician, or a project manager, the platform offers a range of features to meet your needs. The software is designed to improve the efficiency and accuracy of the validation process, allowing you to focus on other aspects of your work. This guide manual has been created to help users understand the features and functions of Valitracks, and how to use them effectively. By following the guide, you will be able to make the most of this powerful software and ensure the success of your validation process.

This manual contains the various profile entities in [Valitracks](#), please choose your own profile/subscription and proceed to the table of contents in the next page to read the relevant section in the manual.

- Translator/Reviewer, Patient's Profile, Clinician's profile, Interviewer's Profile , Basic-Linguistic Validation , Advanced linguistic Validation, In Vivo Testing.

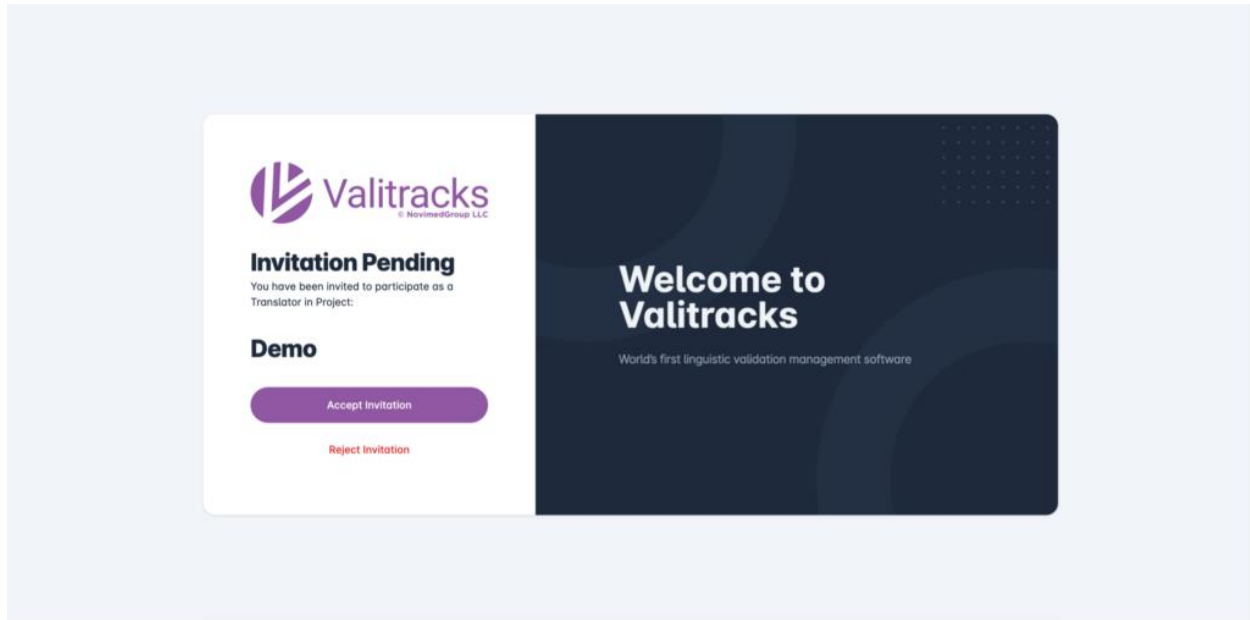
User's Manual - TABLE OF CONTENTS

Table of Contents

<i>Introduction</i>	<i>ii</i>
<i>1.0 Translator/Reviewer.....</i>	<i>1</i>
<i>2.0 Patient's Profile.....</i>	<i>5</i>
<i>3.0 Clinician's Profile</i>	<i>11</i>
<i>4.0 Interviewer's Profile</i>	<i>15</i>
<i>5.0 Basic – Linguistic Validation.....</i>	<i>25</i>
<i>6.0 Advanced – Linguistic Validation.....</i>	<i>37</i>
<i>7.0 In vivo testing.....</i>	<i>55</i>

1.0 TRANSLATOR/REVIEWER

Watch our video guide [here](#).



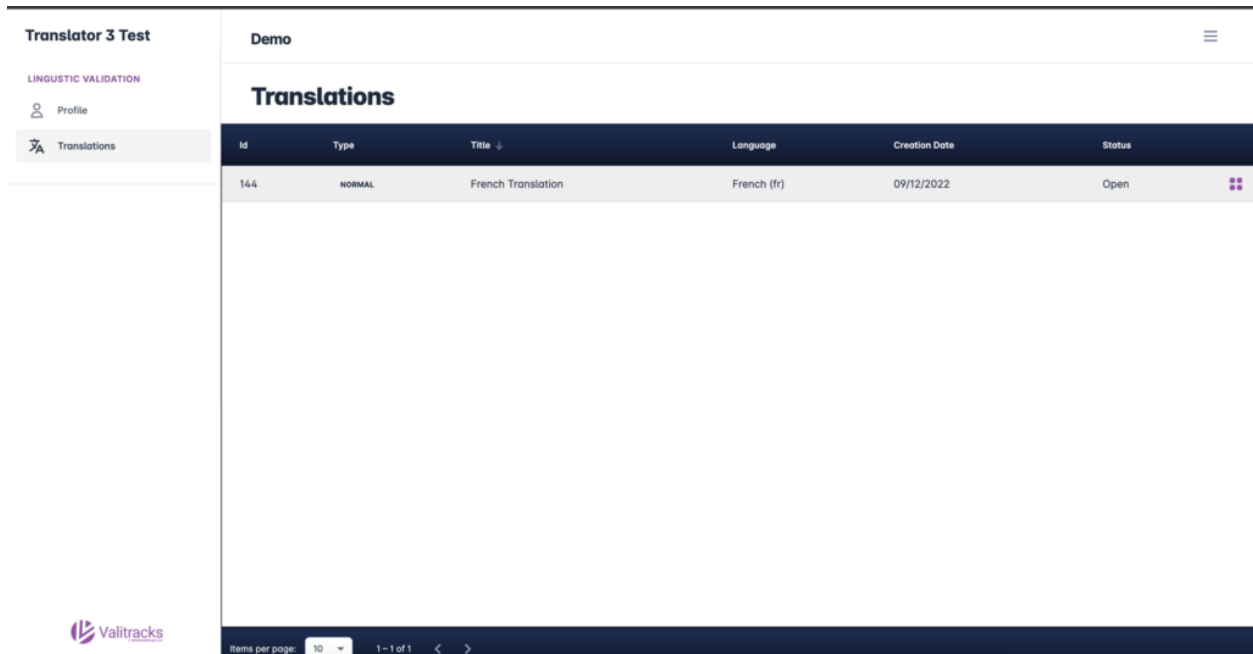
Edit Profile: Press on Profile to edit your details.

A screenshot of the Valitracks user profile page. The page has a light blue header with 'Translator 3 Test' on the left and a hamburger menu on the right. Below the header, there's a sidebar with 'LINGUISTIC VALIDATION' and two options: 'Profile' (selected) and 'Translations'. The main content area is titled 'Demo' and 'Profile'. It features a purple 'Update' button with a refresh icon. Below this, there are three input fields: 'Name' (containing 'Translator 3 Test'), 'Email address' (containing 'Translator3test@gmail.com'), and 'Language' (a dropdown menu showing 'French - Français'). The Valitracks logo is visible in the bottom left corner of the page.

Access Translations:

Access the tasks that have been assigned to you. Any task that has been assigned to you will appear in the translations

List after pressing on it.



The screenshot shows the Valitracks Translator 3 Test interface. On the left is a sidebar with 'Translator 3 Test' and 'LINGUISTIC VALIDATION' sections. The 'Translations' option is selected. The main area is titled 'Demo' and 'Translations'. It contains a table with the following data:

Id	Type	Title	Language	Creation Date	Status
144	NORMAL	French Translation	French (fr)	09/12/2022	Open

At the bottom of the table, there is a footer with 'Items per page: 10' and '1 - 1 of 1'.

Near each translation press on the purple squares to access the translation dashboard.

For Translation: Insert the translation in the right column.

On the right side up you can find the autosave and break sections icons.

The autosave is automatically working to save all of your edits.

In case you want to break the sections in order to control the tags enable the break section option.

This might be useful for the right to left languages.

Translator 3 Test

LINGUISTIC VALIDATION

Profile

Translations

Demo

ID: 144
Title: French Translation
Translation Language: French (fr)
Status: Open
Mark As Ready

Translation Sections

Original Text

Translation Section

Break Sections Auto Save

Test U7

This test is designed to test your ability to perform in the linguistic research project. Your participation helps us in the evaluation and perception of our future collaborators.

Performance in this test might be an indicator of your performance in the upcoming tasks and it will be considered in our recruiting process.

*Please note, in our research we are trying to predict possible ways in which people or patients would reword a sentence or a word.

*Please note you need to keep the original concept in the sentence, however, you can use common sense in the rewording process that can demonstrate a healthy and reasonable understanding of potential respondents.

test

test

test

*Please note, in our research we are trying to predict possible ways in which people or patients would reword a sentence or a word.

*Please note you need to keep the original concept in the sentence, however, you can use common sense in the rewording process that can demonstrate a healthy and reasonable understanding of potential respondents.

Valitracks

For comments/Proofreading tasks/review tasks: Press on the purple note box near each section and add your comments/read the comments for the section.

Translator 3 Test

LINGUISTIC VALIDATION

Profile

Translations

Demo

ID: 144
Title: French Translation
Translation Language: French (fr)
Status: Open

Comments

New Comment

1) Translator Simple
Test of comments.
Dec 09, 5:23 AM

Translation Section

Break Sections Auto Save

This test is designed to test your ability to perform in the linguistic research project. Your participation helps us in the evaluation and perception of our future collaborators.

Performance in this test might be an indicator of your performance in the upcoming tasks and it will be considered in our recruiting process.

*Please note, in our research we are trying to predict possible ways in which people or patients would reword a sentence or a word.

*Please note you need to keep the original concept in the sentence, however, you can use common sense in the rewording process that can demonstrate a healthy and reasonable understanding of potential respondents.

test

test

test

*Please note, in our research we are trying to predict possible ways in which people or patients would reword a sentence or a word.

*Please note you need to keep the original concept in the sentence, however, you can use common sense in the rewording process that can demonstrate a healthy and reasonable understanding of potential respondents.

test

Valitracks

In case you are done editing a section and you want to lock it you can press on the green lock near each section.

The Green arrow copies the whole content from the left to the Right column.

When you finish translating you can lock the whole document by pressing the mark as ready on the top left side of the page.

The screenshot displays the 'Translator 3 Test' interface. On the left, a sidebar shows 'LINGUISTIC VALIDATION' with options for 'Profile' and 'Translations'. The main area is titled 'Demo' and contains a header section with the following details:

ID	Title	Translation Language
144	French Translation	French (fr)

Below the header, the 'Status' is 'Open' and there is a 'Mark As Ready' button. The main section is 'Translation Sections', which includes a 'Break Sections' toggle and an 'Auto Save' toggle. The table below shows the original text and the translation section for each row:

Original Text	Translation Section
Test U7	
This test is designed to test your ability to perform in the linguistic research project. Your participation helps us in the evaluation and perception of our future collaborators.	test
Performance in this test might be an indicator of your performance in the upcoming tasks and it will be considered in our recruiting process.	test
*Please note, in our research we are trying to predict possible ways in which people or patients would reword a sentence or a word.	*Please note, in our research we are trying to predict possible ways in which people or patients would reword a sentence or a word.
*Please note you need to keep the original concept in the sentence, however, you can use common sense in the rewording process that can demonstrate a healthy and reasonable understanding of potential respondents.	*Please note you need to keep the original concept in the sentence, however, you can use common sense in the rewording process that can demonstrate a healthy and reasonable understanding of potential respondents.
This test consists of 5 sentences.	test

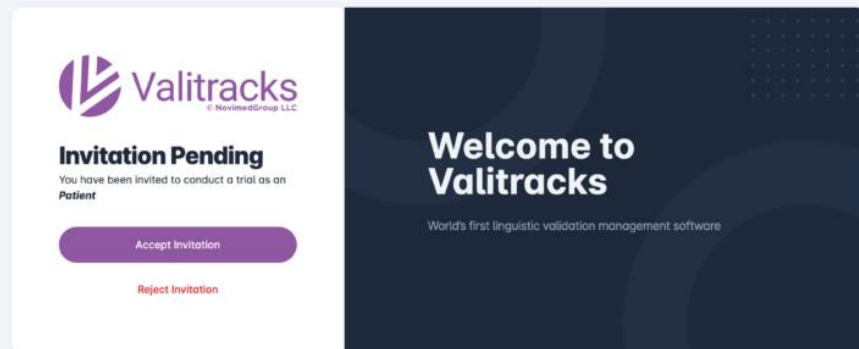
The Valitracks logo is visible in the bottom left corner of the interface.

2.0 PATIENT'S PROFILE


Watch our video guide [here](#).

Welcome to Valitracks, our patient platform is dedicated to assessing your personal understanding and experience of our clinical instruments. Your participation is appreciated and is a large contribution to clinical research and questionnaire standardization.

You will receive an invitation email or message with a link. Please accept the invitation and create your password.



Add your password and retype it.





The image shows a web interface for Valitracks. On the left, there is a white card with the Valitracks logo (a stylized 'V' in a circle) and the text 'NovimedGroup LLC'. Below the logo, it says 'Invitation Pending' and 'You have been invited to conduct a trial as an Patient'. There are two password input fields: 'Password *' and 'Confirm Password *', both with masked characters (dots). A purple 'Save' button is at the bottom of the card. On the right, there is a dark blue banner with the text 'Welcome to Valitracks' and 'World's first linguistic validation management software'.

When you access the system for the first time, check your details in the profile tab and edit/add your missing details as you wish.

Patient 2


TRIALS

 Profile

 Trials

Infield Testing


Please wait for trial to start




Access your profile.


Patient 2

TRIALS

 Profile

 Trials

Infield Testing

Profile 

Name

Patient 2

Email address

Patient2@gmail.com

Phone Number

Medical Status

Year of Birth


Gender

Occupation

Education

☐ Are you a healthcare system worker?

☐ Would you like to receive news/updates/communications from valitracks?



Please go to the trials tab, and check the trials that have been assigned to you as well as any files that are attached to them.

The screenshot displays the 'Patient 2' profile page in the Valitracks system. The left sidebar contains a 'TRIALS' section with 'Profile' and 'Trials' options. The main content area is titled 'Infield Testing' and includes a notification: 'You have pending trials, please review and confirm'. Below this is a 'Messaging' tab with a 'Details' dropdown. The trial details table shows the following information:

ID	Interviewer	Language
132	Interviewer 1	English
Patient	Status	
Patient 2	Waiting for Patient confirmation	

A 'Confirm trial read' button is located at the bottom right of the trial details section. Below the table is a 'Questions' section with four numbered questions, each in a text input field:

- 1- 1- Do you feel sick?
- 2- 2- Are you currently on medications ?
- 3- 3- Do you suffer from any diseases?
- 4- 4- Do you suffer from allergies?

The Valitracks logo is visible in the bottom left corner of the interface.

After reading the instructions for the trial you can see the trial details and the questionnaire, after you read the questionnaire you can confirm the trial read. You can also see the messaging tab and contact your interviewer if you have any questions before the trial, furthermore, you can find some instructions there.

Patient 2

TRIALS

Profile
Trials

Infield Testing

You have pending trials, please review and confirm

Messaging

Details

ID 132	Interviewer Interviewer 1	Language English
Patient Patient 2	Status Waiting for Patient confirmation	

Confirm trial read

Uploaded Files

1- Test.docx

2- Test.docx

Questions

1- 1- Do you feel sick?
2- 2- Are you currently on medications ?
3- 3- Do you suffer from any diseases?
4- 4- Do you suffer from allergies?

Download the files below the "Uploaded files" tab.

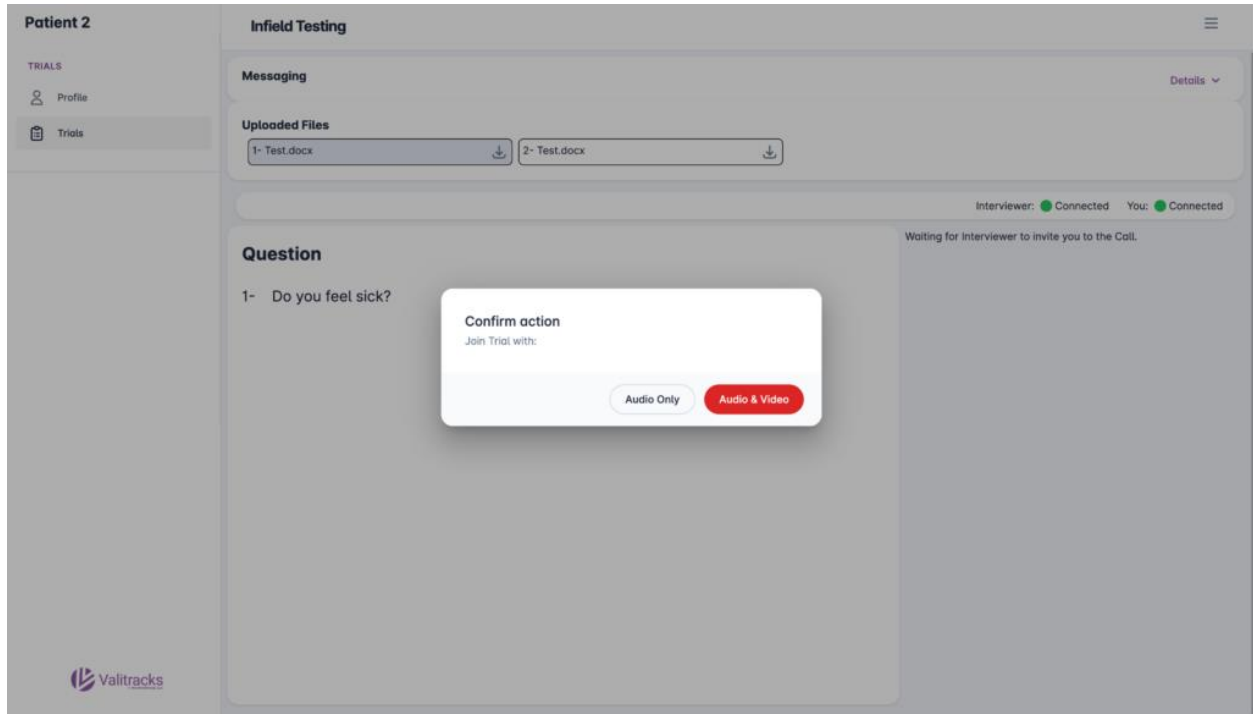
Start of trial

At the time of the trial please log in to your trials tab, in case the trial is delayed or you have any issues, you can use the messaging tab to contact your

Interviewer and set up a call.

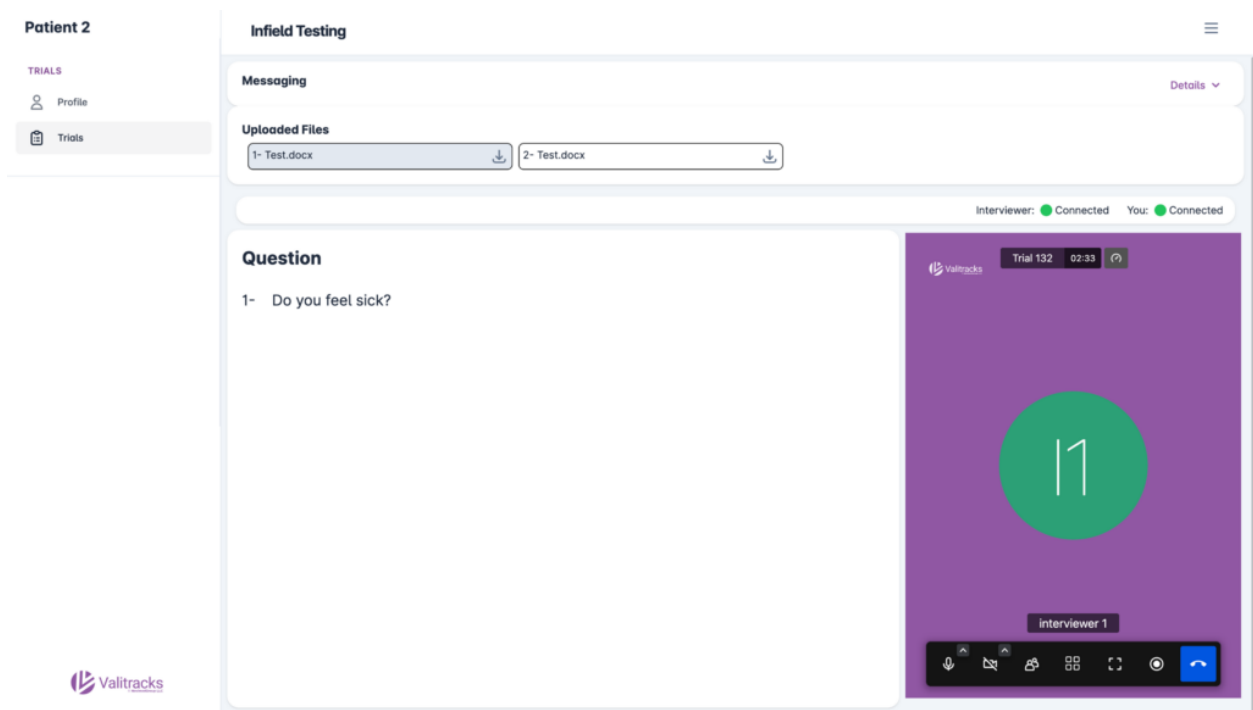
Use the Valitracks help tab in case you have any technical issues and chat with our team.

Join the call audio or audio and video.



You can find the question section in Infront of you while the interviewer is asking you questions about the specific section.

The interviewer might ask to record the call.

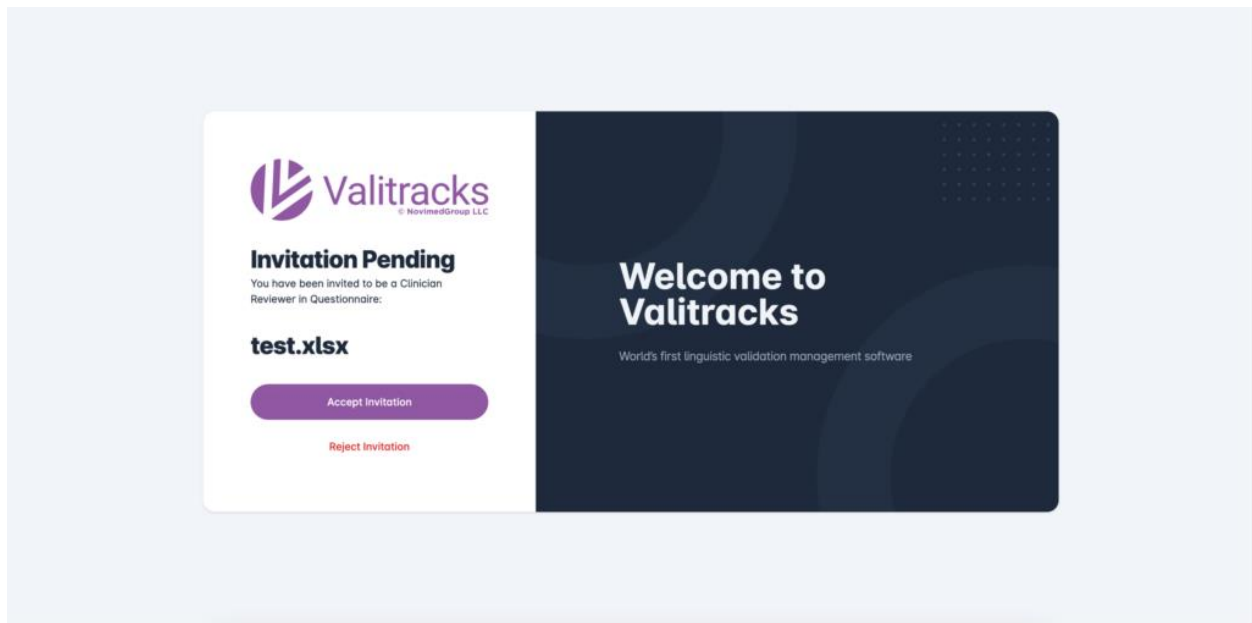


3.0 CLINICIAN'S PROFILE

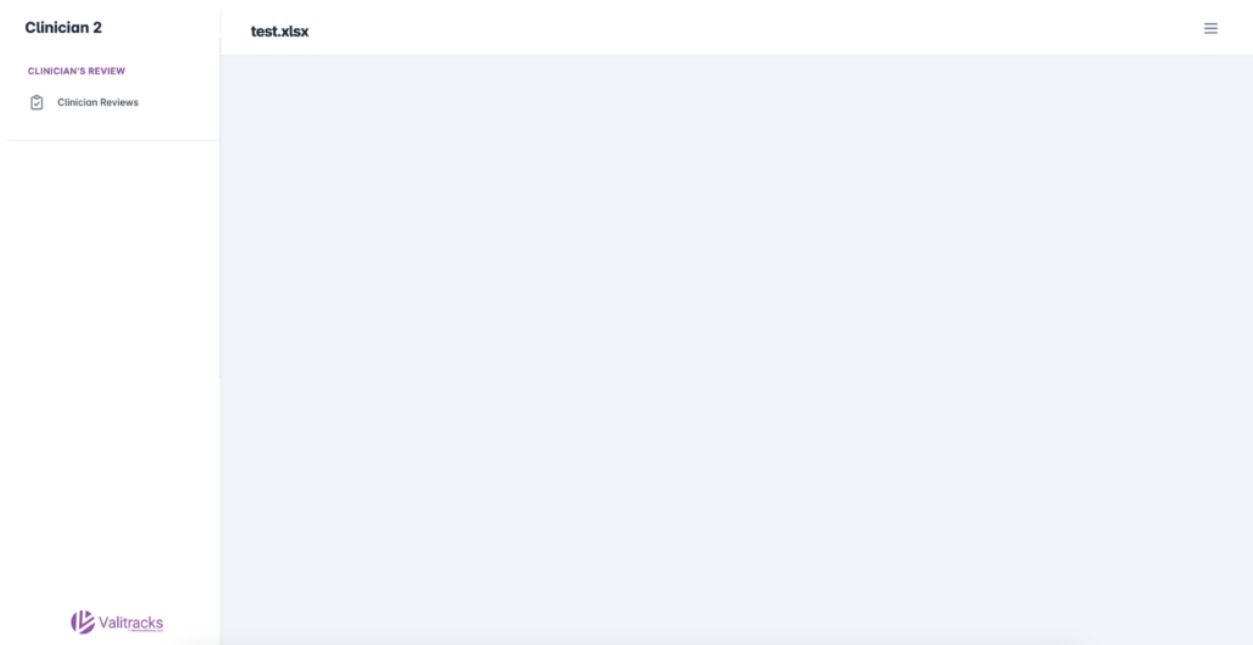
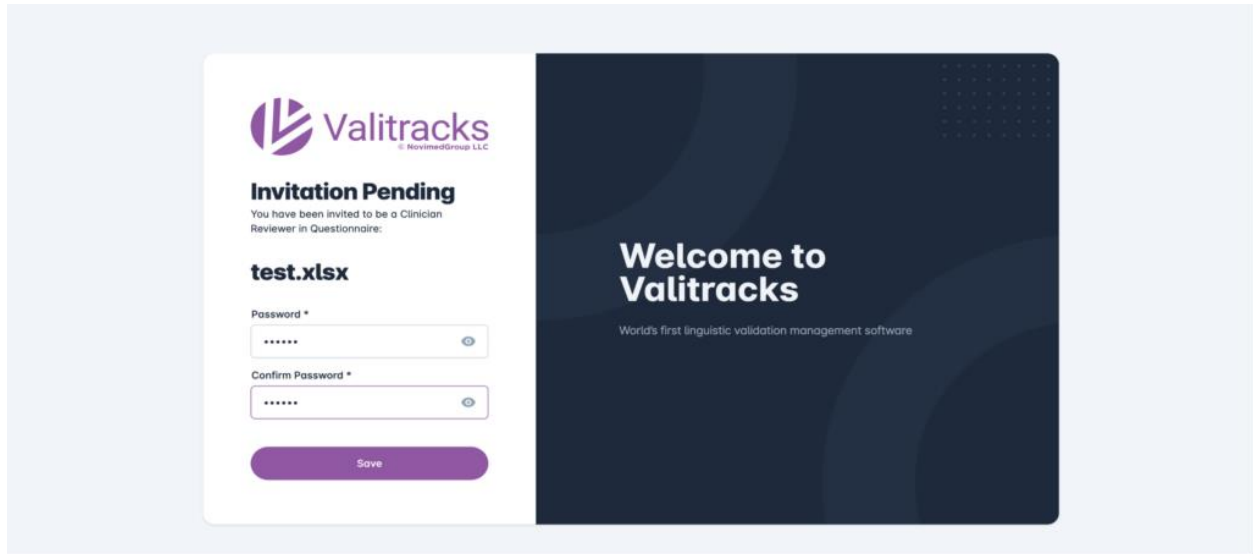
Watch our video guide [here](#).

Welcome to Valitracks, our clinician's platform is dedicated to assessing your personal understanding and experience of our instruments. Your participation is appreciated and is a large contribution to clinical research and questionnaire standardization.

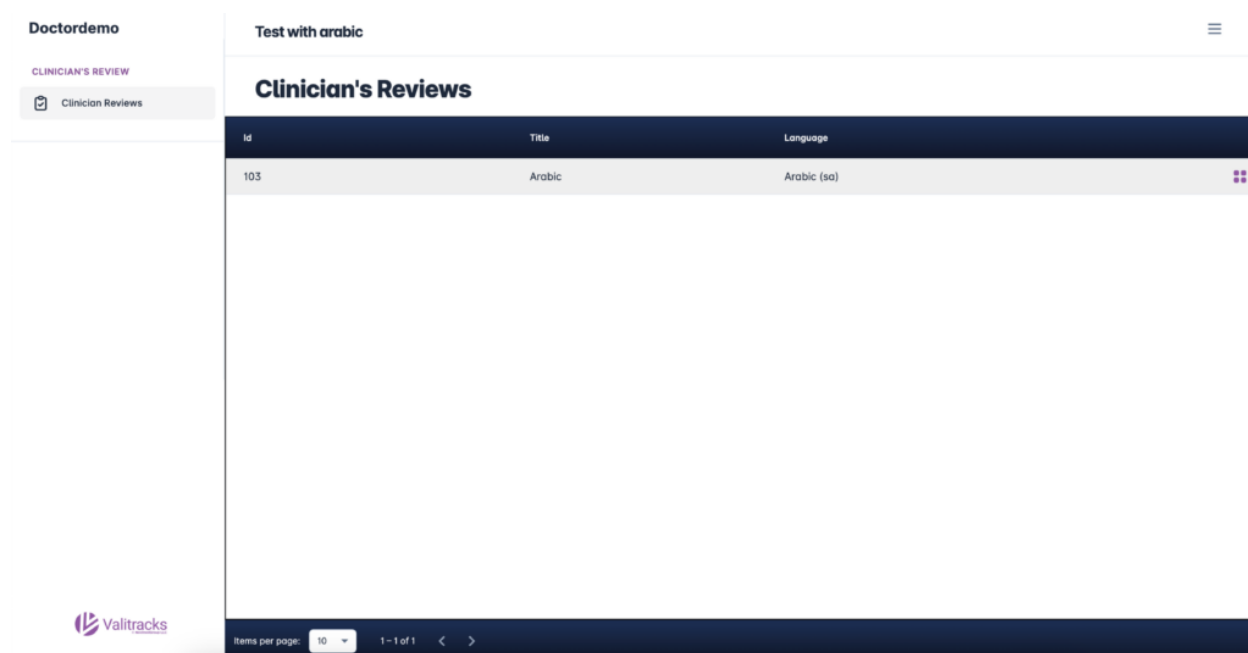
You will receive an invitation email or message with a link. Please accept the invitation and create your password.



When you access the system for the first time, check your details in the profile tab and edit/ add your missing details as you wish.

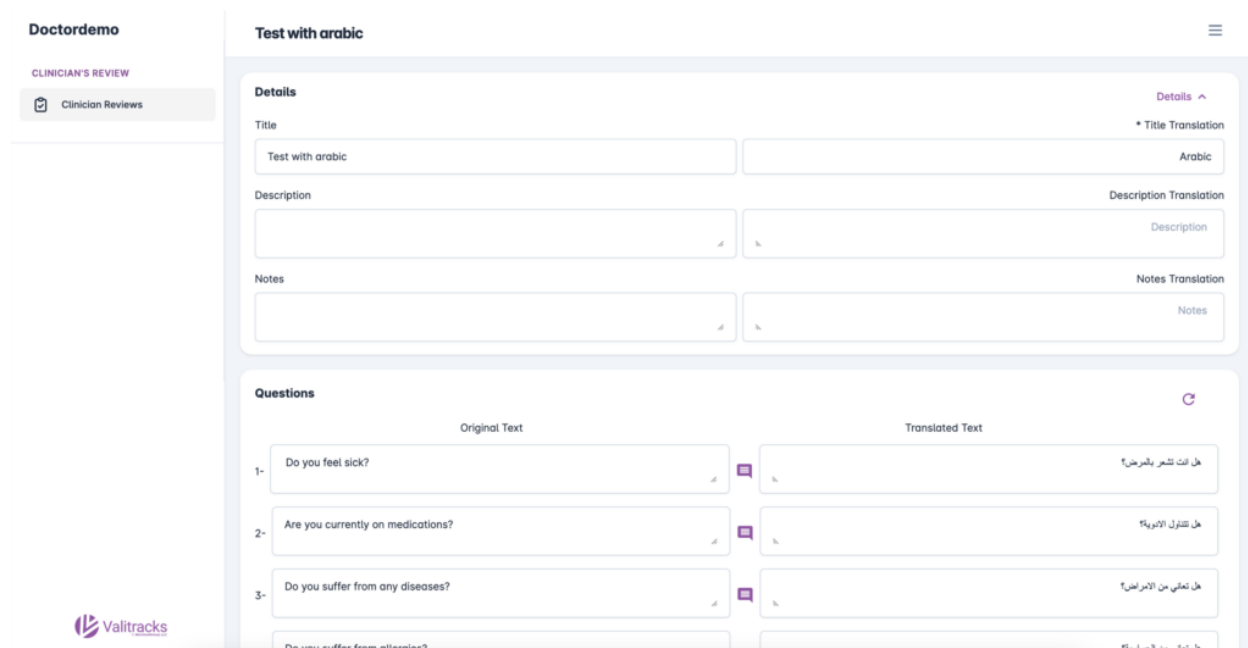


Please go to the trials tab, and check the trials that have been assigned to you as well as any files that are attached to them.



Please click on the squares on the right-side panel of the project. Click on the Details tab to see the full details of the study and if any instructions are there for you.

P



Add your review results to the purple notebook for each section which appears in the middle between the source and the target languages of each section.

You can see the comments of the project manager and other parties to your review in the same notebook.

The screenshot displays the 'Doctordemo' interface for a 'CLINICIAN'S REVIEW'. The main form is titled 'Test with arabic' and includes fields for Title, Description, and Notes, each with a corresponding translation field. A 'Comments' overlay is active, showing a list of comments from '1) Doctordemo' dated 'Dec 19, 4:11 AM'. The comments list includes four items, each with a question in English and its Arabic translation:

Item	English Question	Arabic Translation
1-	Do you feel sick?	هل أنت تشعر بالمرض؟
2-	Are you currently on medications?	هل تتناول الادوية؟
3-	Do you suffer from any diseases?	هل تعاني من الامراض؟
4-	Do you suffer from allergies?	هل تعاني من الحساسية؟

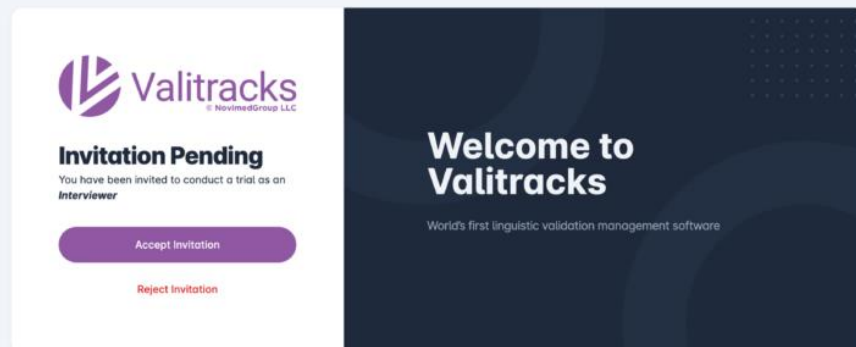
The Valitracks logo is visible in the bottom left corner of the interface.

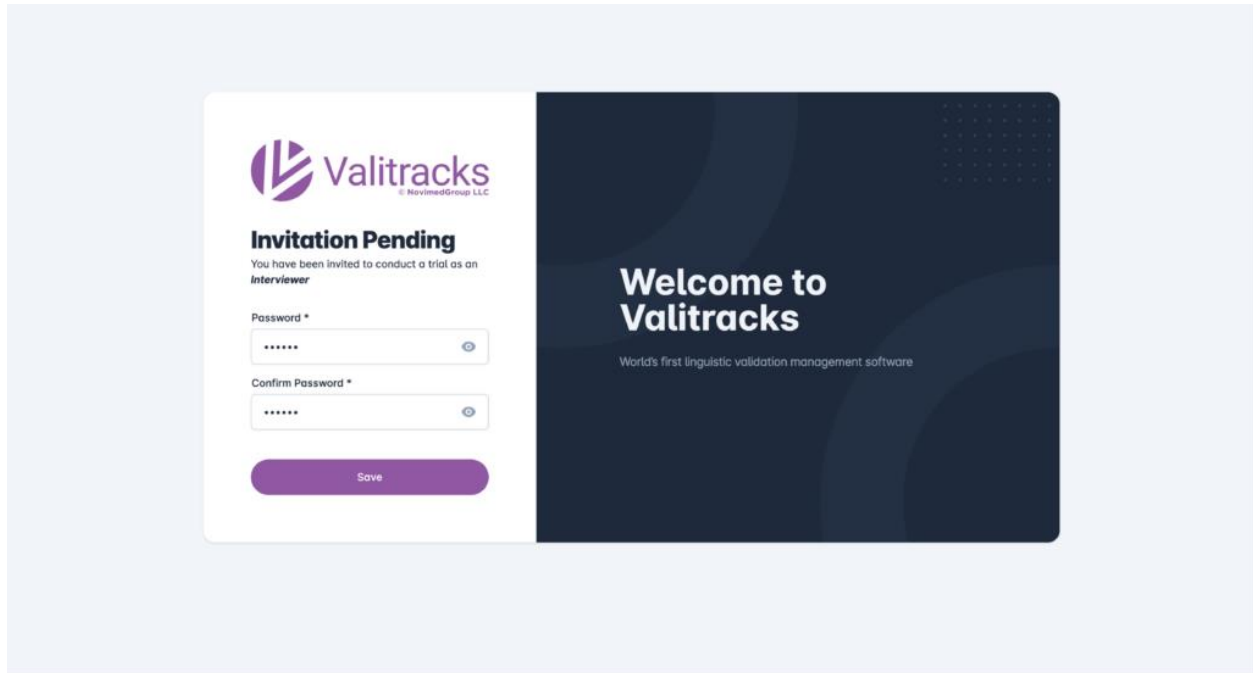
4.0 INTERVIEWER'S PROFILE

Watch our video guide [here](#).

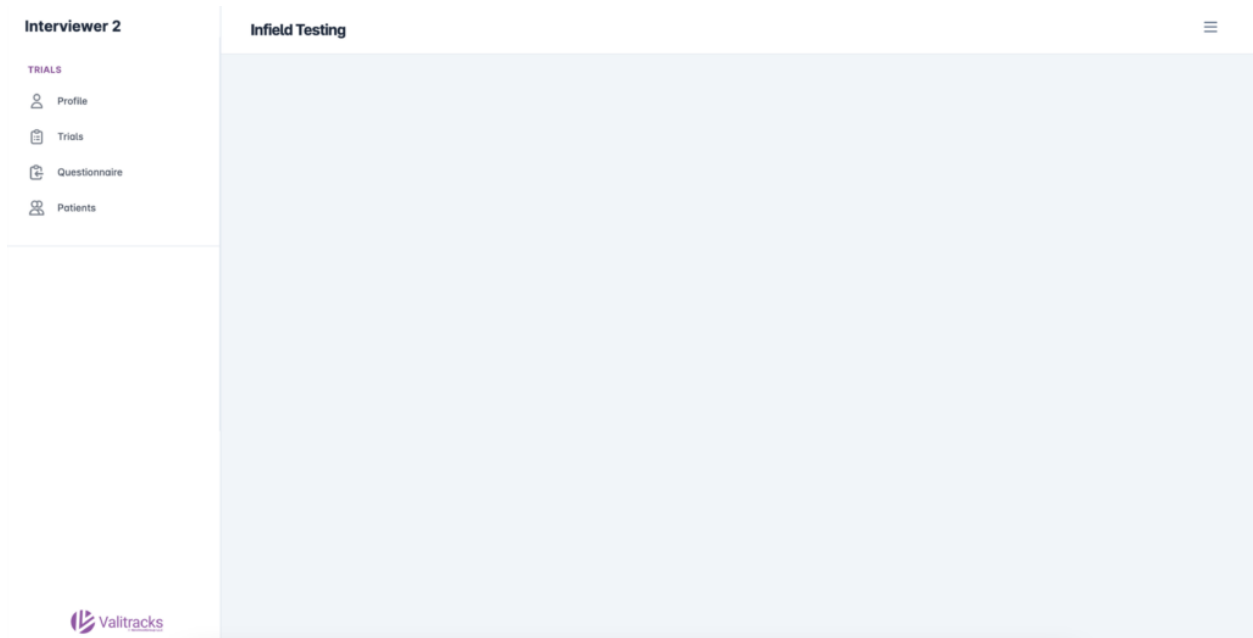
Welcome to Valitracks, our interviewer's platform enables you to manage all of your cognitive debriefings.

You will receive an invitation email or message with a link. Please accept the invitation and create your password.





When you access the system for the first time, check your details in the profile tab and edit/add your missing details as you wish.



Interviewer 2

Profile

Update

Name: Interviewer 2

Email address: Interviewer2@gmail.com

Native Language: English - English

Phone Number:

☐ Would you like to receive news/updates/communications from valitracks?

Valitracks

Please go to the trials tab, and check the trials that have been assigned to you as well as any files that are attached to them.

Interviewer 2

Trials

+ New Trial **Export** **Import Excel Trial** **General Note**

Id	Patient	Interviewer	Language	Start	End	Status
133	Patient 2	Interviewer 2	English	12/18/22		New

Items per page: 10 1 - 1 of 1

Valitracks

Press on the squares to access the trials dashboard

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: You: ● Connected

Messaging Details ▾

ID	Interviewer	Language
133	Interviewer 2	English

Patient	Status	Start Date
Patient 2	New	12/18/22

Submission Date

Owner Notes

Interviewer Notes

▶ Ask Patient to read
📎 Select File To Upload
✖ Cancel
✓ Submit Trial

Please Collect the following information before submitting the trial

Please document the age of the participant What is the Sex of the participant

Patient's Diseases

Press ask the patient to read to share the questionnaire with the patient.

In case you want to upload any file use the select file to upload.

In case you upload the file, the file is automatically shared with the project manager however you need to open the lock sign to share it with the patient as well.

In case you have performed the recording and meeting offline, you can upload the file as an mp3.

You can also see the messaging tab and contact the patient there.

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: You: ● Connected

Messaging Details ^

New Message

Contact patient ...

➤ Send

ID	Interviewer	Language
133	Interviewer 2	English

Patient	Status	Start Date
Patient 2	New	12/18/22

Submission Date

Owner Notes

Interviewer Notes

➤ Ask Patient to read ⬆ Select File To Upload ✉ 🔗 ✖ Cancel ✓ Submit Trial

In case you have patients that you recruited on your own you can add them using the patient tab.

Interviewer 2

TRIALS

- Profile
- Trials
- Questionnaire
- Patients**

Infield Testing

Invited Patients + New Patient

Title ↓	Email	Phone	Status
---------	-------	-------	--------

Items per page: 10 0 of 0 < >

See the full questionnaire using the questionnaire tab

Interviewer 2

TRIALS

- Profile
- Trials
- Questionnaire**
- Patients

Infield Testing

ID	Title	Original Language
77	test.xlsx	English

Questions

- 1- 1- Do you feel sick?
- 2- 2- Are you currently on medications ?
- 3- 3- Do you suffer from any diseases?
- 4- 4- Do you suffer from allergies?

Valitracks

Start trial

Go to the trials tab and fill up the details on your patient before the interview starts or after (sex, education, occupation, etc), this information are needed to generate an automatic summary report.

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

ID	Patient	Status	Start Date
133	Interviewer 2	Waiting for Patient confirmation	12/18/22

Owner Notes

Interviewer Notes

Start Interactive Trial Select File To Upload Cancel Submit Trial

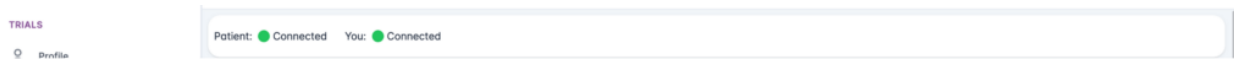
Please Collect the following information before submitting the trial

Please document the age of the participant What is the Sex of the participant

Patient's Diseases

Patient's Educational Level Patient's Occupation

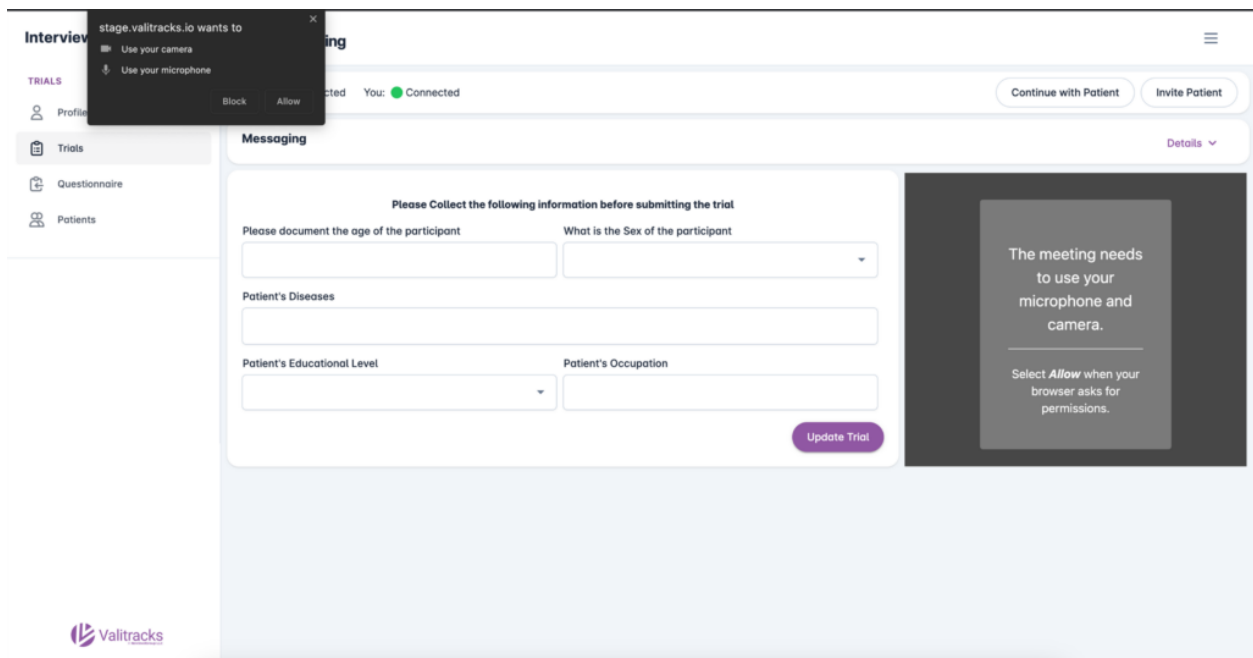
Start the interactive trial when you see on the top of the screen that the patient has logged in and the light near them is green.



1-Press on Strat interactive trial

2- Press on invite patient to start the call.

3- Allow microphone and cam.



Record the conversation after acquiring the consent of the patient by clicking on the white circle near the phone's icon.

Interviewer 2

Trials

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected

[Continue with Patient](#) [Invite Patient](#)

Messaging [Details](#)

Please Collect the following information before submitting the trial

Please document the age of the participant What is the Sex of the participant

Patient's Diseases

Patient's Educational Level Patient's Occupation

[Update Trial](#)

Valitracks

Trial 134 00:13

12

Valitracks

Edit the summary of the interview while interviewing or after finishing the interview.

Move between questions using the next and previous tabs.

Interviewer 2

Trials

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected

[Continue with Patient](#) [Invite Patient](#)

Messaging [Details](#)

Question 1- Do you feel sick? Translated Question 1- Do you feel sick?

Ask the patient to repeat the wording in the section using their own words. Answer Translation

Ask the patient to repeat the wording in the section using their own words. Answer Translation

Did you have any difficulty understanding the section?

Patient's Answer Answer Translation

Patient's Answer Answer Translation

Interviewer Notes Agent Notes

Interviewer Notes Agent Notes

[Close](#) [General Info](#) [Previous](#) 1/4 [Next](#) [Finish](#)

Valitracks

Trial 134 00:13

12

Valitracks

Close the call using the phone icon.

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected

[Continue with Patient](#) [Invite Patient](#)

Messaging [Details](#)

Question
4- Do you suffer from allergies?

Translated Question
4- Do you suffer from allergies?

Ask the patient to repeat the wording in the section using their own words.

Ask the patient to repeat the wording in the section using their own words.

Answer Translation

Answer Translation

Did you have any difficulty understanding the section?

Patient's Answer

Patient's Answer

Answer Translation

Answer Translation

Interviewer Notes

Interviewer Notes

Agent Notes

Agent Notes

[Close](#) [General Info](#) [Previous](#) 4/4 [Next](#) [Finish](#)

Valitracks

Valitracks Trial 134 03:56

12

[Valitracks](#) [Call](#) [End Call](#) [Share](#) [Screenshot](#) [Fullscreen](#) [Refresh](#) [Close](#)

After filling all tabs press on the finish tab.

Fill in the summary after the call was finished or check the results and edit them using the trials tab.

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

[Start Interactive Trial](#) [Select File To Upload](#) [Cancel](#) [Submit Trial](#)

Please Collect the following information before submitting the trial

Please document the age of the participant

What is the Sex of the participant

Patient's Diseases

Patient's Educational Level

Patient's Occupation

[Update Trial](#)

Questions

Original Text	Translated Text
1- Do you feel sick?	1- Do you feel sick? Edit
2- Are you currently on medications ?	2- Are you currently on medications ? Edit
3- Do you suffer from any diseases?	3- Do you suffer from any diseases? Edit
4- Do you suffer from allergies?	4- Do you suffer from allergies? Edit

Valitracks

Click on the pencil icon near each section to access the summary and edit it. Also, you can see agent's notes from the project manager.

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: You: ● Connected

Messaging Details ▾

Question
1- Do you feel sick?

Translated Question
1- Do you feel sick?

Ask the patient to repeat the wording in the section using their own words.

Ask the patient to repeat the wording in the section using their own words.

Answer Translation

Answer Translation

☐ Did you have any difficulty understanding the section?

Patient's Answer

Patient's Answer

Answer Translation

Answer Translation


Interviewer Notes

Interviewer Notes

Agent Notes

Agent Notes

✕ Close General Info ← Previous 1/4 Next → UPDATE



Use submit trial when you are ready to.

Interviewer 2

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

ID	Interviewer	Language
134	Interviewer 2	English

Patient	Status	Start Date
patient3	Draft	12/18/22

Submission Date

Owner Notes

Interviewer Notes

▶ Start Interactive Trial ↑ Select File To Upload ✉ ✕ Cancel ✓ Submit Trial

Please Collect the following information before submitting the trial

Please document the age of the participant


What is the Sex of the participant

Patient's Diseases

Patient's Educational Level

Patient's Occupation

Update Trial



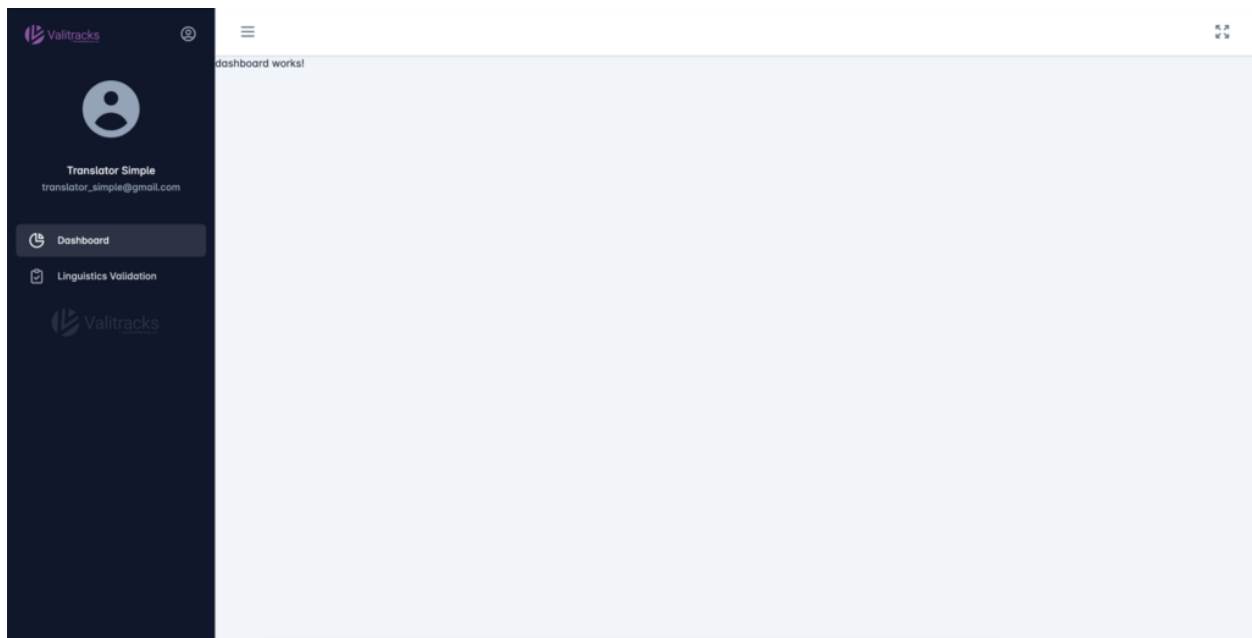
5.0 BASIC – LINGUISTIC VALIDATION

Watch our video guide [here](#).

Translation- Linguistic Validation Basic

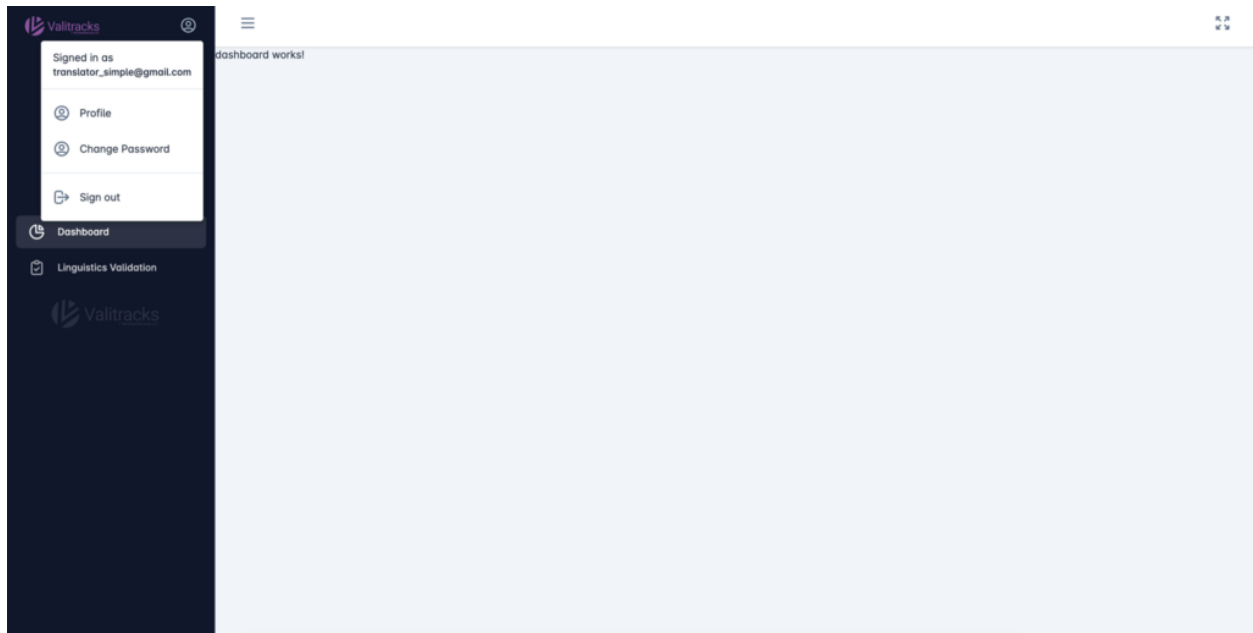
With the Basic Linguistic Validation subscription, you will have access to a variety of tools that are essential for the medical translation process. This subscription includes a CAT (computer-aided translation) tool, which allows you to translate text quickly and efficiently. It also includes a documentation tool, which can help you keep track of important information related to your translations. In addition, the Basic Linguistic Validation subscription comes with a discussion tool, which allows you to collaborate with other members of your team and discuss important issues related to your translations. This tool can be a valuable resource for ensuring that your translations are accurate and consistent. With this subscription, you will also be able to assign roles to different members of your team, including translators and reviewers. This can help you manage the translation process and ensure that it is completed efficiently and effectively. Overall, the Basic Linguistic Validation subscription provides all of the tools and resources you need to perform and manage the medical translation process.

Login Page-



Profile –

Access your profile and change the password and details by pressing on the top left side of the screen.



Edit any data here.

 A screenshot of the Valitracks 'Profile' page. The left sidebar is dark blue and shows the user's name 'Translator Simple' and email 'translator_simple@gmail.com' below a person icon. It also has buttons for 'Dashboard' and 'Linguistics Validation'. The main content area is white and titled 'Profile' in bold. In the top right corner of this area is a purple 'Update' button. The form contains several fields: 'First Name *' (with 'Translator' entered), 'Last Name *' (with 'Simple' entered), 'Email address' (with 'translator_simple@gmail.com' entered), 'Country *' (a dropdown menu showing 'gb - United Kingdom of Great Brital...'), 'Zip Code' (empty), 'Address Line 1' (empty), 'Address Line 2' (empty), 'City' (empty), 'State' (empty), 'Company/Entity I Represent *' (empty), and 'Phone Number *' (empty). At the bottom, there is a section for 'Communication Methods' with a plus icon and the text 'No Extra Communication Methods'.

Change Password Screen

The screenshot shows the 'Change Password' screen in the Valitracks application. On the left is a dark sidebar with the Valitracks logo, a user profile for 'Translator Simple' (translator_simple@gmail.com), and navigation links for 'Dashboard' and 'Linguistics Validation'. The main content area has a white background with the title 'Change Password'. Below the title are three password input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. Each field has a toggle icon for password visibility. At the bottom of the form is a purple 'Save' button.

Access Translation by clicking on the linguistic validation tab.

The screenshot shows the 'Translation Projects' screen in the Valitracks application. The sidebar is identical to the previous screen, with the 'Linguistics Validation' tab now highlighted. The main content area has a white background with the title 'Translation Projects' and a '+ New Project' button. Below the title is a table with columns: 'Id', 'Title', 'Origin Language', 'Status', and 'Create Date'. The table is currently empty. At the bottom of the screen, there is a pagination bar showing 'Items per page: 10', '0 of 0', and navigation arrows.

Start a new translation project by clicking on a new project.

Translation Project

Title *

Language * Country *

Description

Selected Source *

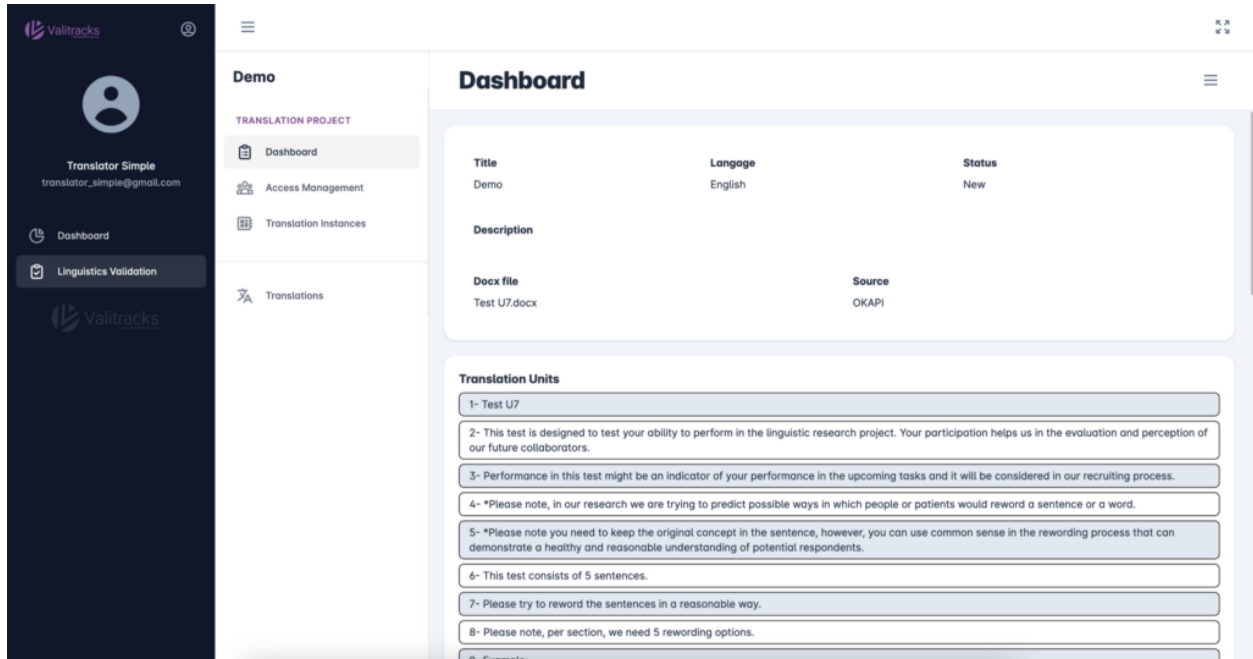
Upload Docx Upload Xlsx Upload XLIFF

SAVE Close

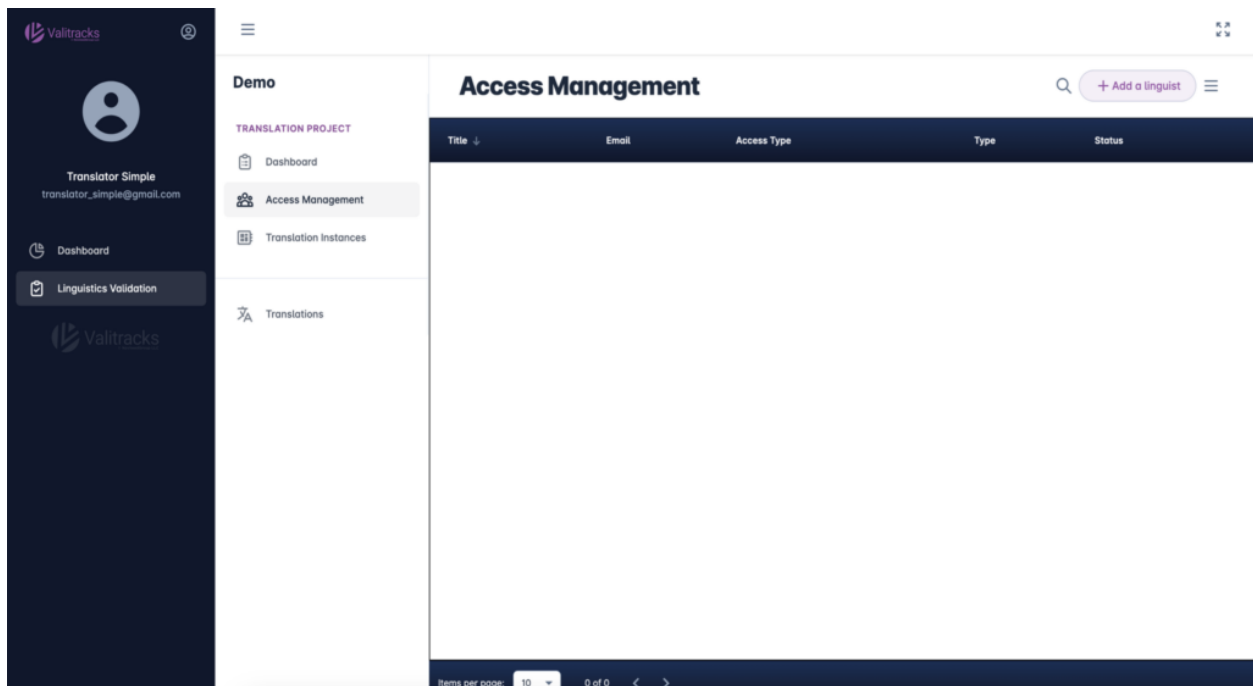
Fill in the relevant fields and upload the file.

After you uploaded the file press on the purple squares on the right side to access the project's dashboard

Id	Title	Origin Language	Status	Create Date
131	Demo	English	New	08/12/2022



Click on access management and add linguistic experts to your team. Click on add a linguist on the top right side.



Choose a type of linguist (translator/ reviewer) and fill in the details.

The screenshot shows the Valitracks 'Access Management' page. A modal titled 'Linguist Access' is open, allowing the addition of a new linguist. The form includes the following fields:

- Name ***: A text input field.
- Email address ***: A text input field.
- Access Type ***: A dropdown menu with options 'Translator' and 'Reviewer'.
- Language**: A dropdown menu.

At the bottom of the modal are 'SAVE' and 'Close' buttons. The background shows a table with columns: Title, Email, Access Type, Type, and Status. The table is currently empty.

Add as many translators and reviewers as you need.

The screenshot shows the Valitracks 'Access Management' page with a list of added linguists. The table has the following columns: Title, Email, Access Type, Type, and Status. Each row represents a linguist and includes a profile icon in the Status column.

Title	Email	Access Type	Type	Status
Demo reviewer1	Demoreviewer1@gmail.com	ProofReader	Public	New
Demo translator 1	demotranslator1@gmail.com	Translator	Public	New
demo translator 2	demotranslator2@gmail.com	Translator	Public	New

The system automatically sends an invitation email to the translator/reviewer you added to your system, however, you can also copy an invitation link to the system by going to the access management tab>>> press on the profile (squares near the profile)>>> copy the token of the translator's profile and share it with them.

Access Management

Name *
Demo translator 1

Email address *
demotranslator1@gmail.com

Access Type *
Translator

Language
French - Français

Token
DFF93D1391BEB677FEA4FDCFFC36DD41CA690EBE100EED163A595B36918E143A100A8C40D5748D2E88B16E38FA9EA48FD2E7376133

UPDATE

Translations Access

Translation	Type	Start	End	Status
French Translation	NORMAL	1	46	Open

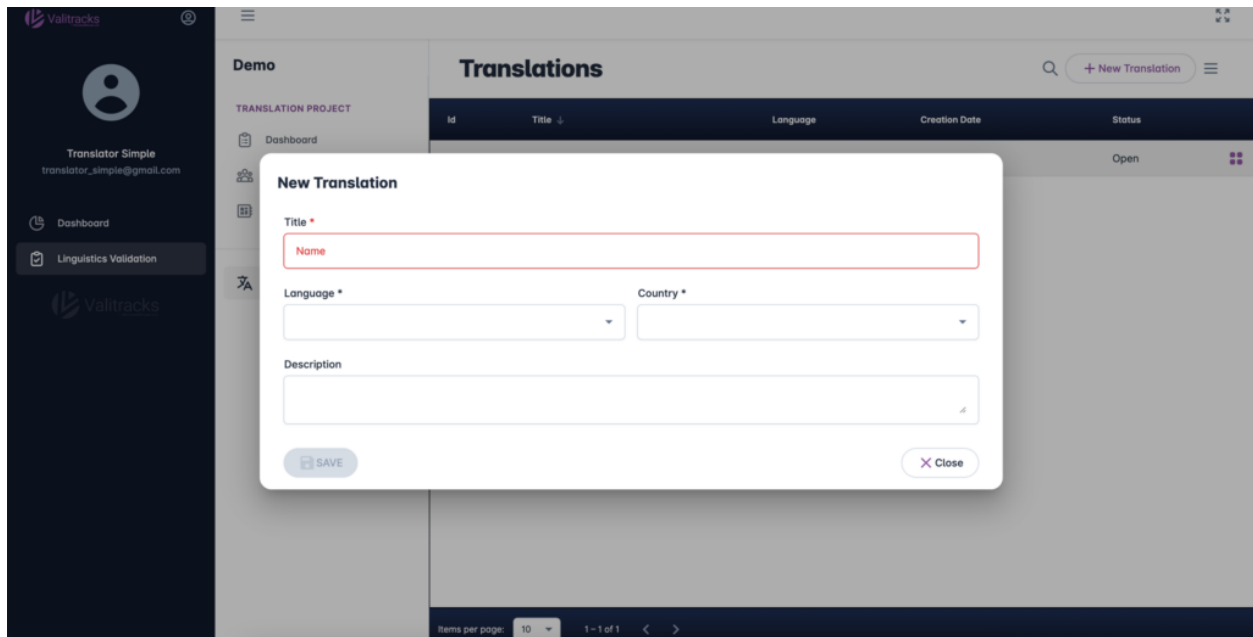
Create a translation task by going to the translation tab and creating the translation you need.

Translations

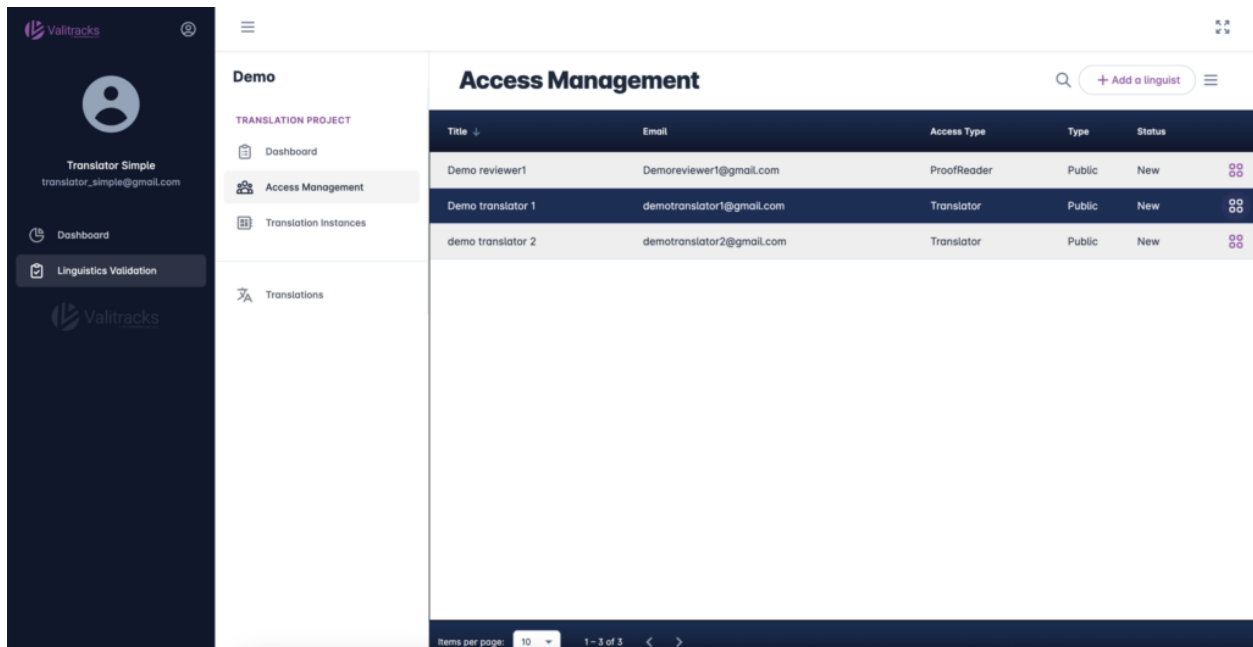
+ New Translation

Id	Title	Language	Creation Date	Status
----	-------	----------	---------------	--------

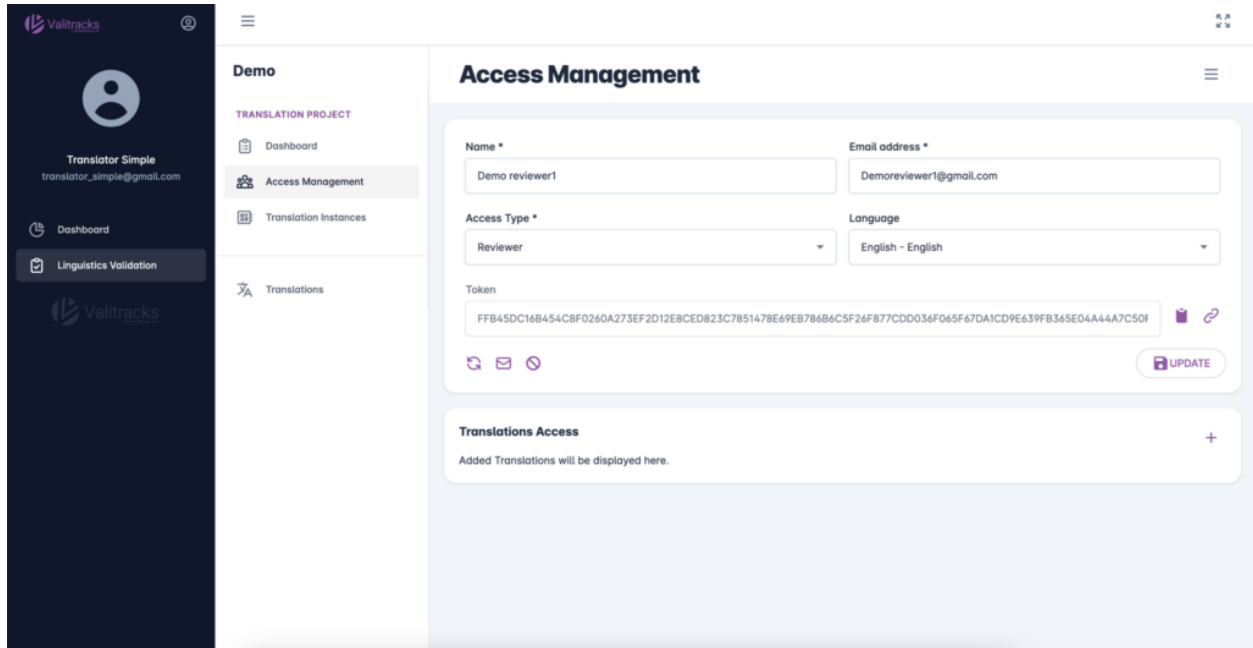
Items per page: 10 0 of 0



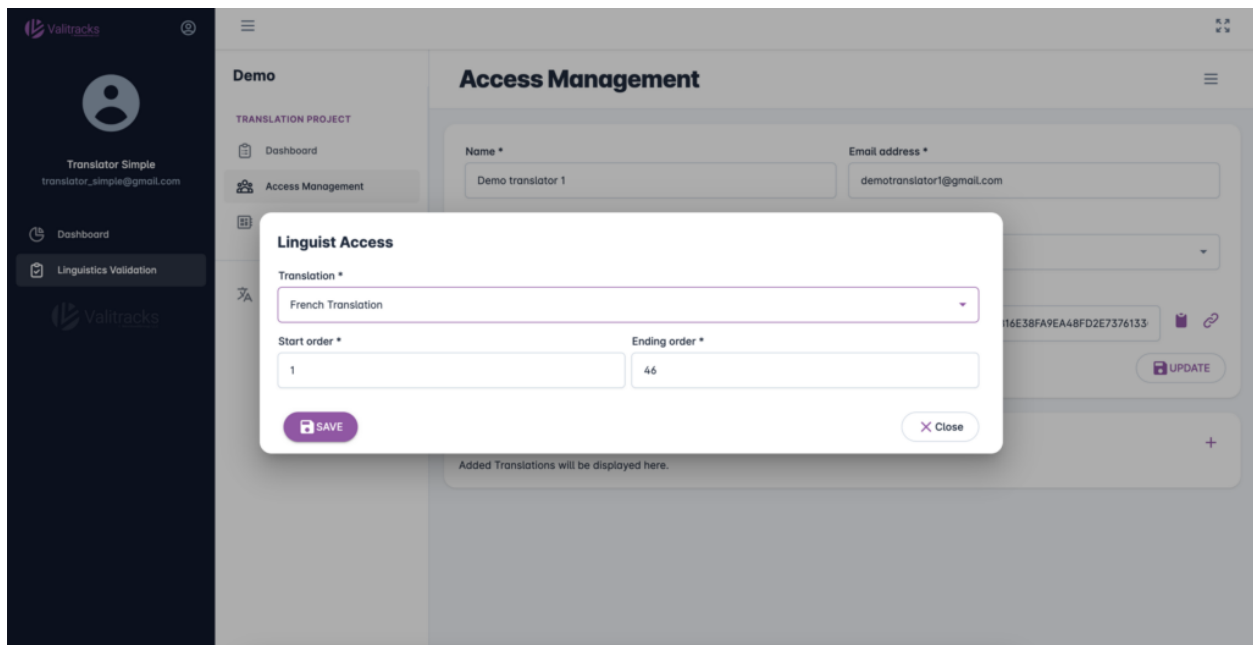
Control the translation by allocating translation instances to each translator. Press on each translator/reviewer's squares to allocate a task to him.



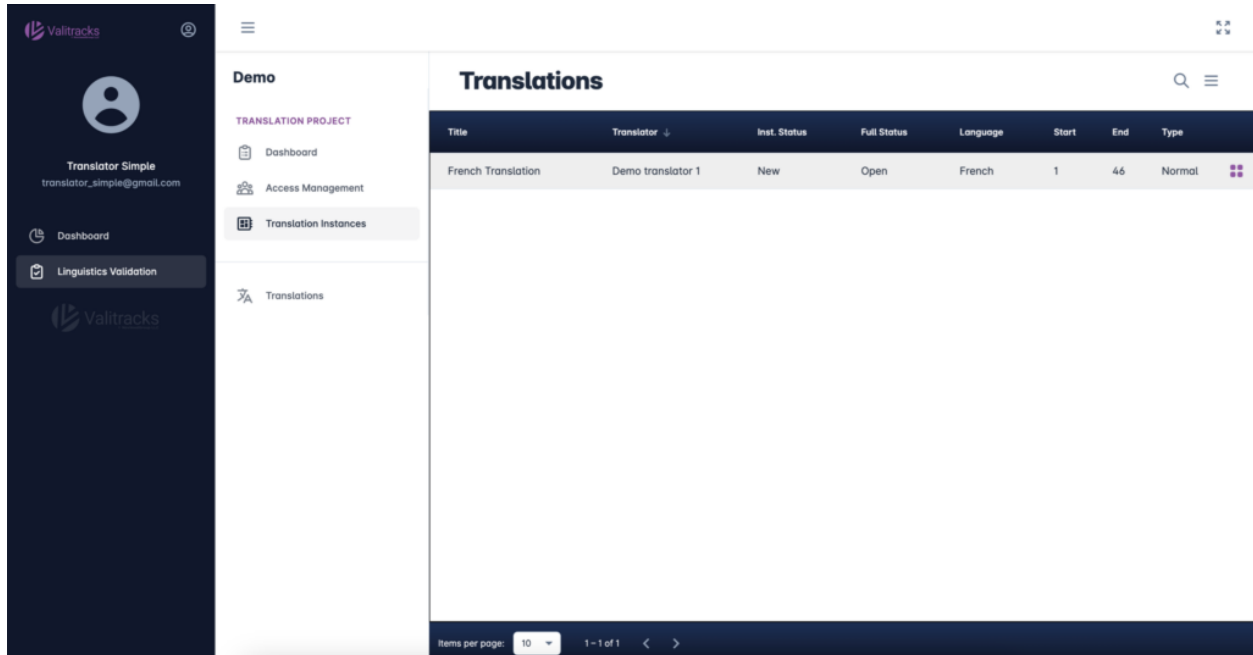
Press on the + sign to add and allocate a translation to the translator.



Control the segments you allocate to each translator

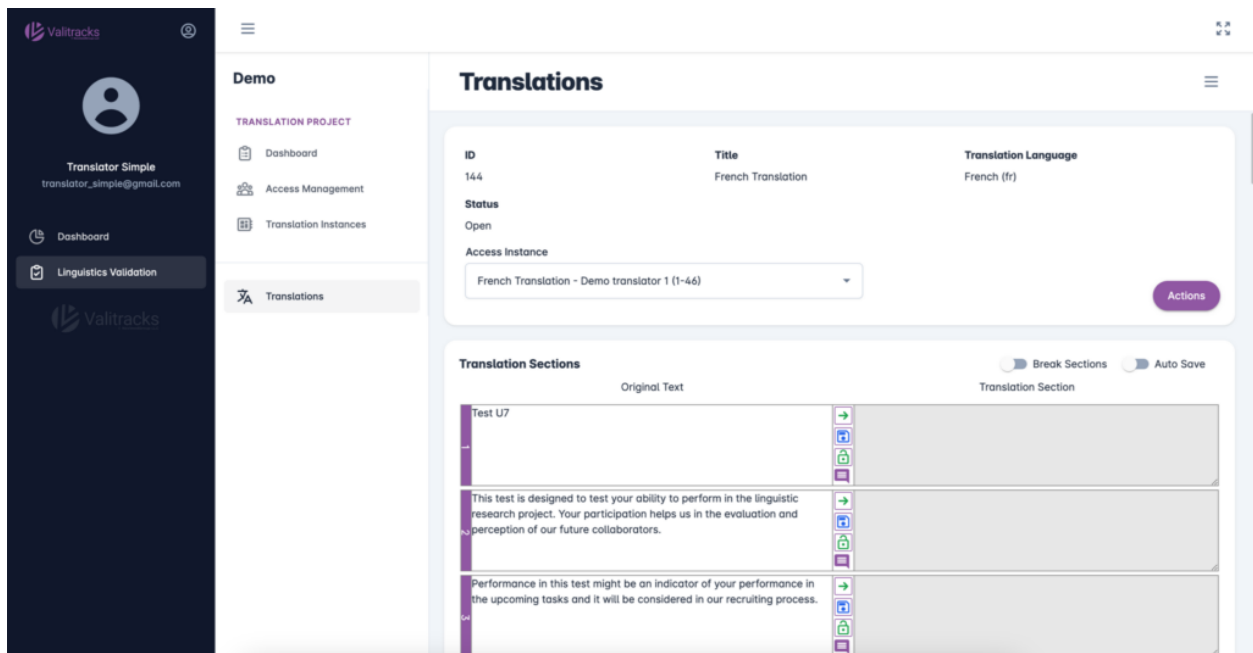


In the translation instances tab, you can find all the tasks for the translation you created



To follow up on each translation go within translation instances to the squares icon and enter the specific dashboard of the translation

Translation Dashboard



In the translation dashboard, you can find the source text on the left and the translation text on the write.

The Green arrow automatically copies the text from the left side to the right side.

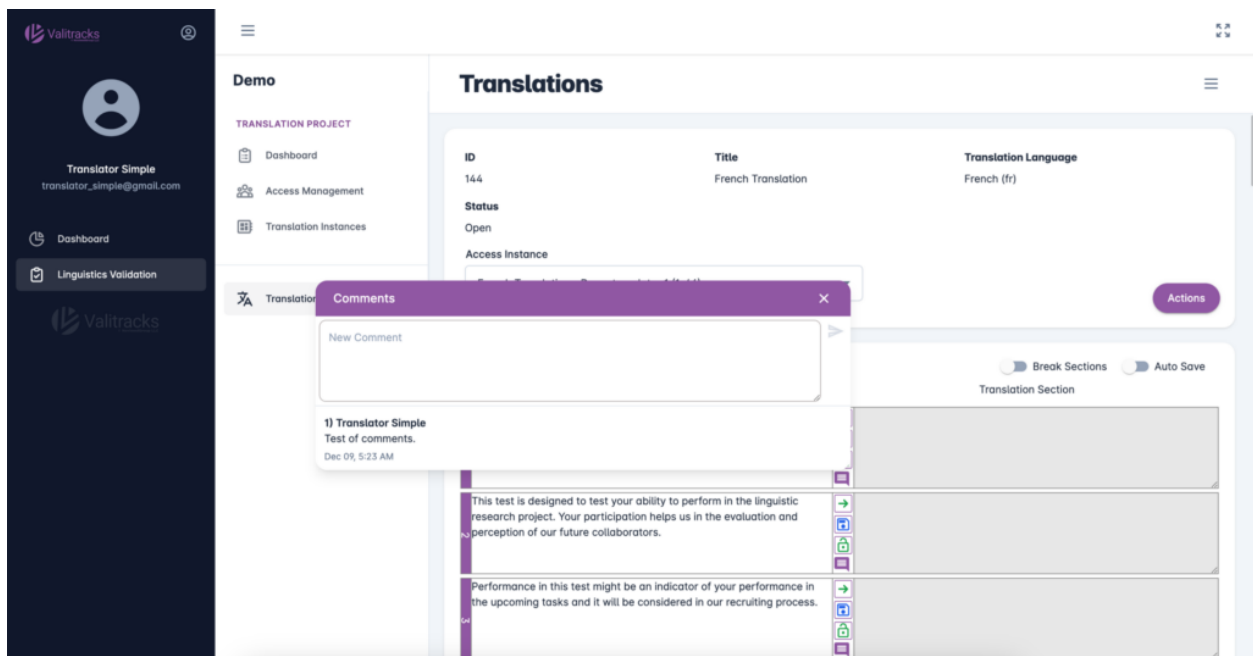
When pressing on autosave you will be auto-saving any edit to the translation, alternatively, you can save each segment separately by using the save icon.

The Green lock icon locks the segment for any edit and reopens it as well.

The purple Icon is a discussion icon for the segment, any discussion between you and the translator and reviewer will be performed there.

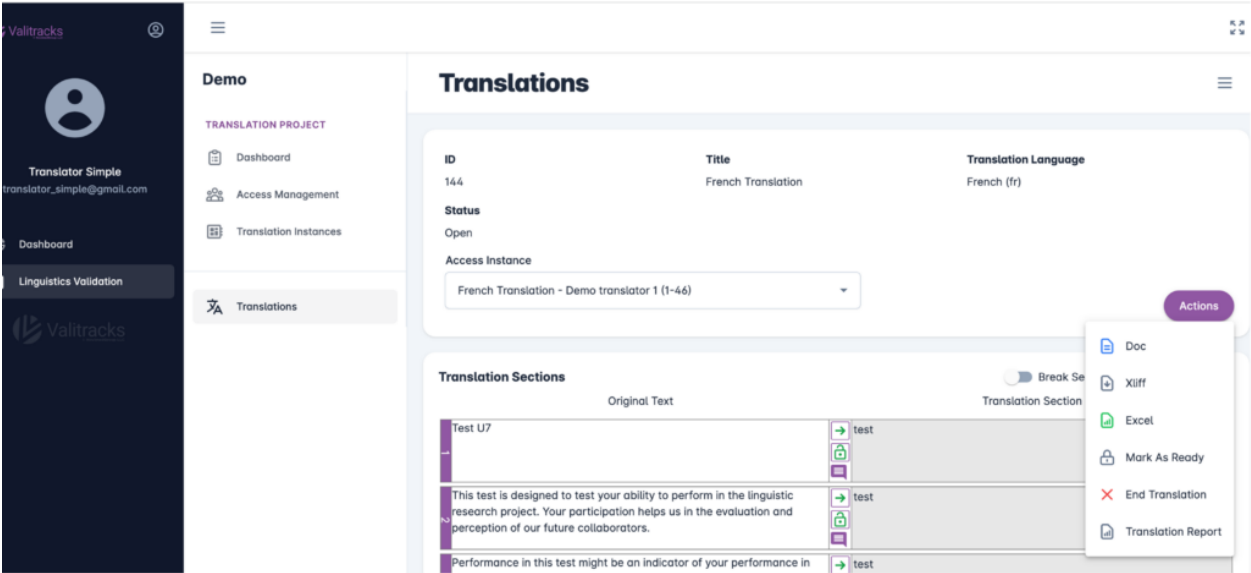
You can add your comments as you wish.

The break section button makes sure that all tags (XLIFF) are separated, this could be useful in right-to-left languages (Arabic/Hebrew).



In the actions button you can access a few functionalities:

1. Generate a post-translation doc document
2. Generate a post-translation Xliff document
3. Generate a post-translation excel document
4. Mark the translation as ready.
5. End translation.
6. Generate a translation report including all translation versions, changes, dates and hours of changes, and the whole feed of discussion on the segments.



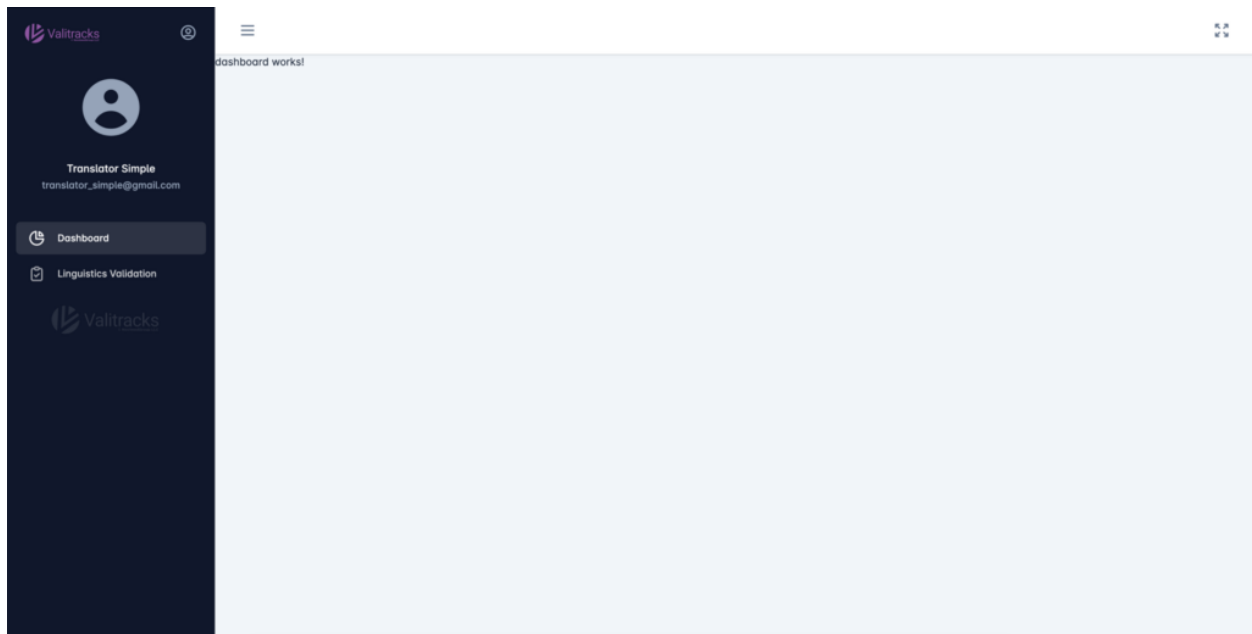
6.0 ADVANCED – LINGUISTIC VALIDATION

Watch our video guide [here](#).

This subscription includes is called an advanced linguistic validation subscription. It includes full access to our basic linguistic validation subscription(CAT tool, Documentation system, live commenting, XLIFF, and doc file generation) additionally to building your customized linguistic validation process. You can choose to build your validation process in the way you want by adding the number of forward translations you need and assigning them to the different team members. Creating a reconciled version (merged version dashboard) and assigning it to the members you choose and then creating the back translation section and assigning it to the professional you choose. Finally, the system will create for you a final version option providing you access to the reconciled version, comments, and discussion from the back translation. This will speed up your final version creation.

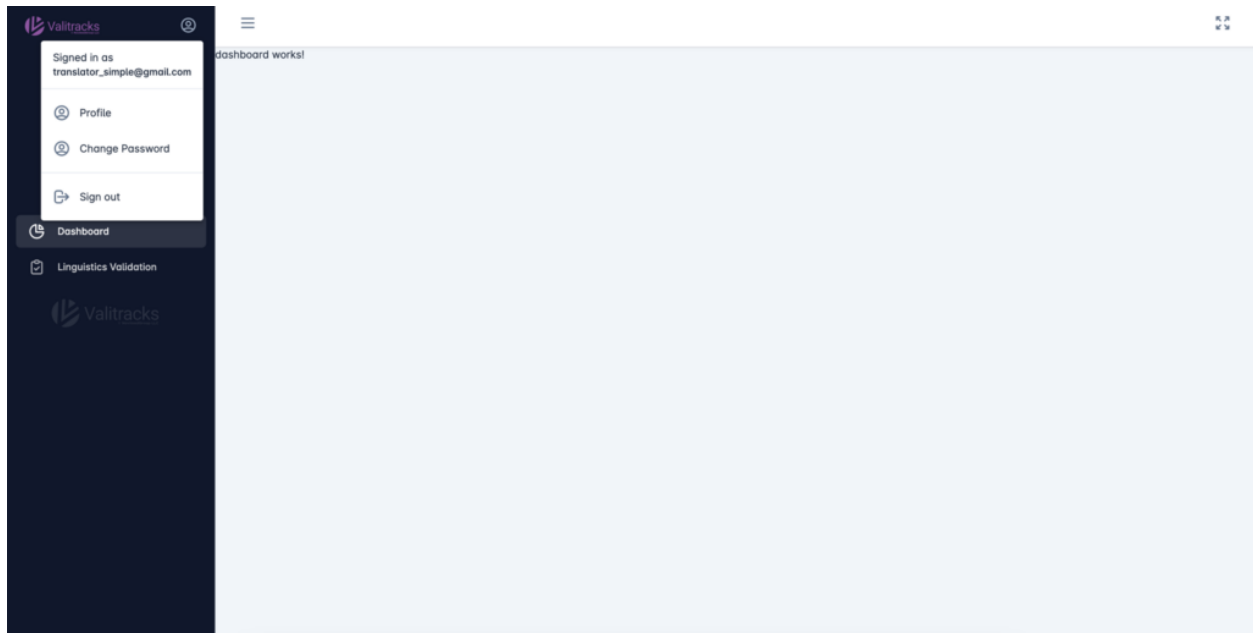
Manage your Profile:

Login Page-



Profile –

Access your profile and change the password and details by pressing on the top left side of the screen.



Edit any data here.

Profile Update

First Name * Last Name *

Email address

Country * Zip Code

Address Line 1 Address Line 2

City State

Company/Entity I Represent * Phone Number *

Communication Methods +
No Extra Communication Methods

Change Password Screen

Change Password

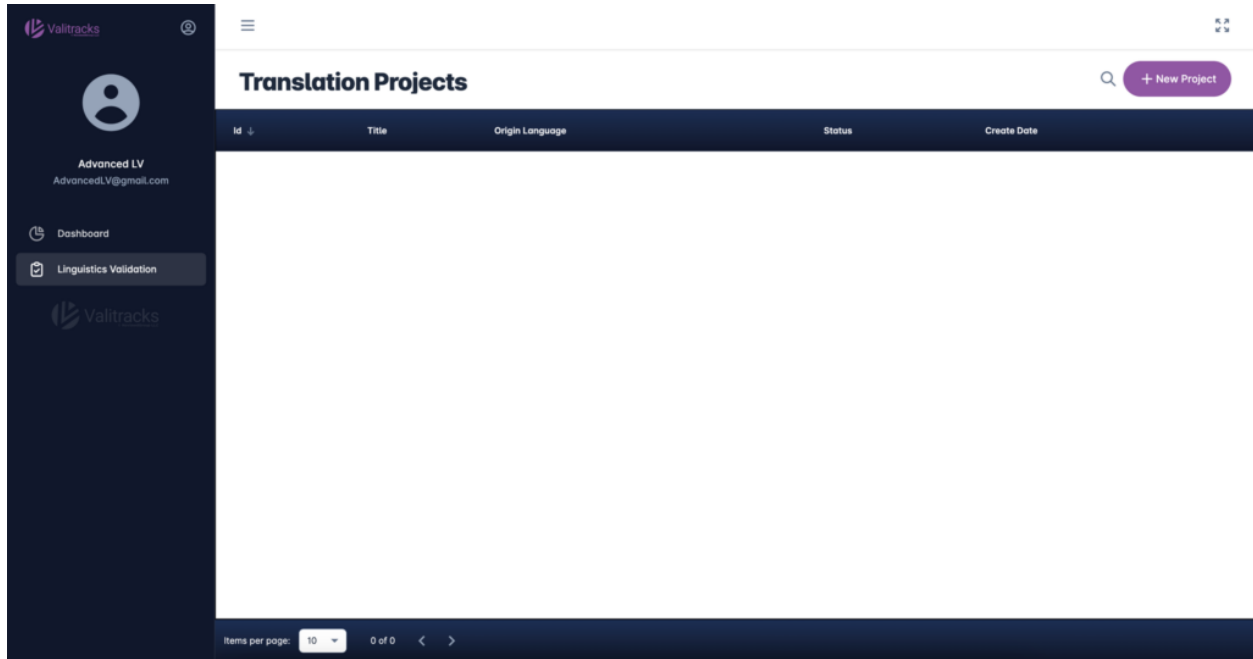
Current Password *

New Password *

Confirm Password *

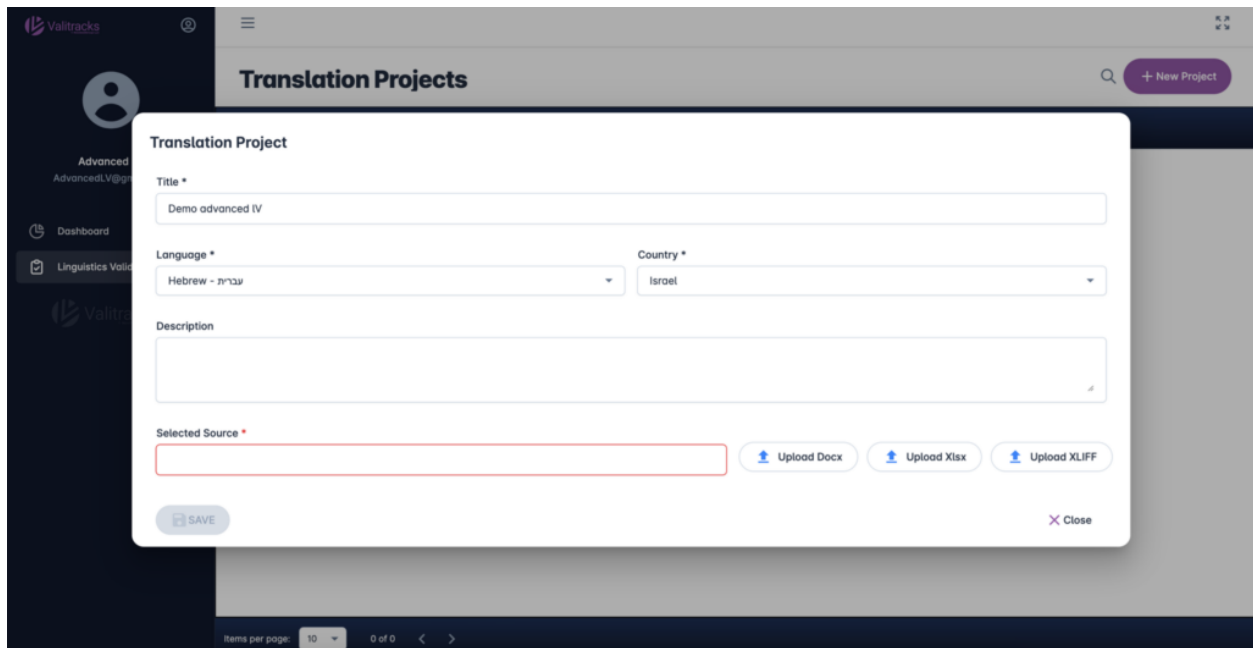
Save

Customize your Process:

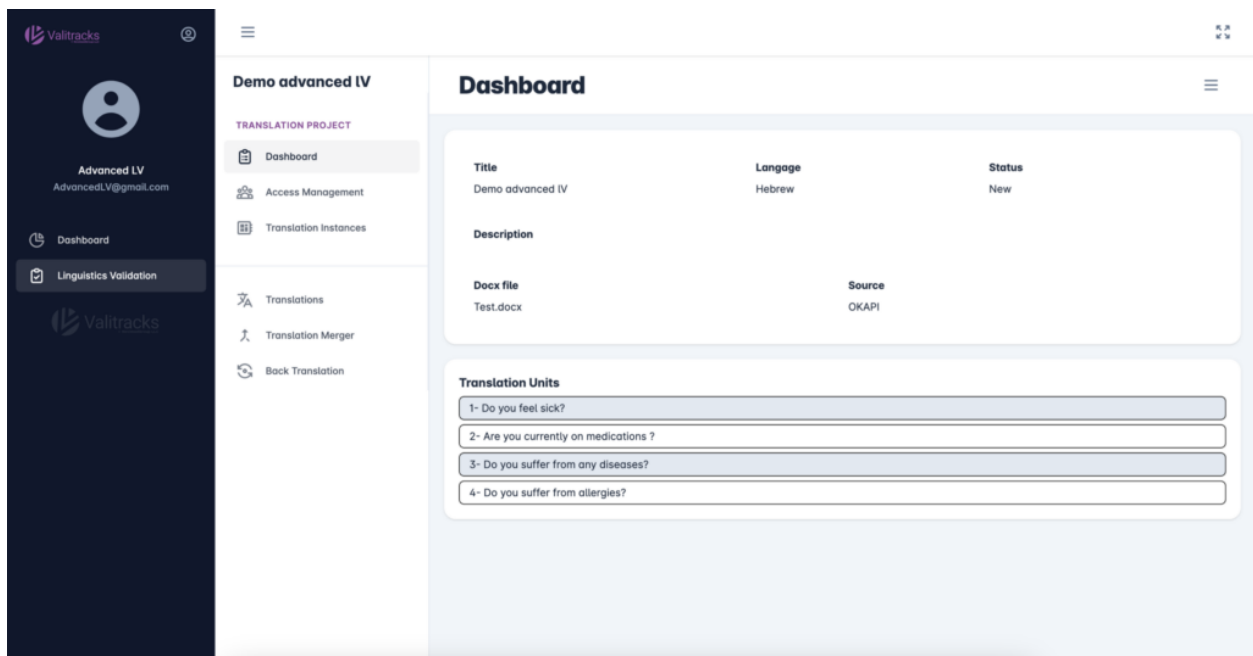


Open your new project by pressing on the new project window in purple (top-right side).

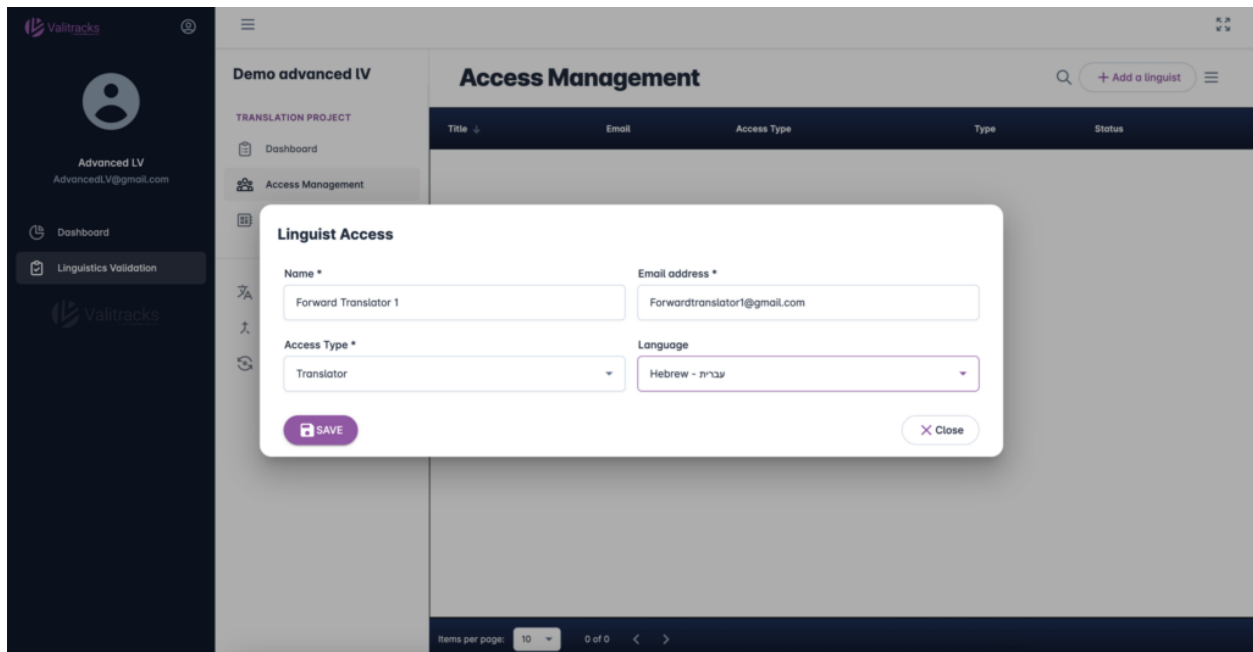
Create your project and upload the file you would like to process (XLIFF, Docx, or Xlsx).



After uploading your file, the system will automatically take you to the dashboard of the project:



Click on access management and add linguistic experts to your team. Click on add a linguist on the top right side.



Choose a type of linguist (translator/ reviewer) and fill in the details.

The screenshot shows the Valitracks 'Access Management' page. A modal window titled 'Linguist Access' is open, allowing the user to add a new linguist. The form includes the following fields:

- Name ***: A text input field.
- Email address ***: A text input field.
- Access Type ***: A dropdown menu with options 'Translator' and 'Reviewer'. 'Translator' is currently selected.
- Language**: A dropdown menu.

At the bottom of the modal are two buttons: 'SAVE' and 'Close'.

Add as many translators and reviewers as you need

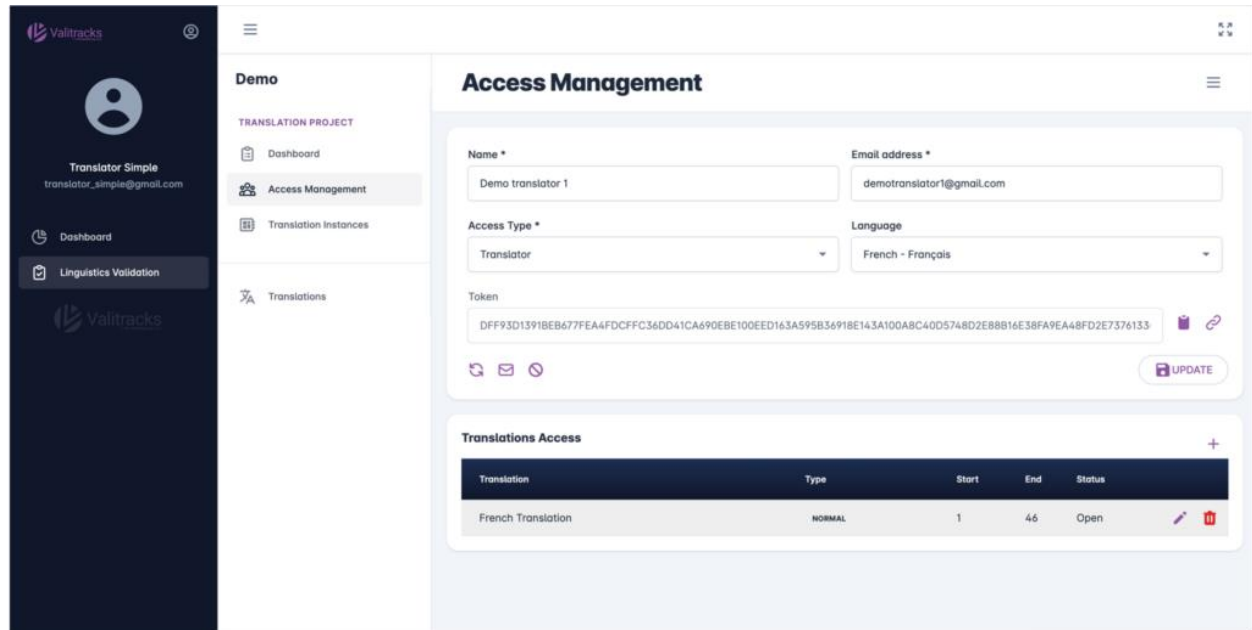
The screenshot shows the Valitracks 'Access Management' page with a list of added linguists. The table has the following columns: Title, Email, Access Type, Type, Status, and an icon column.

Title	Email	Access Type	Type	Status	
Demo reviewer1	Demoreviewer1@gmail.com	ProofReader	Public	New	
Demo translator 1	demotranslator1@gmail.com	Translator	Public	New	
demo translator 2	demotranslator2@gmail.com	Translator	Public	New	

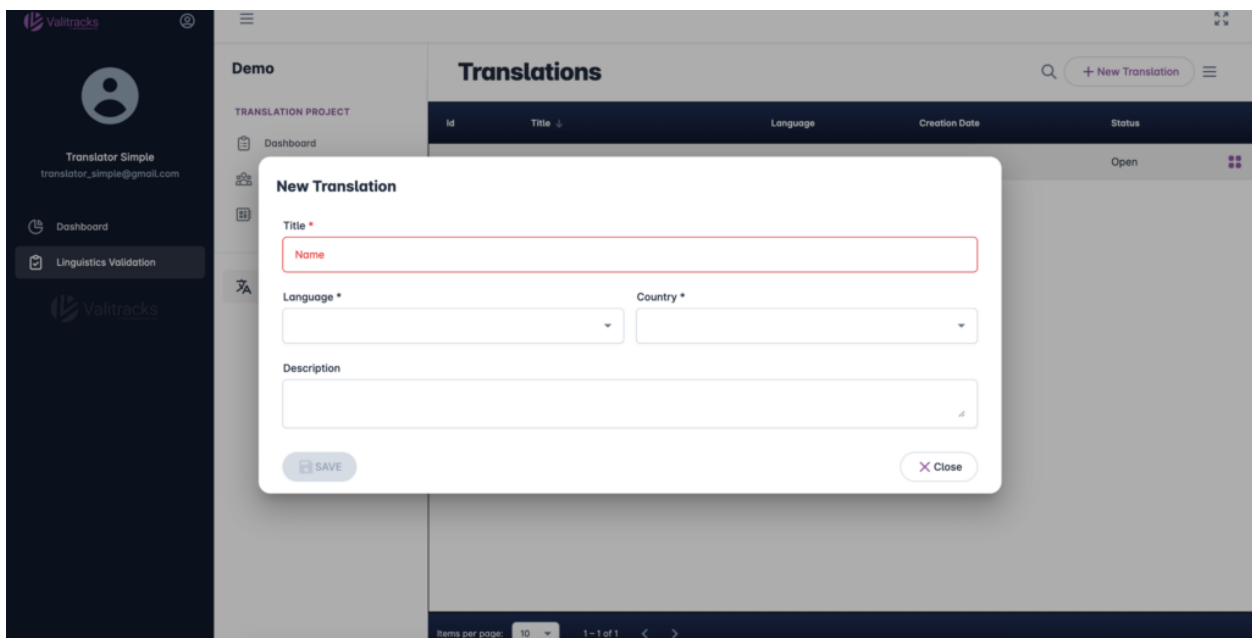
At the bottom of the table, there is a pagination bar showing 'Items per page: 10' and '1 - 3 of 3'.

The system automatically sends an invitation email to the translator/reviewer you added to your system, however, you can also copy an invitation link to the system by going to the

access management tab>>> press on the profile (squares near the profile)>>> copy the token of the translator's profile and share it with them.



Create a translation task by going to the translation tab and creating the translation you need. Add as many translations as you need.



Translations

Id	Title	Language	Creation Date	Status
146	Forward translation	Hebrew (li)	15/12/2022	Open

Items per page: 10 1 - 1 of 1

Control the translation by allocating translation instances to each translator. Press on each translator/reviewer's squares to allocate a task to him.

Access Management

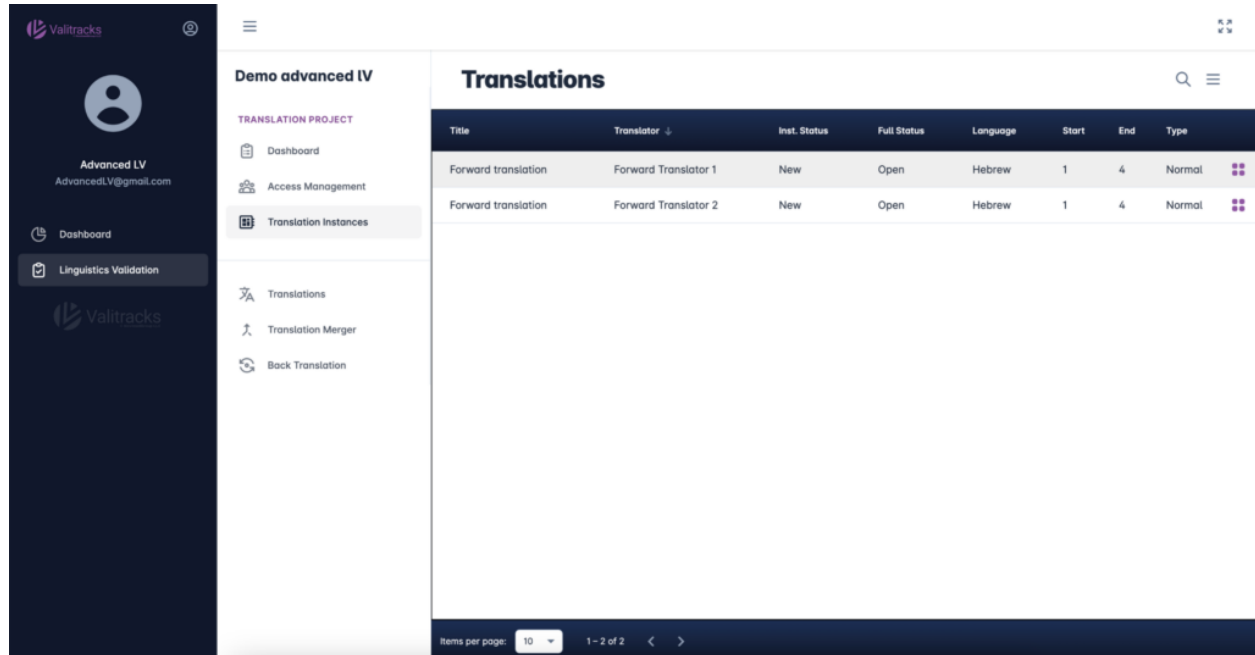
Title	Email	Access Type	Type	Status
Backtranslator	Backtranslator@gmail.com	Translator	Public	New
Forward Translator 1	Forwardtranslator1@gmail.com	Translator	Public	New
Forward Translator 2	ForwardTranslator2@gmail.com	Translator	Public	New
ReconciledVersion	ReconciledVersion@gmail.com	Translator	Public	New

+ Add a linguist

Press on the + sign to add allocate a translation to the translator.

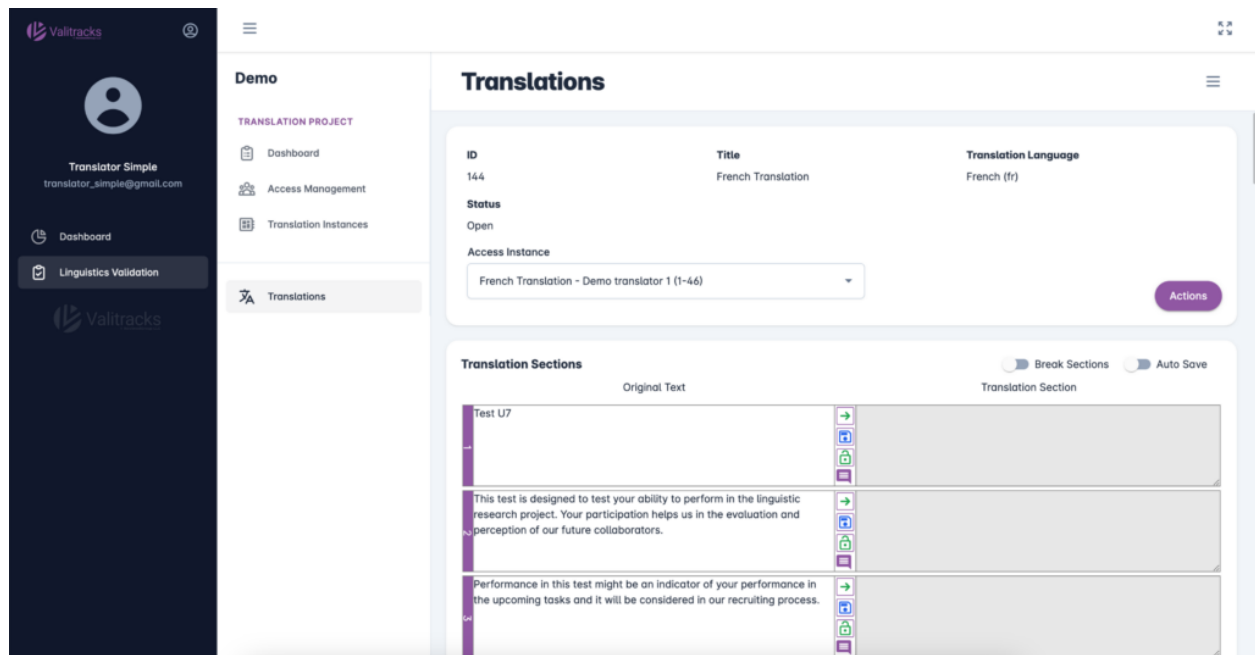
Control the segments you allocate to each translator

In the translation instances tab, you can find all the tasks for the translation you created



To follow up on each translation go within translation instances to the squares icon and enter the specific dashboard of the translation

Translation Dashboard



In the translation dashboard, you can find the source text on the left and the translation text on the write.

The Green arrow automatically copies the text from the left side to the right side.

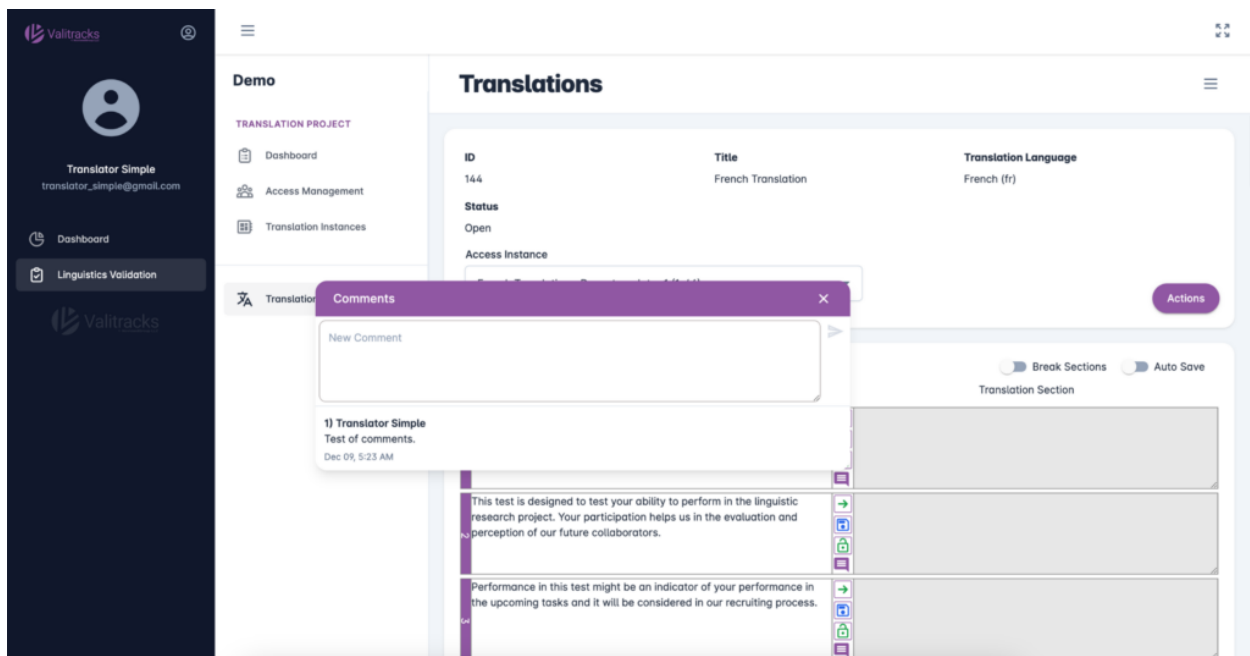
When pressing on autosave you will be auto-saving any edit to the translation, alternatively, you can save each segment separately by using the save icon.

The Green lock icon locks the segment for any edit and reopens it as well.

The purple Icon is a discussion icon for the segment, any discussion between you and the translator and reviewer will be performed there.

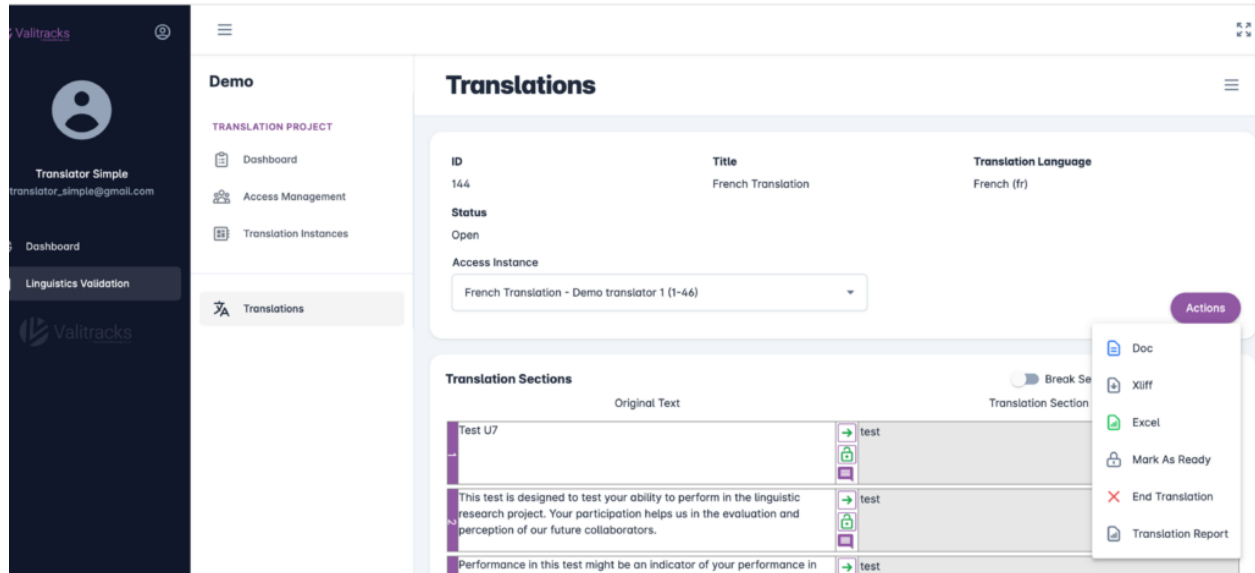
You can add your comments as you wish.

The break section button makes sure that all tags (XLIFF) are separated, this could be useful in right-to-left languages (Arabic/Hebrew).



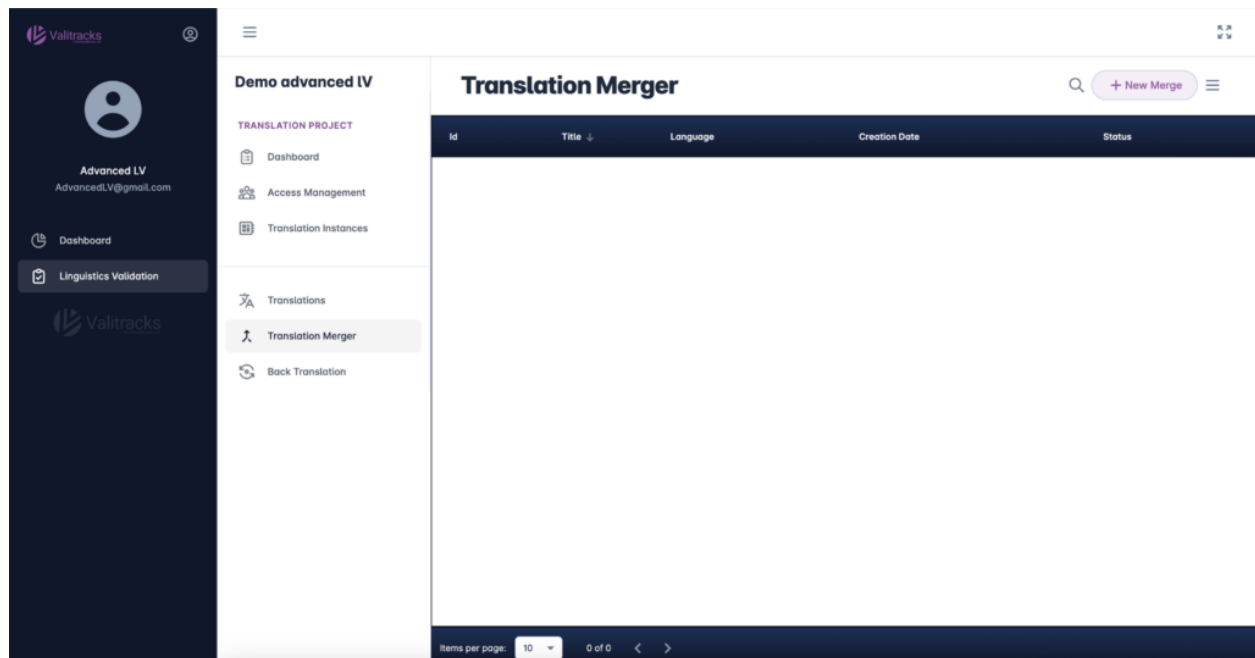
In the actions button you can access a few functionalities:

1. Generate a post-translation doc document
2. Generate a post-translation Xiff document
3. Generate a post-translation excel document
4. Mark the translation as ready.
5. End translation.
6. Generate a translation report including all translation versions, changes, dates and hours of changes, and the whole feed of discussion on the segments.

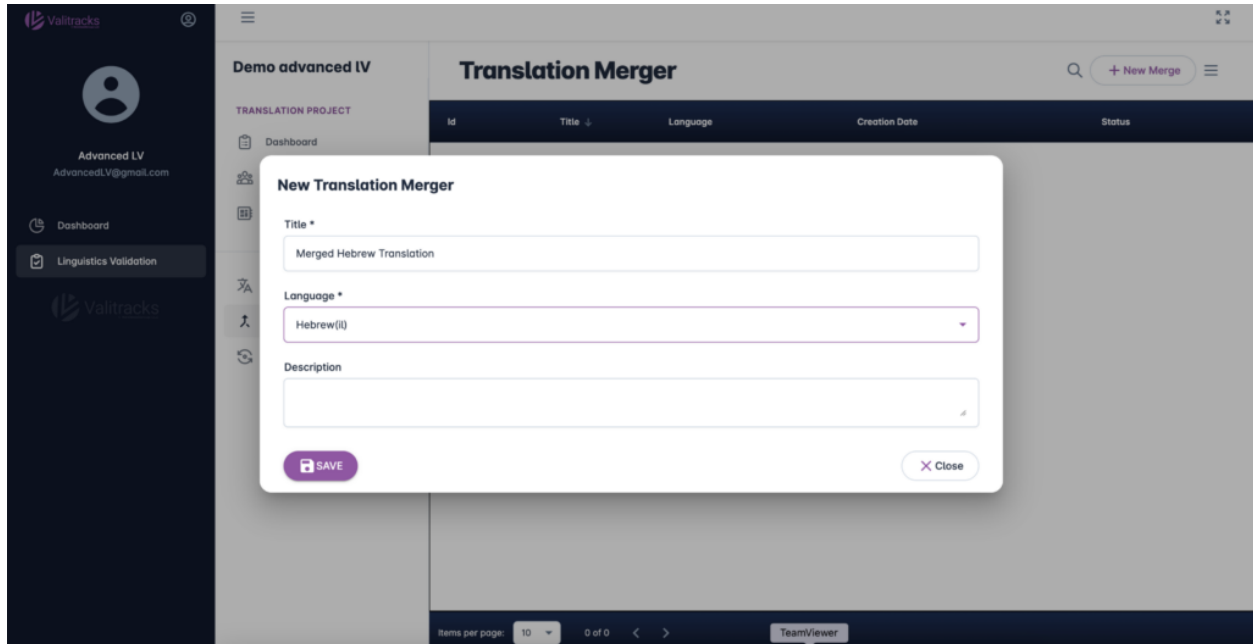


Reconciled Merged Version:

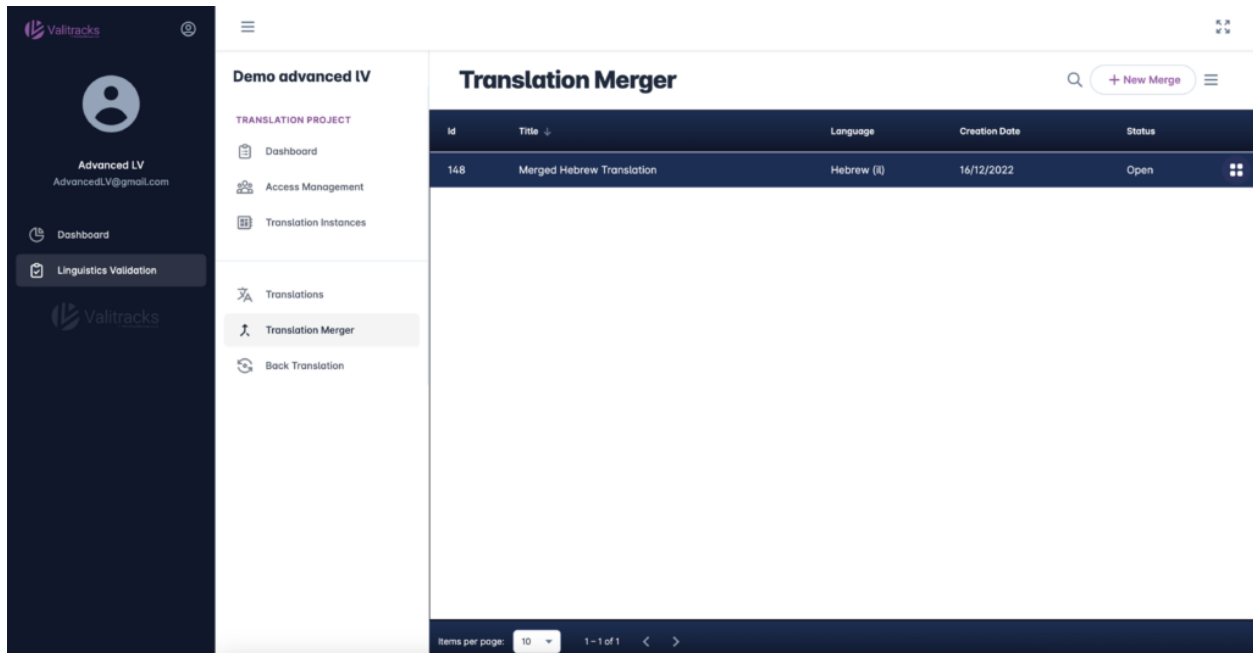
To be able to use this functionality make sure you created a separate translation for each translator. After you have assigned your forward translation versions to your various translators, go to the translation merger tab.



Click on add new merge on the right top of the page:



To access the dashboard press on the purple squares near the merged translation

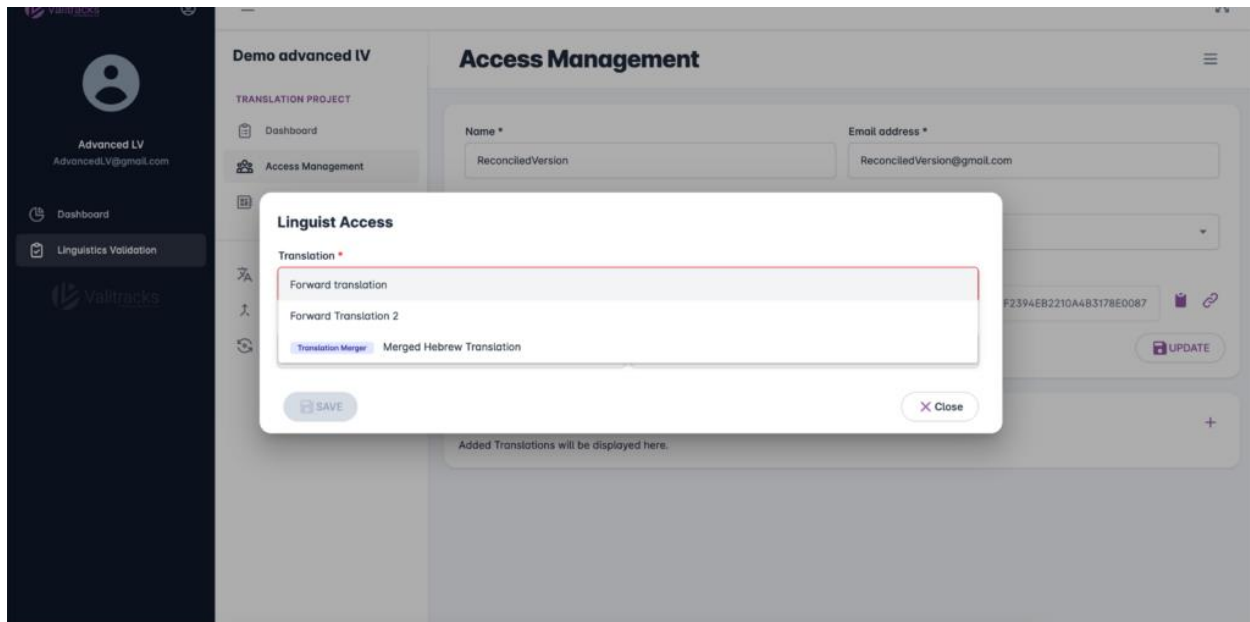


The system automatically couples the existing translations in the suggested language.

Translator will be able to choose between the existing versions and create the reconciled version in the right column.

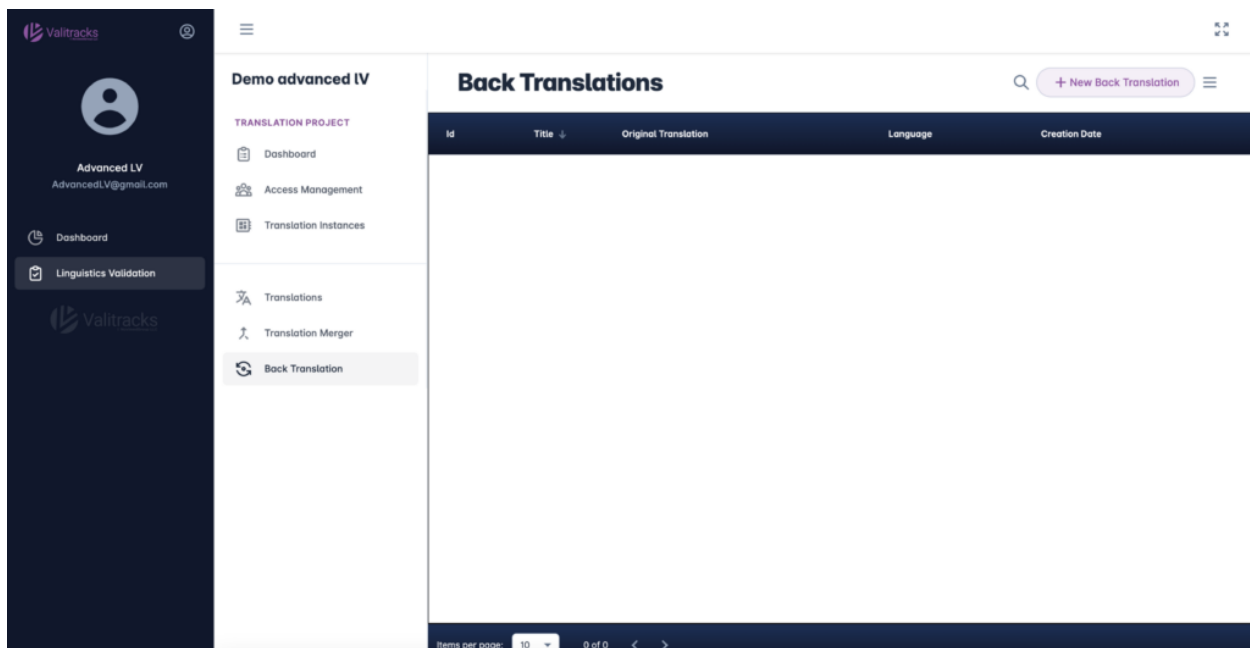
Use Access management to assign the Merged/reconciled version creation to the relevant translator.

Choose the Merged translation Version that you created to assign it to the Translator.

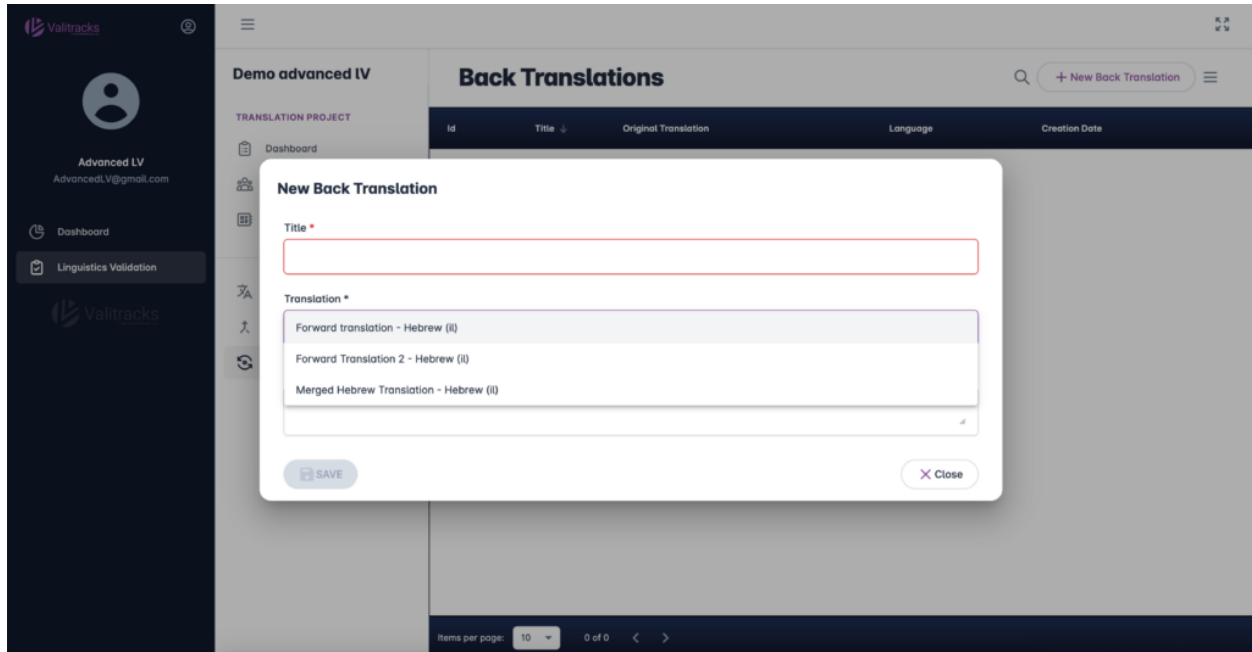


Back Translation:

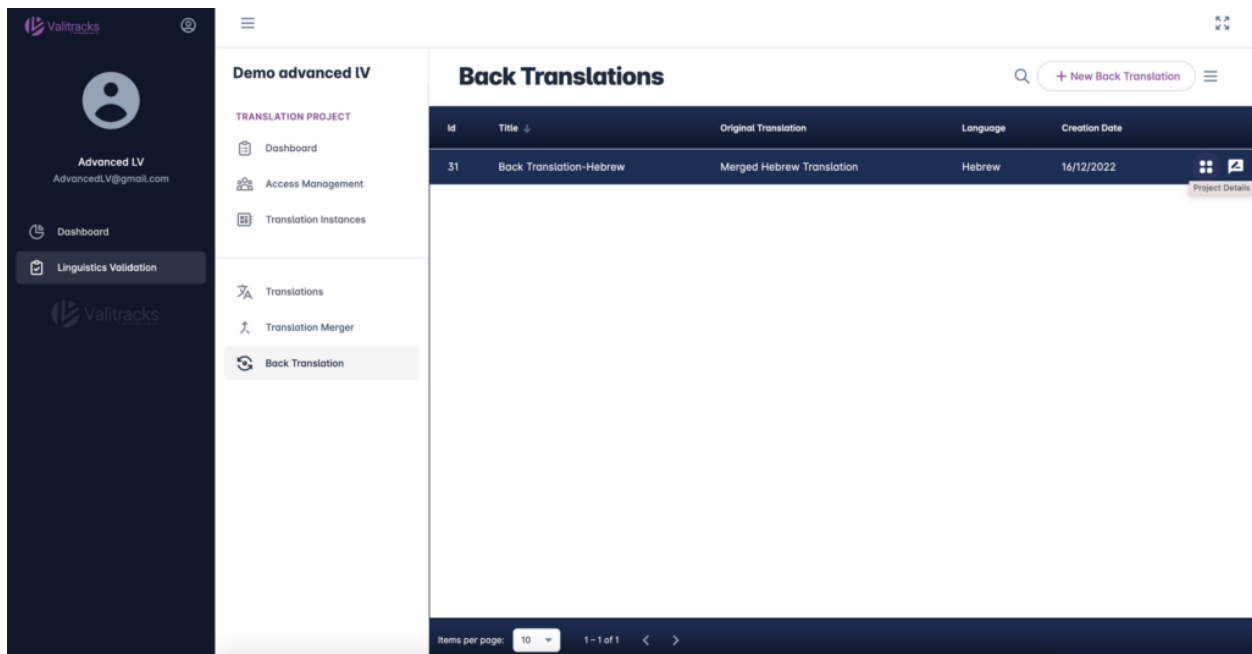
Create a new Back translation task by using the left-side menu. Press on the top right side, purple “ +New Back Translation” Icon.



Choose the translation version that you would like to back-translate (usually the reconciled version- Merged translation).



Press on the Purple squares to access the back translation dashboard.



Use the purple note sign to document the discussion on the back translation.

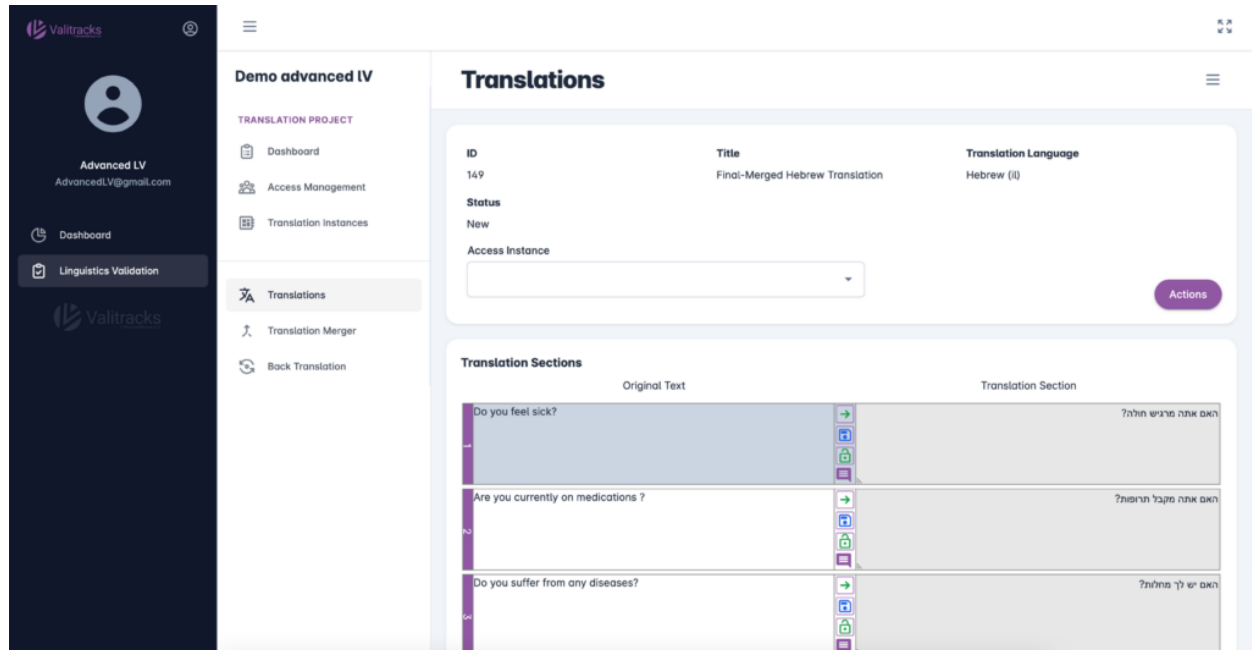
Final Translation:

When you create the back translation the system automatically creates a final version task from the previously created "Merged Translation/Reconciled version"

Access Final Translation from the "Translations" Dashboard.

Access the final translation by clicking on the Purple squares.

The system automatically imports here the previously performed merged translation with the comments and the discussion from the back translation. This way the translator can understand what happened in the back translation and apply the needed changes according to the discussion that happened there. A further discussion with the project manager can be conducted here to reach the final version of the translation.



Using the Actions tab: When you are ready, you can download your translation report, export the file in your proffered version and end the translation.

Valitracks

Demo advanced LV

TRANSLATION PROJECT

- Dashboard
- Access Management
- Translation Instances
- Translations**
- Translation Merger
- Back Translation

Translations

ID	Title	Translation Language
149	Final-Merged Hebrew Translation	Hebrew (il)

Status
New

Access Instance
[Dropdown]

Actions

- Doc
- Xliff
- Excel
- End Translation
- Translation Report

Translation Sections

Original Text	Translation Section
Do you feel sick?	
Are you currently on medications ?	
Do you suffer from any diseases?	האם יש לך מחלות?

7.0 IN VIVO TESTING

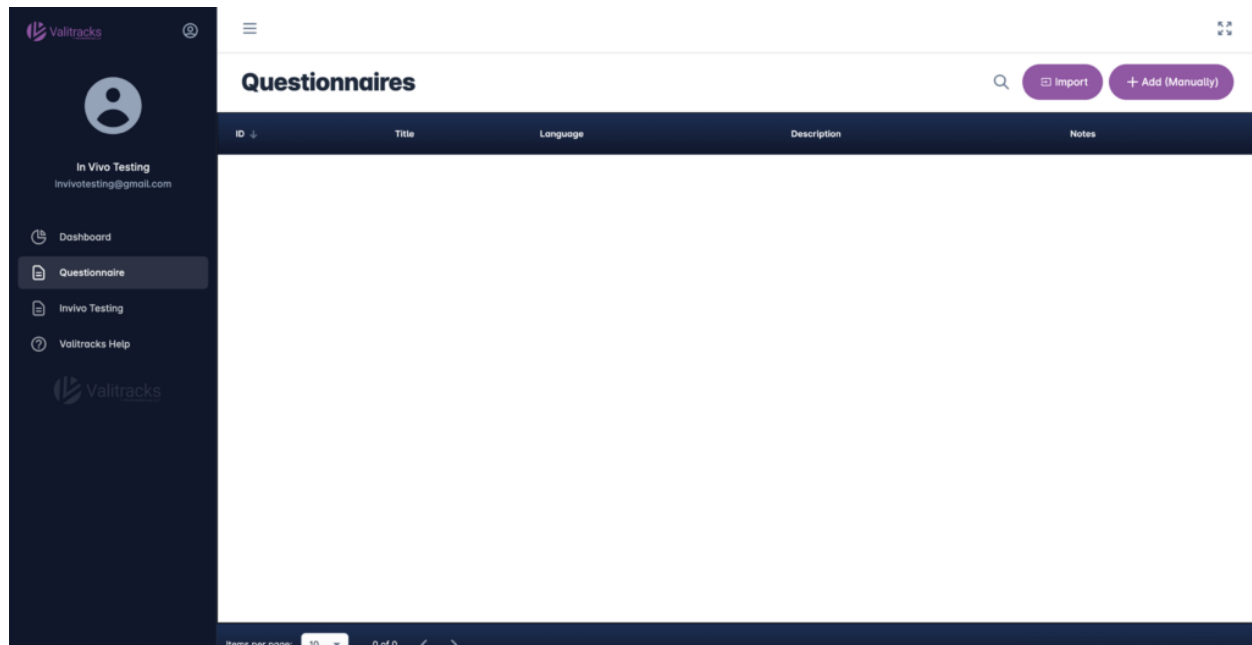
Watch our video guide [here](#).

A “In vivo testing subscription” is a service that provides a digitalized comprehensive linguistic validation process for conducting real-time testing of language-based materials, such as patient-reported outcomes (PROs) or quality of life (QoL) measures. The subscription includes a variety of features and tools to facilitate the linguistic validation process, such as Virtual Cognitive debriefing, Digital Clinician’s review, Video conference platform: This online service allows the linguistic validation team to conduct remote interviews and meetings with participants or reviewers via videoconference. Interview documentation: This involves recording and transcribing interviews or focus groups to create a written record of the feedback and insights gathered during the linguistic validation process. Automatic report generation: The software automatically generates reports or summaries of the linguistic validation process based on the data collected, including feedback from participants and reviewers. Overall, an “In vivo testing subscription” is a comprehensive service that provides the tools and support needed to conduct a thorough linguistic validation process for language-based materials.

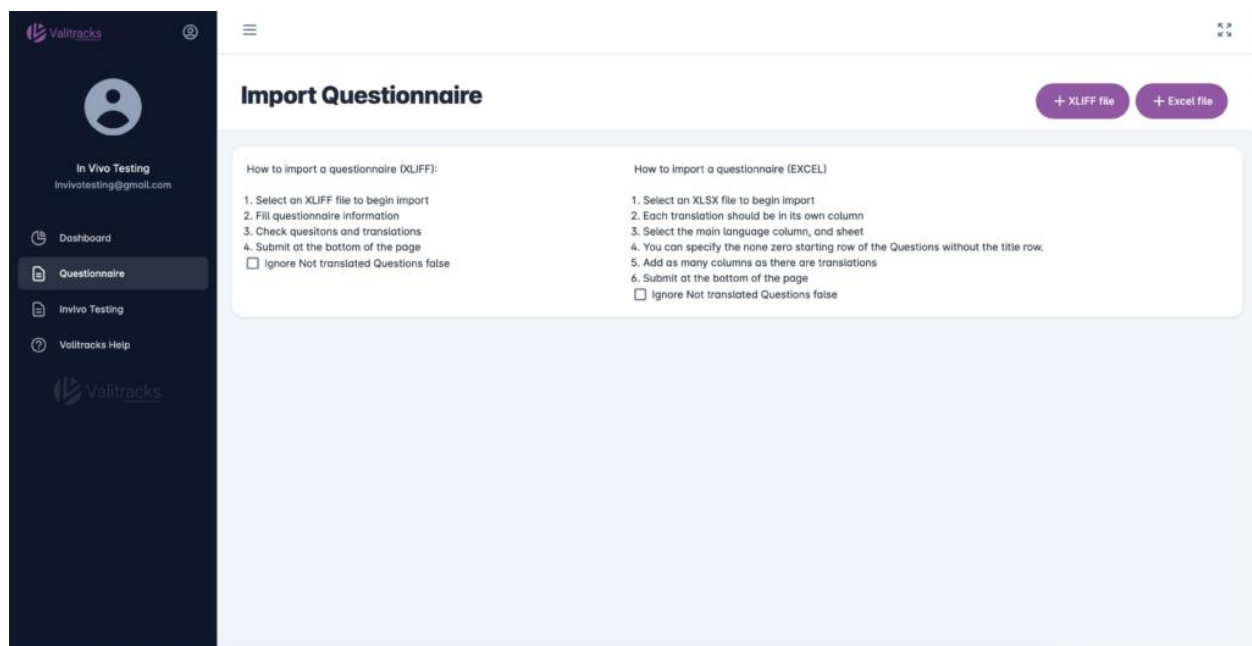
In-Vivo Testing Section

This section is for the next step of linguistic validation, which includes live testing of the instrument. After the post-translated instrument/questionnaire was created you can import it to the platform as follows:

- 1. Import the questionnaire using, the questionnaire tab.**



Press on Import if you have a version of a questionnaire that you would like to import.



After you automatically imported the files allocate the relevant columns to each language to create separate versions of the instrument within the system.

Import Questionnaire

test.xlsx XLIFF file Excel file

Add Translation

Language * Sheet * Column * Starting row *

2

Add

en or

Title * Language Description

test.xlsx en

Notes

Delete Submit

Press submit to proceed.

Press on add manually if you would like to manually create the questionnaire.

Questionnaire

Title *

Language * Country *

☐ Collect Patient's Age ☐ Collect Patient's Sex

☐ Collect Patient's Diseases ☐ Collect Patient's Educational Level

☐ Collect Patient's Occupation

Description

Notes

Notes

SAVE Close

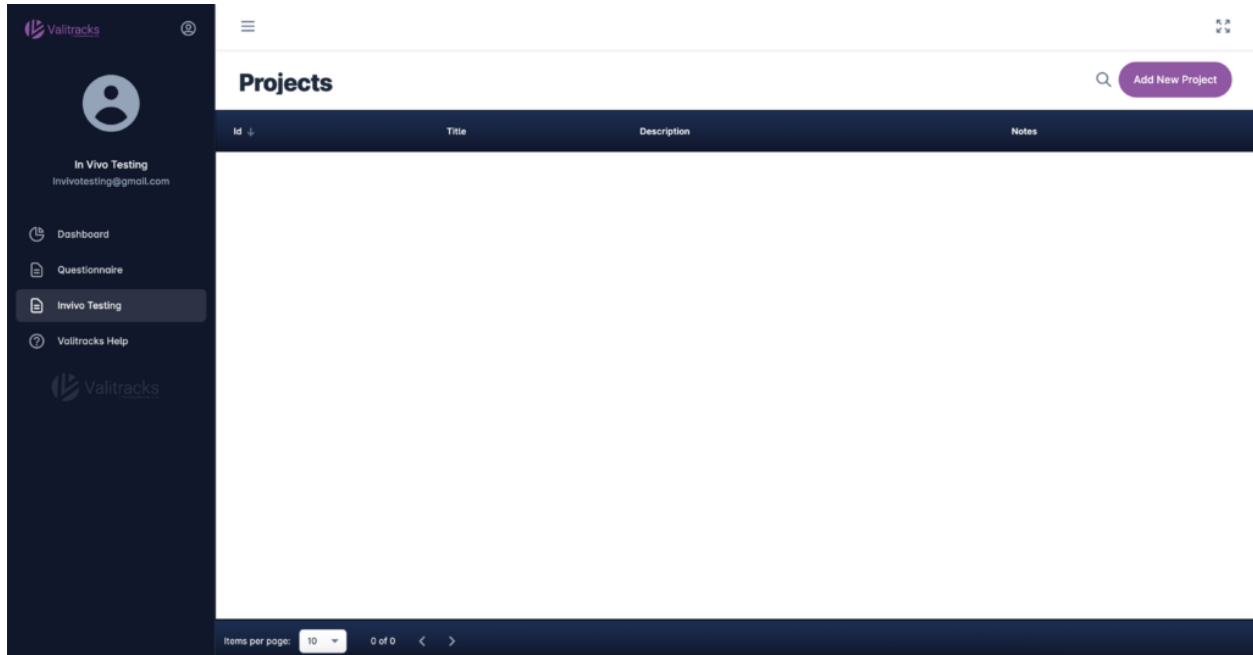
Import Add (Manually)

Using the automatic import function you can import a built-in Excel file or XLIFF file, while using excel edit the relevant columns and rows as well as sheets that include the questionnaire.

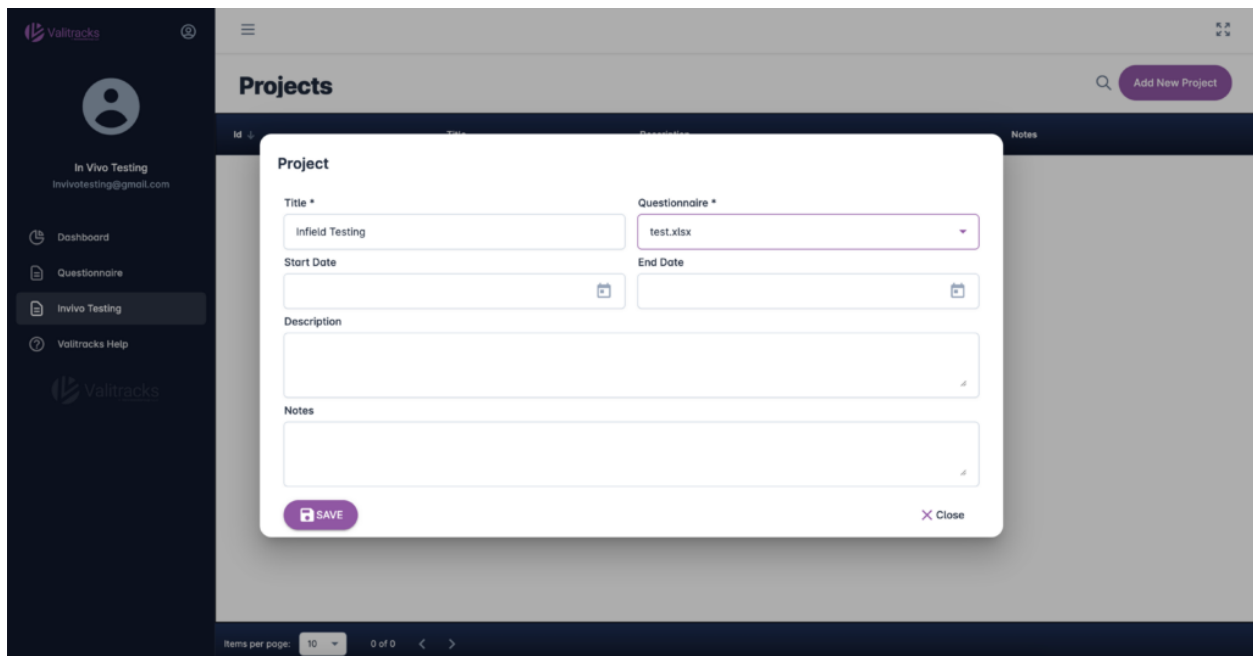
After the questionnaire was created/imported into the system go to the Invivo testing tab.

1. Invivo testing

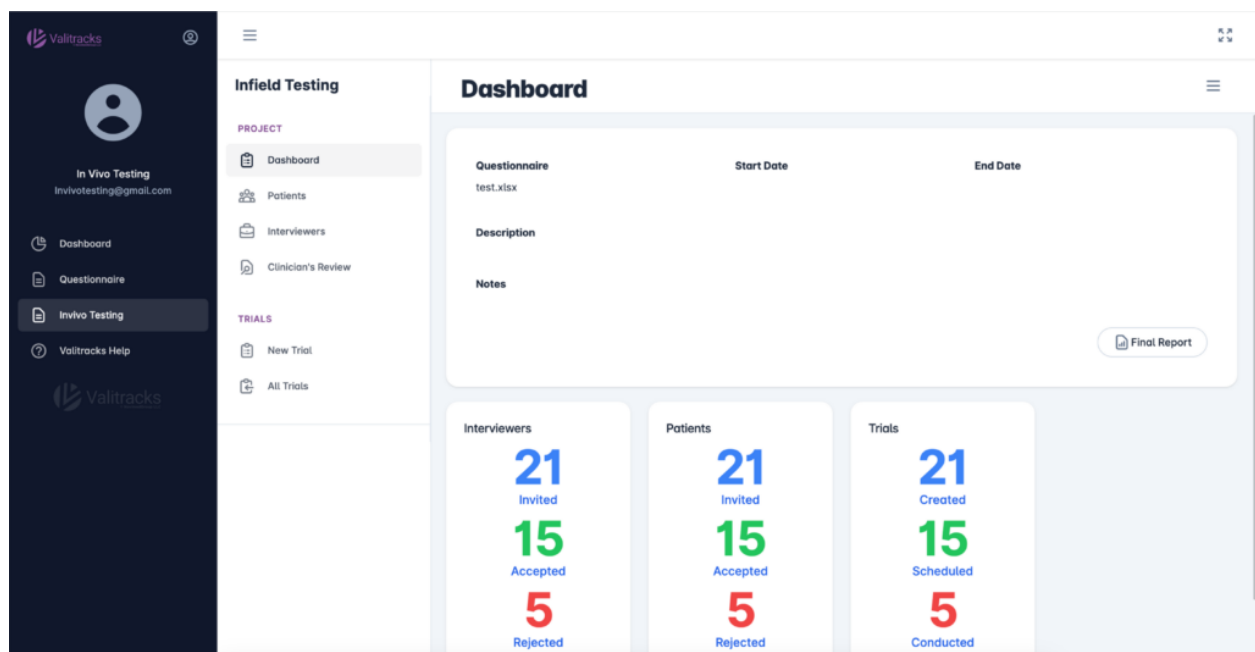
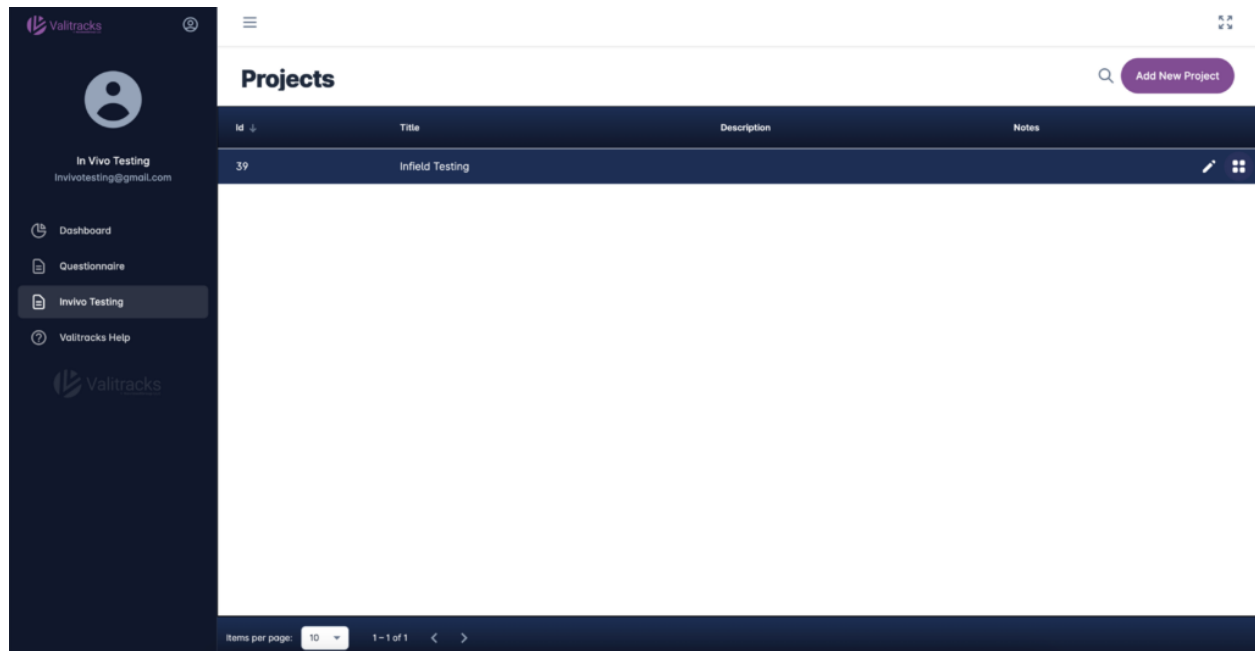
Add a new project by clicking on the purple tab on the top right side of the page.



Fill in your project's details, and dates, and pick a questionnaire from the list.



After adding the project to the dashboard you can access the in vivo testing project's dashboard by pressing on the purple squares near the project's title.

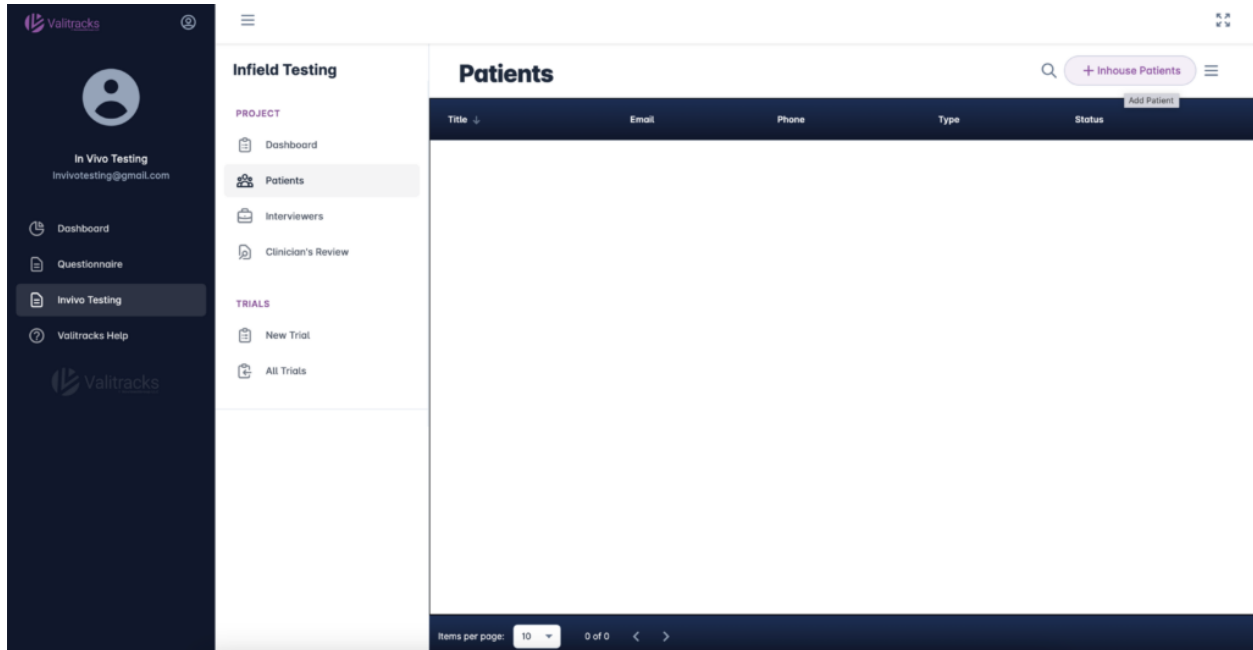


3-Cognitive debriefing interviews-

Start your cognitive debriefing interview project by adding patients and interviewers to create your trial.

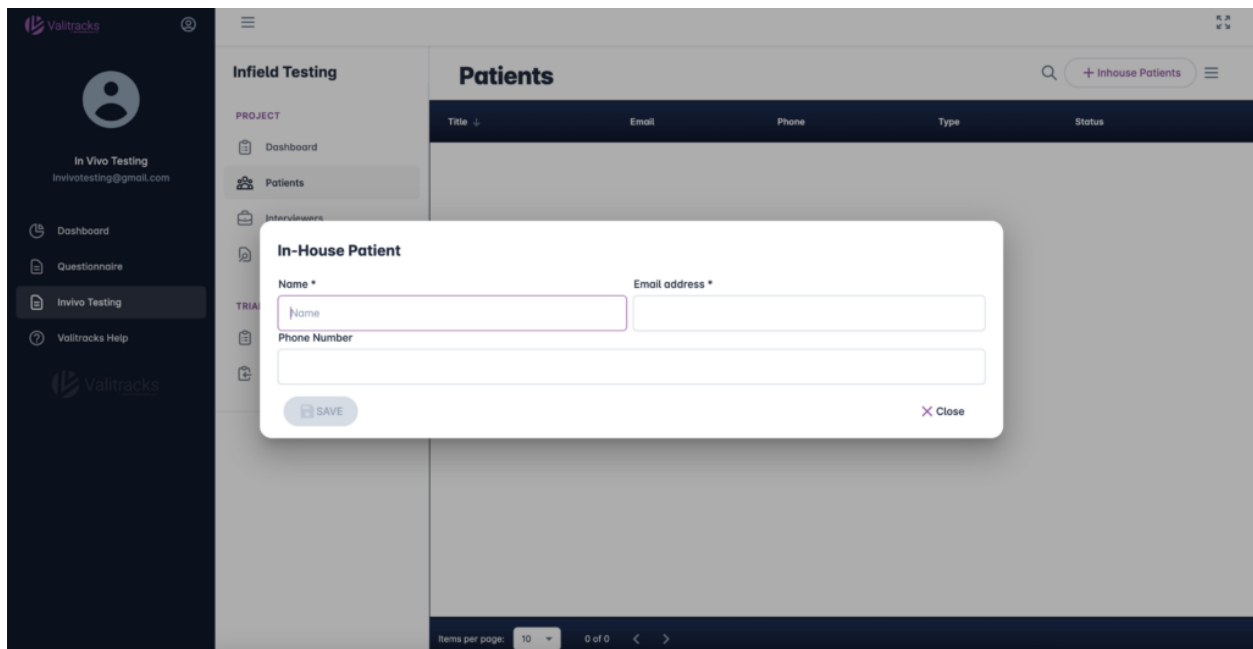
A-Patients – Press on the patient’s icon in the dashboard.

Press on the in-house patient’s to add your recruited patients’ profiles.

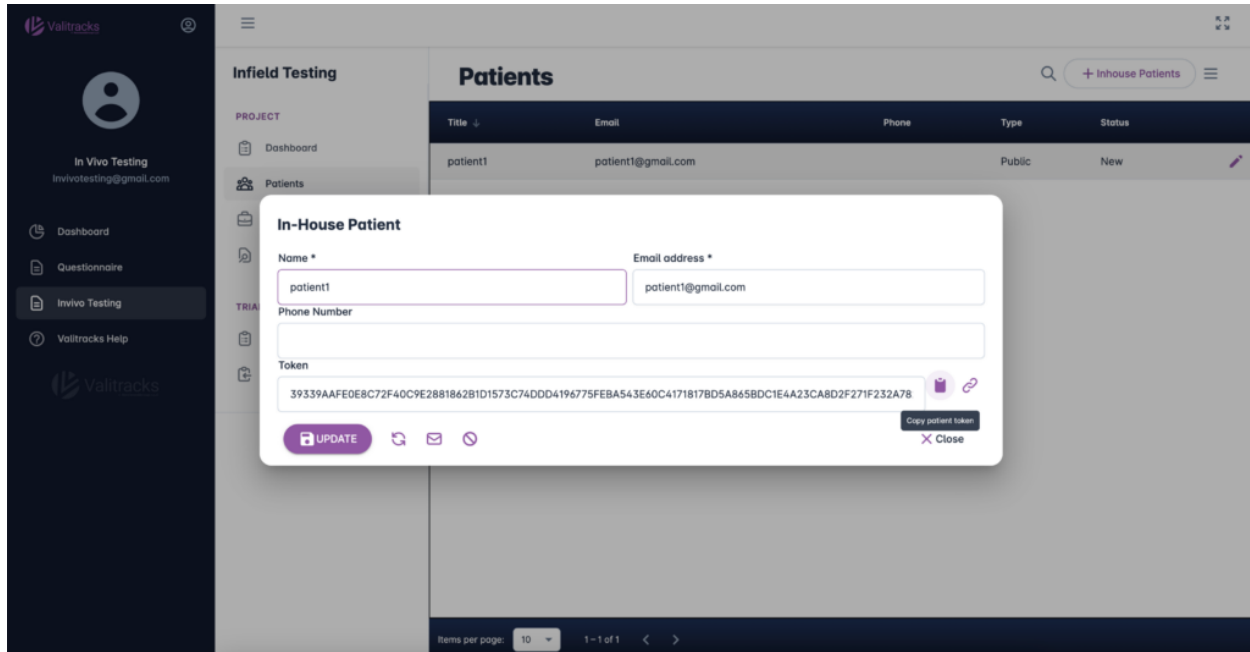


Add your patient's details to create your patient's profile.

This way add as many patient profiles as you need for your trial.

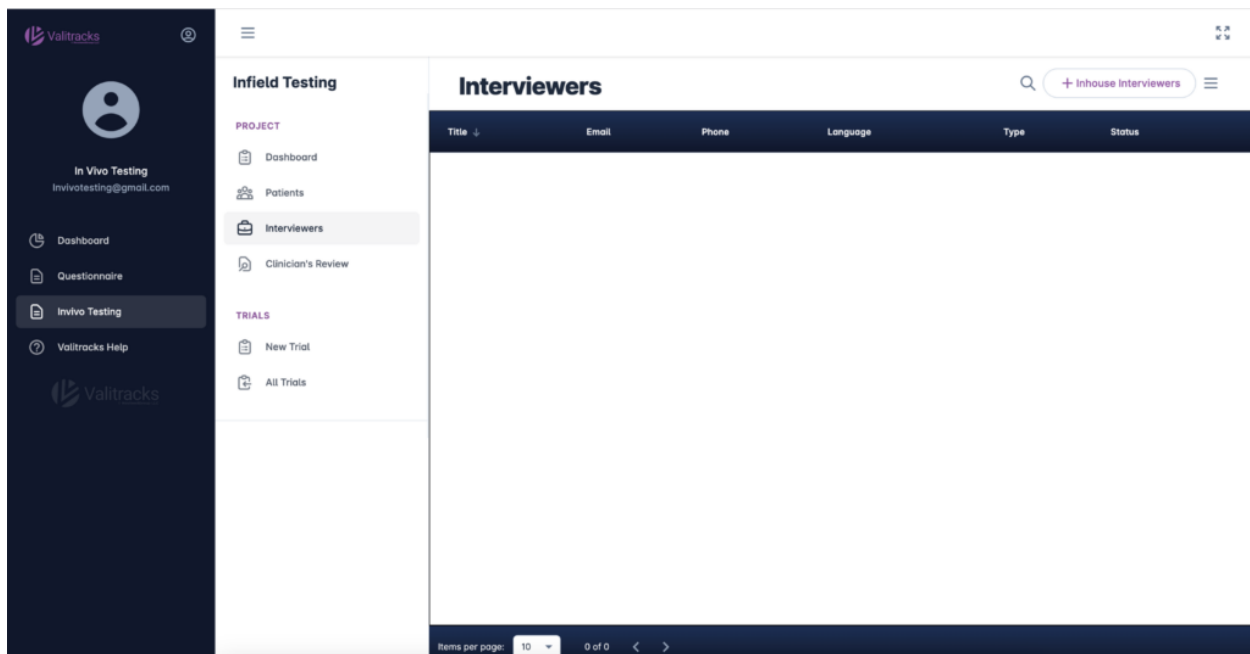


System will be sending an automatic invite email to the patient to invite them to the system. You can also send the invite token using any messaging platform you want by copying the token. To do so, click on the pencil icon on near the project title to get the token.



B-Interviewer – Press on the Interviewer’s icon in the dashboard.

Press on in-house Interviewer to add your recruited Interviewer’s profiles.



Add your Interviewer’s details to create your Interviewer’s profile.

This way add as many Interviewer profiles as you need for your trial.

In-House Interviewer

Name *
interviewer 1

Email address *
interviewer1@gmail.com

Phone Number

Language *
English - English

SAVE Close

The system will be sending an automatic invite email to the Interviewer to invite them to the system. You can also send the invite token using any messaging platform you want by copying the token. To do so, click on the pencil icon near the project title to get the token.

In-House Interviewer

Name *
interviewer 1

Email address *
interviewer1@gmail.com

Phone Number

Language *
English - English

Trials Note

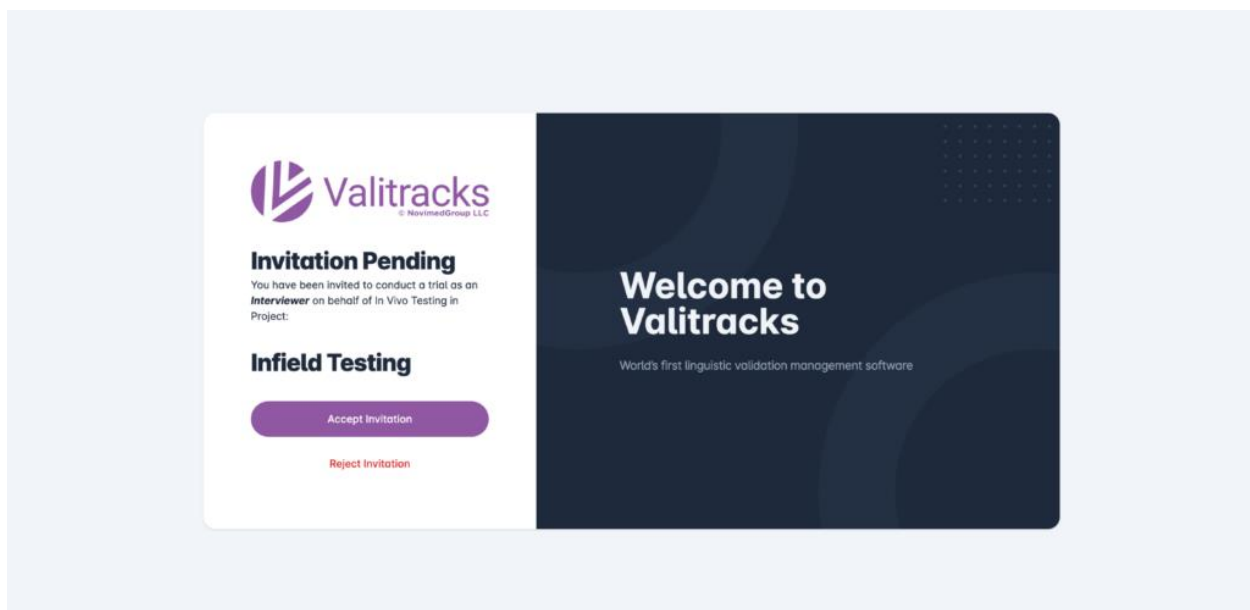
Token
1571403159CBB07F9462A18E68FD8EBDCAD918E7EC9EFC335194EBCD126FC217674845AD953860C77BBD65DBACE725F

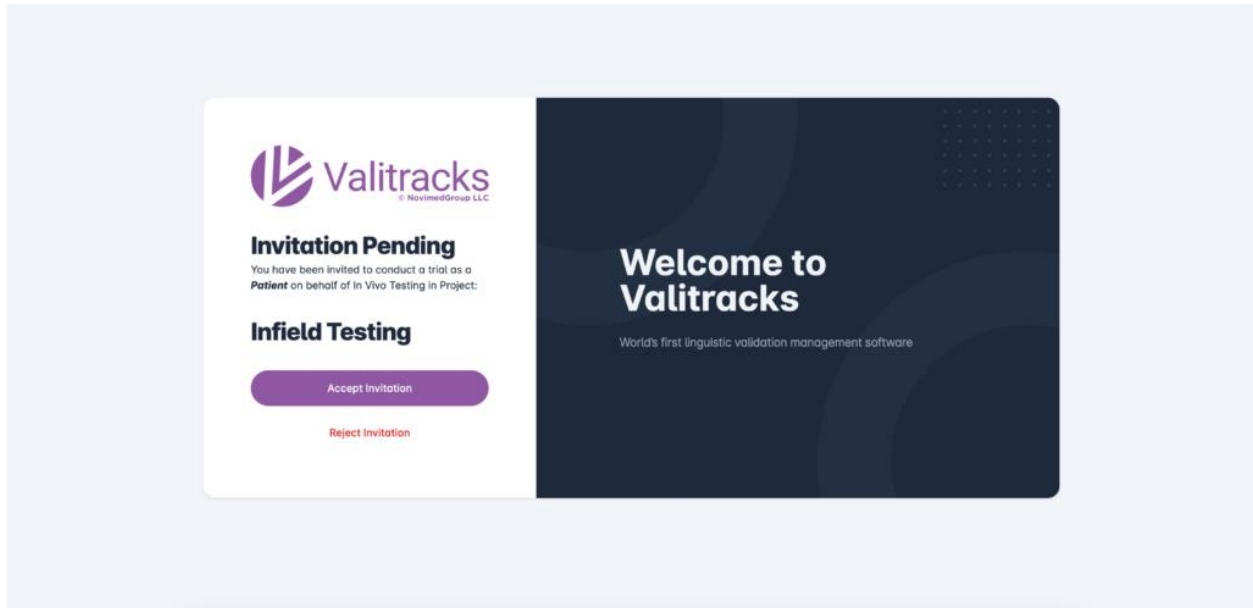
UPDATE Copy Share Close

C-Create a trial- Press on a new trial

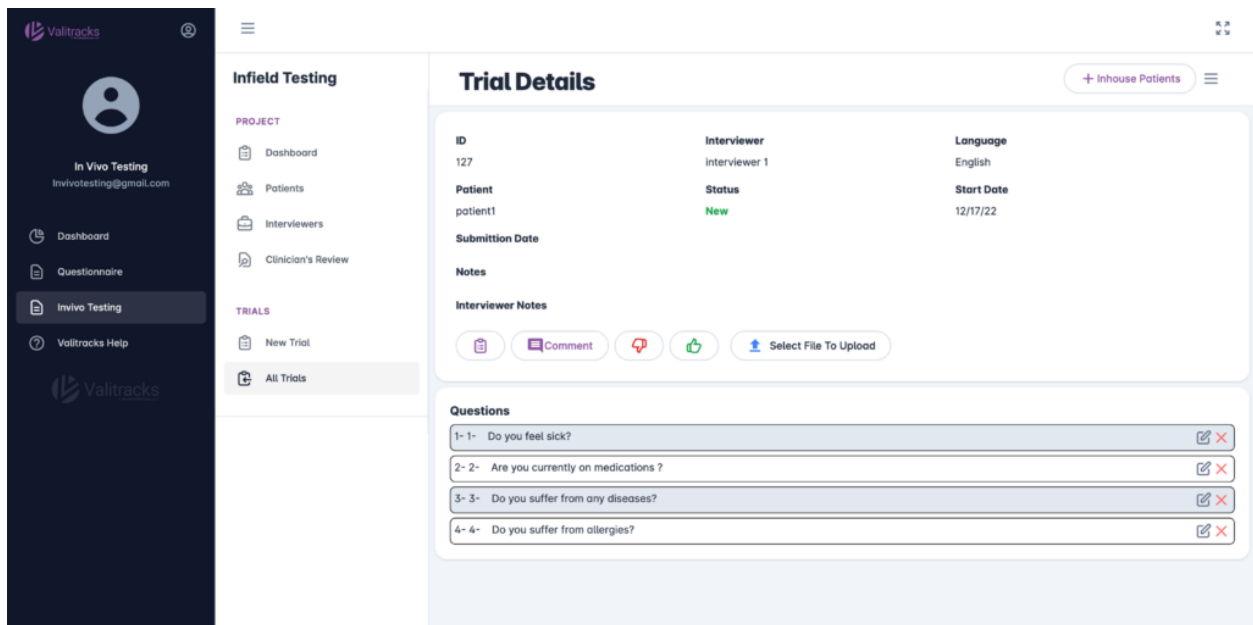
Meet between the relevant interviewer and the patient to create a trial, and add the relevant language of the interview.

This is possible only after the patient and the interviewer have accepted the invite to the system. You can do it for them if you do use the token for their profiles to be able to speed up the process.





By going to all trials you can find all the trials that you created.



At this stage, the progress of the trial is in the hands of the interviewer as they need to progress with the trial depending on the agreement on the meeting time with the patient.

Interviewer's dashboard interview progress:

Press on ask the patient to read to share the questionnaire with the patient before your interview. If you have any files to share with the patient like informed consent or

For any additional data, you can as a file and upload it (using select file to upload).

interviewer 1

TRIALS

- Profile
- Trials
- Questionnaire
- Patients

Infield Testing

Patient: You: ● Connected

Messaging Details ▾

ID	Interviewer	Language
127	interviewer 1	English

Patient	Status	Start Date
patient1	New	12/17/22

Submission Date

Owner Notes

Interviewer Notes

▶ Ask Patient to read
📎 Select File To Upload
✉
🔗

✖ Cancel
✔ Submit Trial

Questions

Original Text	Translated Text
1- Do you feel sick?	1- Do you feel sick? ✎
2- Are you currently on medications ?	2- Are you currently on medications ? ✎
3- Do you suffer from any diseases?	3- Do you suffer from any diseases? ✎

Start an interactive live interview with the patient by pressing on start interactive interview from the dashboard, when the interview is ready.

interviewer 1

TRIALS

- Profile
- Trials
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected

Messaging Details ▾

ID	Interviewer	Language
127	interviewer 1	English

Patient	Status	Start Date
patient1	Waiting for Patient confirmation	12/17/22

Submission Date

Owner Notes

Interviewer Notes

▶ Start Interactive Trial
📎 Select File To Upload
✉
🔗

✖ Cancel
✔ Submit Trial

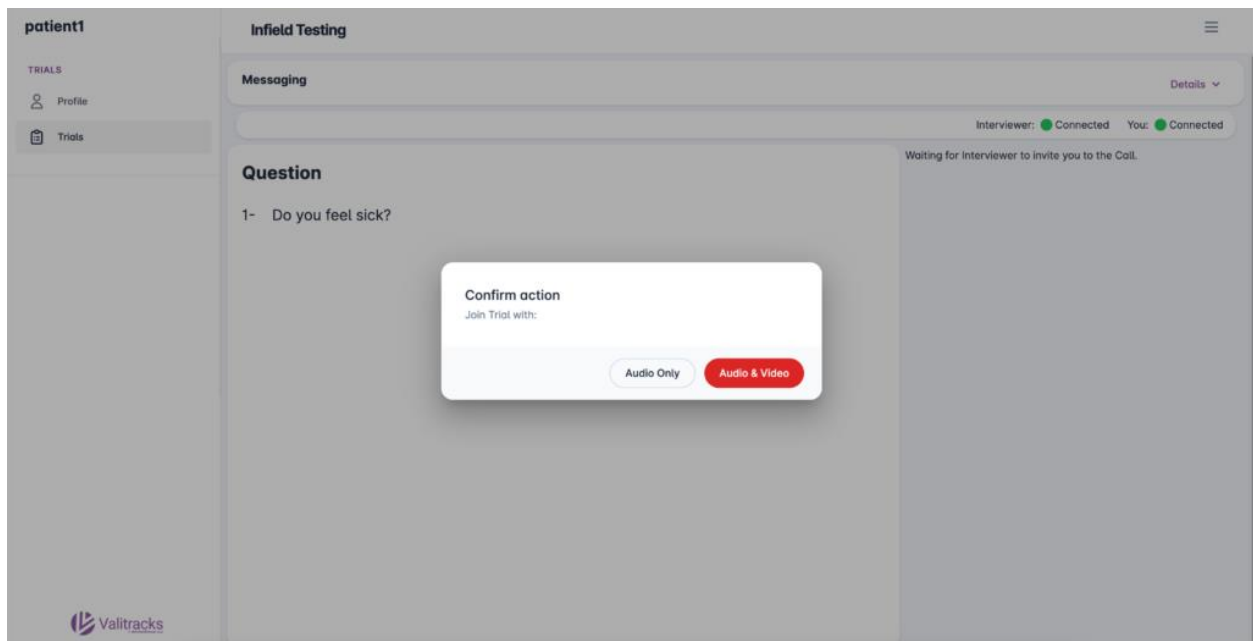
Questions

Original Text	Translated Text
1- Do you feel sick?	1- Do you feel sick? ✎
2- Are you currently on medications ?	2- Are you currently on medications ? ✎
3- Do you suffer from any diseases?	3- Do you suffer from any diseases? ✎

After clicking on Strat interactive trial the interactive trial dashboard is created. Enable microphone and cam (if needed in the popup window).

After doing so, press on **invite patient** to send the patient interview connection request.

The patient has to accept the interview request and choose audio only or audio and video call.



Using the interviewer dashboard ask the patient's consent to record the call and click on the white circle near the phone icon within the call.

interviewer 1

TRIALS

- Profile
- Trials
- Questionnaire
- Patients

Infield Testing

Patient: Connected You: Connected [Continue with Patient](#)

Messaging [Details](#)

Question
1- Do you feel sick?

Translated Question
1- Do you feel sick?

Ask the patient to repeat the wording in the section using their own words.

Ask the patient to repeat the wording in the section using their own words.

Answer Translation

Did you have any difficulty understanding the section?

Patient's Answer

Patient's Answer

Answer Translation

Answer Translation

Interviewer Notes

Interviewer Notes

Agent Notes

[Close](#) [Previous](#) 1/4 [Next](#) [Finish](#)

patient1

Trial 127 03:52

P

patient1

Valitracks

Patient's interview interactive platform

patient1

TRIALS

- Profile
- Trials

Infield Testing

Messaging [Details](#)

Interviewer: Connected You: Connected

Question

1- Do you feel sick?

REC

11

interviewer 1

Valitracks

Press on the next icon to pass from one question to the next one.

interviewer 1

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected Continue with Patient

Messaging Details ▾

Question	Translated Question
2- Are you currently on medications ?	2- Are you currently on medications ?

Ask the patient to repeat the wording in the section using their own words.

Ask the patient to repeat the wording in the section using their own words.

Did you have any difficulty understanding the section?

Patient's Answer

Patient's Answer

Answer Translation

Answer Translation

Interviewer Notes

Interviewer Notes

Agent Notes

Agent Notes

Close Previous 2/4 Next Finish

patient1

Close the call by pressing the call icon

interviewer 1

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected Continue with Patient

Messaging Details ▾

Question	Translated Question
2- Are you currently on medications ?	2- Are you currently on medications ?

Ask the patient to repeat the wording in the section using their own words.

Ask the patient to repeat the wording in the section using their own words.

Did you have any difficulty understanding the section?

Patient's Answer

Patient's Answer

Answer Translation

Answer Translation

Interviewer Notes

Interviewer Notes

Agent Notes

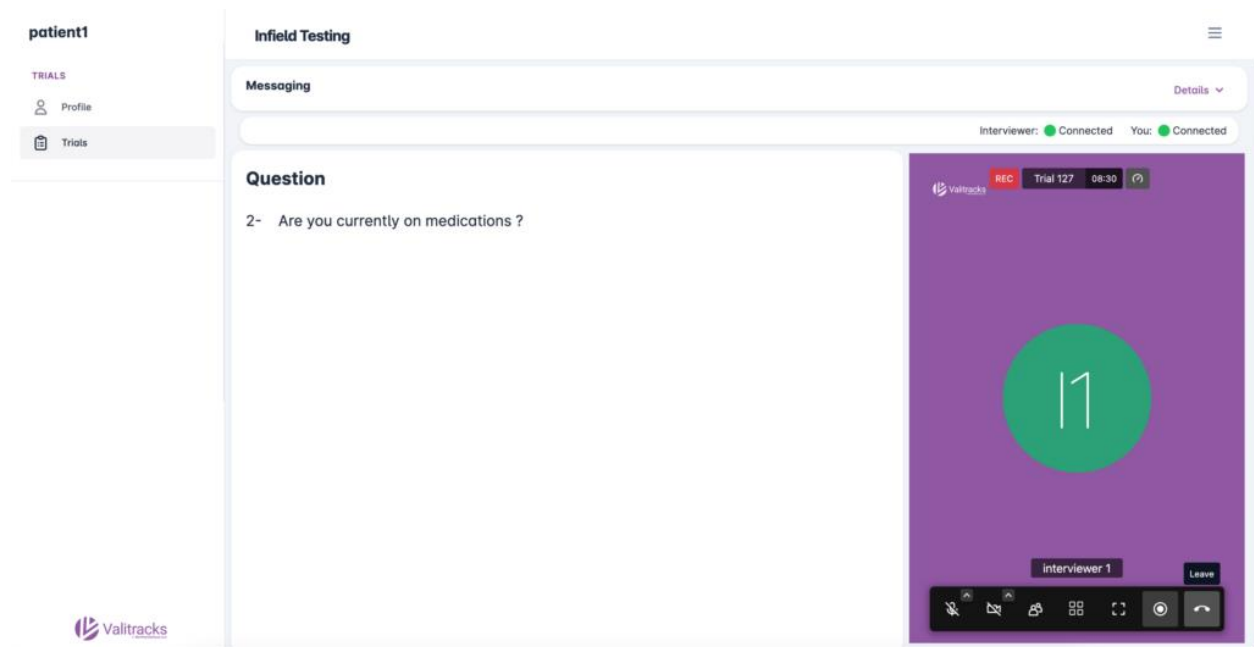
Agent Notes

Close Previous 2/4 Next Finish

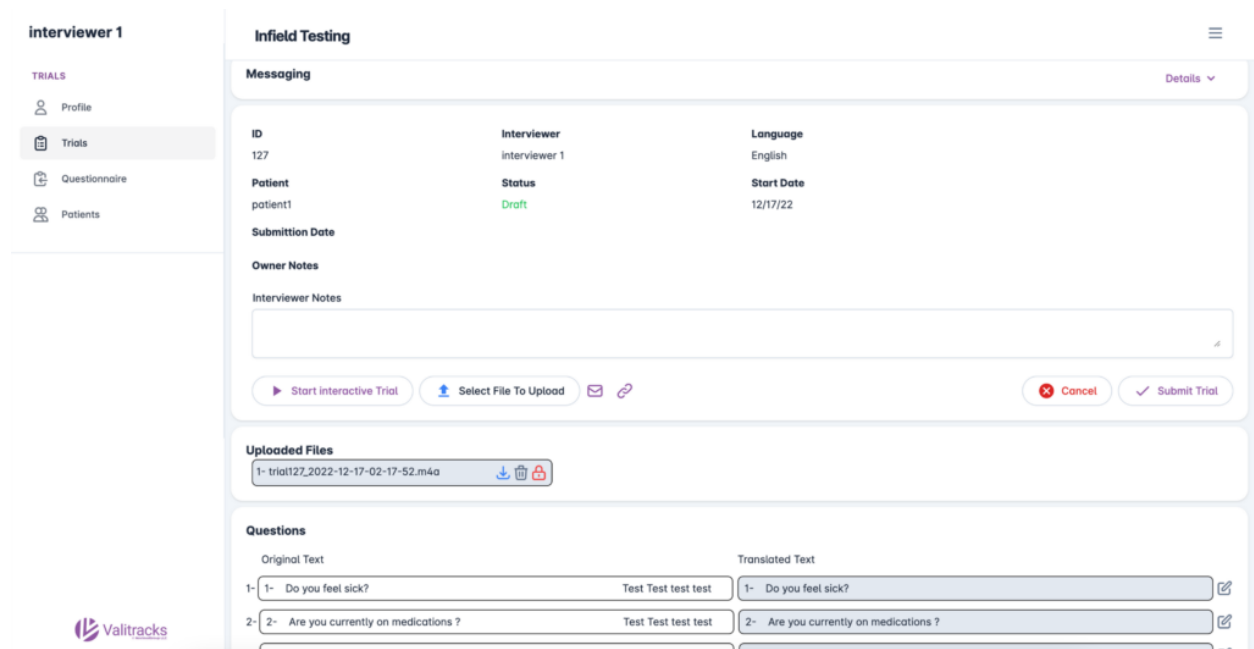
patient1

Leave

Close the call by pressing the call icon



Go to trials on the dashboard to be able to download the call recording that might help you fill the summary report.



After filling out the summary report press on the finish to be able to finalize the interview.

interviewer 1

TRIALS

- Profile
- Trials
- Questionnaire
- Patients

Infield Testing

Patient: ● Connected You: ● Connected Continue with Patient

Messaging Details ▾

Restart Meeting

Question
4- Do you suffer from allergies?

Translated Question
4- Do you suffer from allergies?

Ask the patient to repeat the wording in the section using their own words.

Test Test test test

Answer Translation
Test Test test test

☐ Did you have any difficulty understanding the section?

Patient's Answer
Test Test test test

Answer Translation
Test Test test test

Interviewer Notes
Test Test test test

Agent Notes

Close Previous 4/4 Next Finish

Valitracks

If there is any issue to communicate with the patient you can use messaging system that will go directly to the patient.

interviewer 1

TRIALS

- Profile
- Trials
- Questionnaire
- Patients

Infield Testing

Messaging Details ▴

New Message

communicate...

Send

ID	Interviewer	Language
127	interviewer 1	English

Patient	Status	Start Date
patient1	Draft	12/17/22

Submission Date

Owner Notes

Interviewer Notes

Start Interactive Trial Select File To Upload Cancel Submit Trial

Uploaded Files

1- trial127,2022-12-17-02-17-52.m4a

Valitracks

When you finish the summary of the interview **submit trial** so that your project manager can generate a follow-up stage or finalize the trial and generate a final document.

interviewer 1

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Patient: You ● Connected

Messaging Details ▾

ID	Interviewer	Language
127	Interviewer 1	English

Patient	Status	Start Date
patient1	Draft	12/17/22

Submission Date

Owner Notes

Interviewer Notes

Start Interactive Trial | Select File To Upload | |

✖ Cancel ✔ Submit Trial

Uploaded Files

1- trial127_2022-12-17-02-17-52.m4a

Questions

Original Text	Translated Text
1- Do you feel sick?	Test Test test test

Trial follow-up as a project manager

Access your dashboard as a project manager go to all trials and press on the pencil sign to see the summary of the interviewer for each section.

Find any study files and recordings in the uploaded files section.

Valitracks

In Vivo Testing
inviotesting@gmail.com

Dashboard

Questionnaire

In Vivo Testing

Valitracks Help

Infield Testing

PROJECT

- Dashboard
- Patients
- Interviewers
- Clinician's Review

TRIALS

- New Trial
- All Trials**

Trial Details + Inhouse Patients ▾

ID	Interviewer	Language
127	Interviewer 1	English

Patient	Status	Start Date
patient1	Draft	12/17/22

Submission Date

Notes

Interviewer Notes

Uploaded Files

1- trial127_2022-12-17-02-17-52.m4a

Questions

1- 1- Do you feel sick?	Test Test test test		
2- 2- Are you currently on medications ?	Test Test test test		
3- 3- Do you suffer from any diseases?	Test Test test test		
4- 4- Do you suffer from allergies?			

The screenshot displays the Valitracks In Vivo Testing interface. On the left is a dark sidebar with the Valitracks logo, a user profile icon, and navigation links: Dashboard, Questionnaire, In Vivo Testing (highlighted), and Valitracks Help. The main content area is titled 'Infield Testing' and contains a 'PROJECT' section with links to Dashboard, Patients, Interviewers, and Clinician's Review. Below this is a 'TRIALS' section with links to New Trial and All Trials (highlighted). The 'Trial Details' panel on the right shows a summary of trial data:

Question Body	1- Do you feel sick?
Translated Question Body	1- Do you feel sick?
Patient's Answer	Test Test test test
Translated Answer	Test Test test test
Question Mean	Test Test test test
Translated Question Mean	Test Test test test
Has Difficulties	Yes
Patient Difficulties	Test Test test test
Translated Patient Difficulties	Test Test test test
Number of Difficult words	2
Interviewer Notes	Test Test test test
Notes	

At the bottom of the trial details panel are three icons: a pencil (edit), a speech bubble (comment), and a thumbs up (approve). Navigation buttons for 'Previous', '1/4', and 'Next' are also present, along with a 'Close' button.

If you want to add any comment as a project manager press again on the pencil icon and add your comments in the “agent notes” section.

This screenshot shows the same Valitracks In Vivo Testing interface, but the 'Trial Details' panel is in form view, allowing for data entry. The form fields are as follows:

- Test Test test test
- Answer Translation: Test Test test test
- Question Mean: Test Test test test
- Question Mean Translation: Test Test test test
- Has difficulty: ☒
- Patient Difficulties: Test Test test test
- Patient Difficulties Translation: Test Test test test
- Number of Difficult words: 2
- Interviewer Notes: Test Test test test
- Agent Notes: (empty text area)

At the bottom of the form is a purple 'UPDATE' button, followed by the same three icons (pencil, speech bubble, thumbs up) and the navigation buttons ('Previous', '1/4', 'Next', 'Close').

After you checked the summary, if you want the interviewer to follow up on some sections, click on the purple add follow up button on the top right side of the page.

In Vivo Testing
Invivotesting@gmail.com

PROJECT

- Dashboard
- Patients
- Interviewers
- Clinician's Review

TRIALS

- New Trial
- All Trials

Trial Details

ID: 127
Interviewer: Interviewer 1
Language: English
Patient: patient1
Status: Submitted
Submission Date: 12/17/22
Notes:
Interviewer Notes:
Uploaded Files: 1- trial127_2022-12-17-02-17-52.m4a
Questions:
1- 1- Do you feel sick? Test Test test test
2- 2- Are you currently on medications ? Test Test test test
3- 3- Do you suffer from any diseases? Test Test test test
4- 4- Do you suffer from allergies? Test Test test test

Press on add follow-up question to choose from.

In Vivo Testing
Invivotesting@gmail.com

PROJECT

- Dashboard
- Patients
- Interviewers
- Clinician's Review

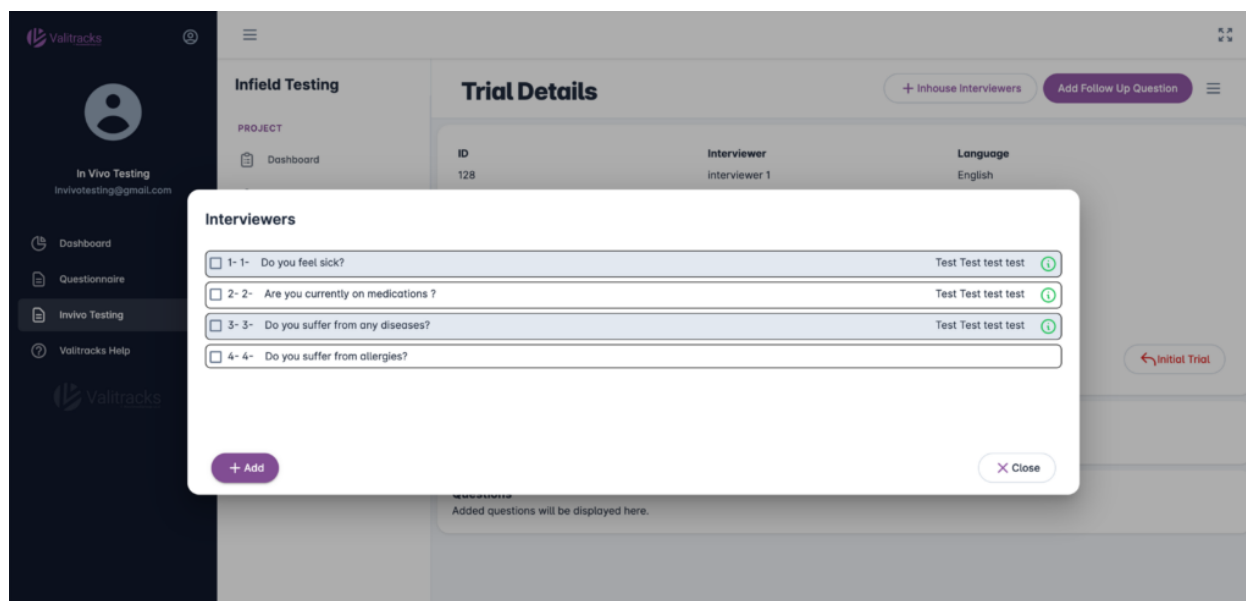
TRIALS

- New Trial
- All Trials

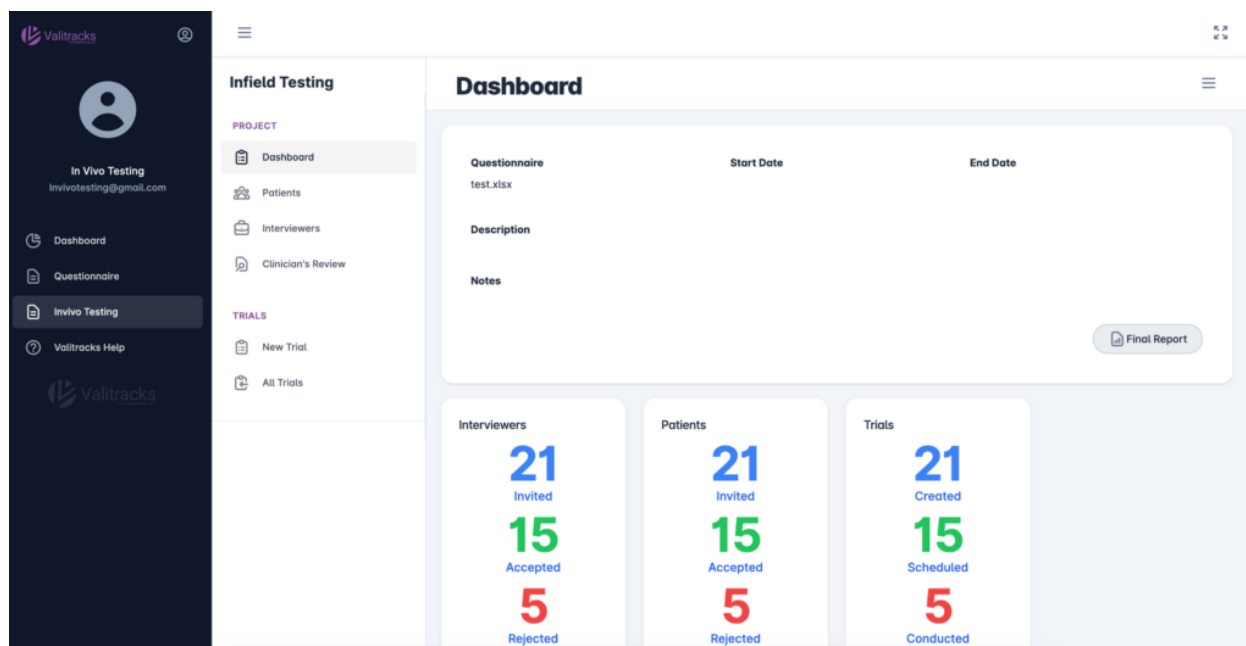
Trial Details

ID: 128
Interviewer: Interviewer 1
Language: English
Patient: patient1
Status: New
Submission Date: 12/17/22
Notes:
Interviewer Notes:
Follow Up Questions: No Follow up Questions
Questions: Added questions will be displayed here.

Choose the questions that you would like to retest on the patient. Or add more questions, using the add button.



Create a summary report, go to in vivo testing, and access the trial dashboard by clicking on the squares. On the right side, you can find "final report", click on it and download the final report.



4-Clinician's review:

Please make sure you import at least 2 language documents (original and one translation at least).

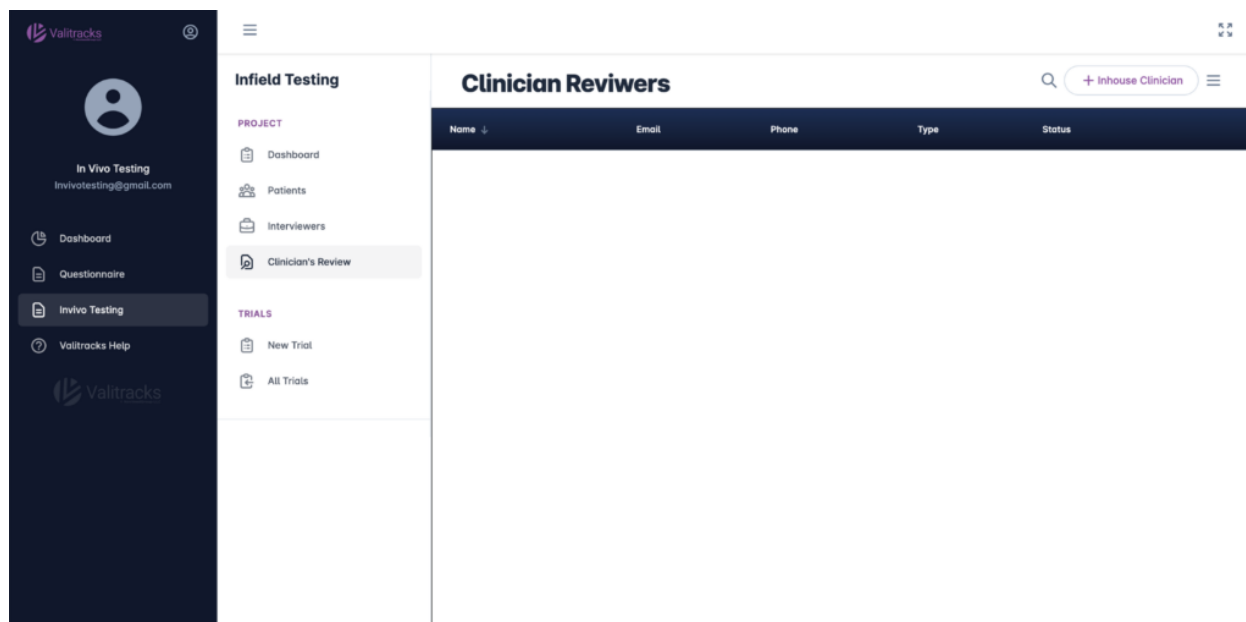
In case you want to test the original file, create a duplicated column, one for the original language and one for the tested language (if its both the same language just duplicates it in the other column See the example in the picture):

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	1- Do you feel sick?	1- Do you feel sick?																	
2	2- Are you currently on medications ?	2- Are you currently on medications ?																	
3	3- Do you suffer from any diseases?	3- Do you suffer from any diseases?																	
4	4- Do you suffer from allergies?	4- Do you suffer from allergies?																	
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
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33																			
34																			
35																			
36																			
37																			
38																			
39																			
40																			
41																			
42																			
43																			

After you imported the translation.

Press on the Clinician's icon in the dashboard.

Press on in-house Clinician to add your recruited Clinician's profiles.



Add your Clinician's details to create your Interviewer's profile.

This way add as many Clinician profiles as you need for your trial.

The screenshot shows the Valitracks interface with a sidebar on the left containing navigation links: Dashboard, Questionnaire, In Vivo Testing (selected), and Valitracks Help. The main content area is titled 'Infield Testing' and 'Clinician Reviewers'. A modal form titled 'Inhouse Clinician' is open, displaying the following fields:

- Name * (text input)
- Email address * (text input)
- Phone Number (text input)
- Language * (dropdown menu)

At the bottom of the modal are two buttons: 'SAVE' and 'Close'. The background table 'Clinician Reviewers' has columns: Name, Email, Phone, Type, and Status. It currently shows 0 items.

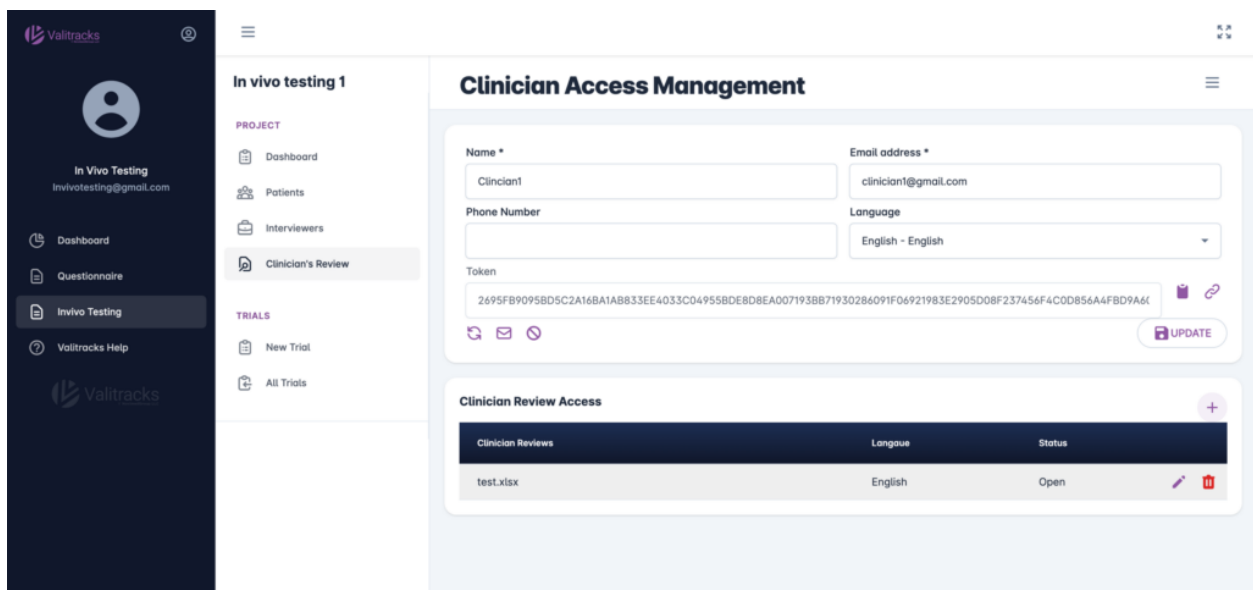
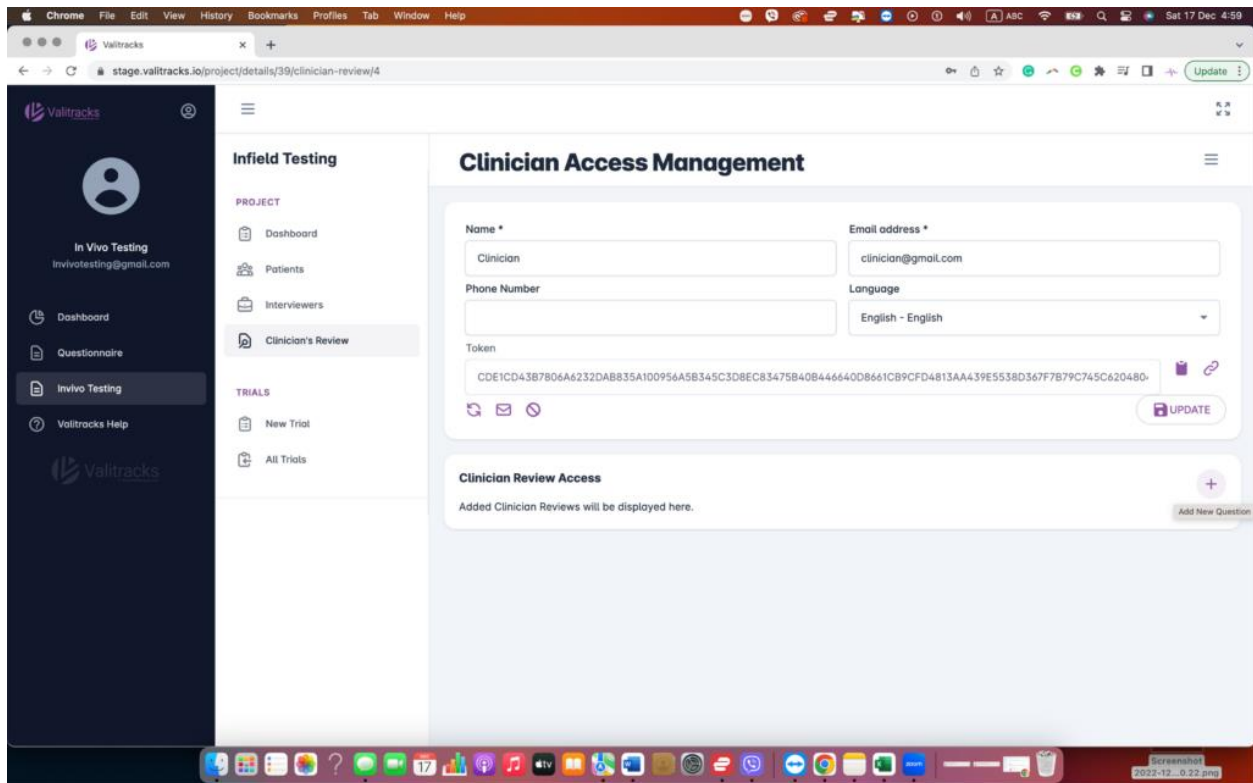
The screenshot shows the Valitracks interface with the same sidebar. The 'Inhouse Clinician' modal is no longer present. The 'Clinician Reviewers' table now contains one row of data:

Name	Email	Phone	Type	Status
Clinician	clinician@gmail.com		Public	New

The table footer indicates 'Items per page: 10' and '1 - 1 of 1'.

The system will be sending an automatic invite email to the Clinician to invite them to the system. You can also send the invite token using any messaging platform you want by copying the token. To do so, click on the squares icon on near the project title to get the token.

Allocate the translation for the review using clinician access management using the "+" button to add the file and allocate it to the clinician.



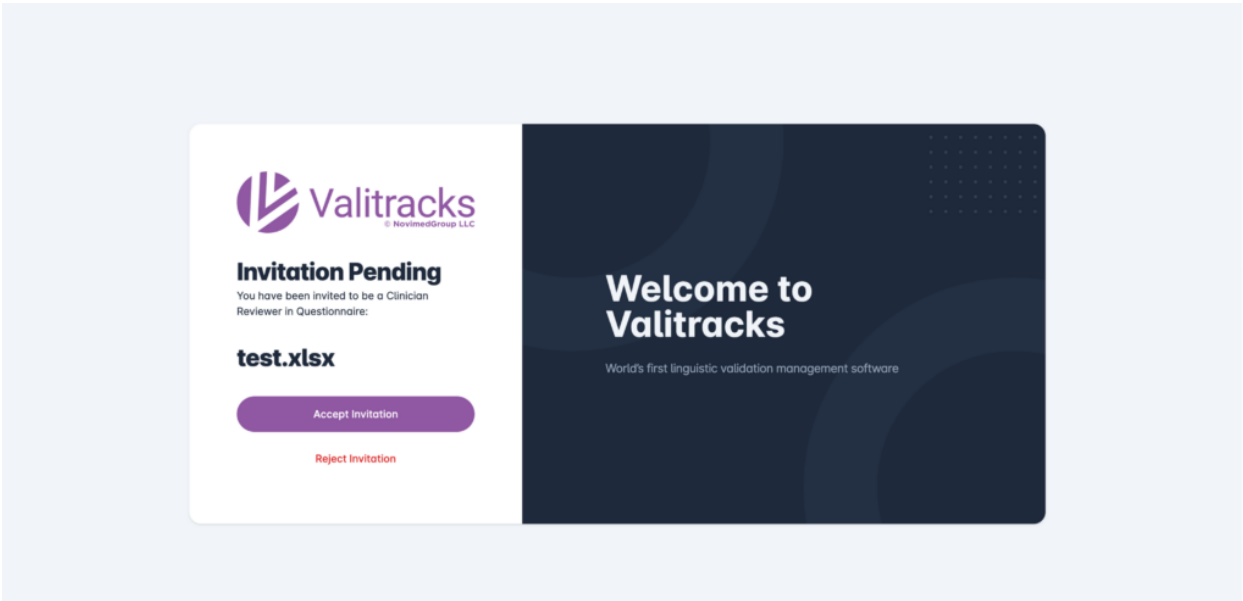
To access the clinician review comments go to the questionnaire tab and press on the translation version that you want to see the clinician's comments on.

The screenshot shows the Valitracks In Vivo Testing interface. On the left is a dark sidebar with the Valitracks logo, a user profile icon, and navigation links: Dashboard, Questionnaire (highlighted), In Vivo Testing, and Valitracks Help. The main content area is titled 'Details' and has a language selector set to 'English'. It contains two columns of text input fields: 'Title' (with 'test.xlsx'), 'Title Translation *' (with 'test.xlsx'), 'Description', 'Description Translation' (with 'Description'), 'Notes', and 'Notes Translation' (with 'Notes'). Below these fields are buttons for 'Export', 'Clinician's Review', 'Comment', 'Delete', and 'UPDATE'. The 'Questions' section below features a table with two columns: 'Original Text' and 'Translated Text'. It lists two questions: '1- Do you feel sick?' and '2- Are you currently on medications?'. Each question row has icons for adding, editing, and deleting.

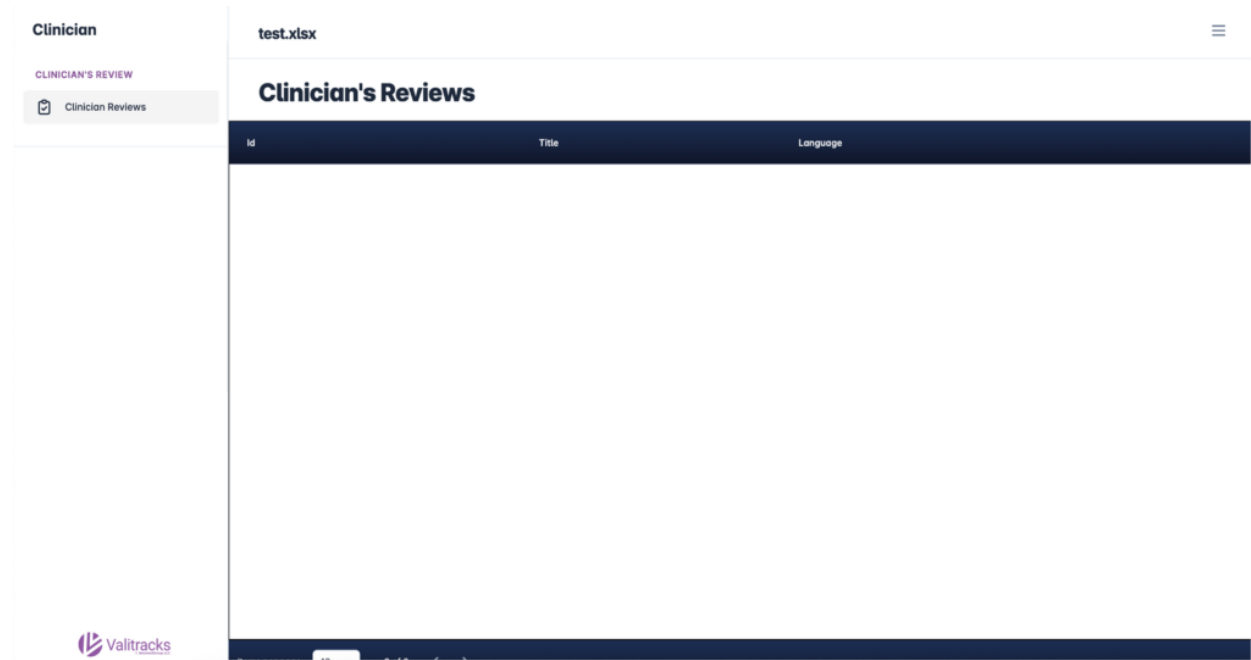
Press on the purple notebook to see the clinician's comments and to comment on them.

This screenshot shows the same Valitracks interface as the previous one, but with a 'Comments' modal open. The modal is purple and has a close button (X). It contains a 'New Comment' text input field and a list of comments. The first comment is from a 'Clinician' stating 'This section needs to be changed.' with a timestamp of 'Dec 17, 7:21 PM'. The background shows the 'Questions' section with four questions listed, including the one that was previously selected.

Clinician’s Dashboard



Clinician’s review dashboard



To access the review press on the purple squares:

Clinician1

CLINICIAN'S REVIEW

Clinician Reviews

test.xlsx

Title: test.xlsx | Title Translation *: test.xlsx

Description: | Description Translation: Description

Notes: | Notes Translation: Notes

Questions

	Original Text		Translated Text
1-	Do you feel sick?		?Do you feel sick -1
2-	Are you currently on medications ?		? Are you currently on medications -2
3-	Do you suffer from any diseases?		?Do you suffer from any diseases -3
4-	Do you suffer from allergies?		?Do you suffer from allergies -4

Valitracks

Press on the purple notes and add your comments to each section.

Clinician1

CLINICIAN'S REVIEW

Clinician Reviews

test.xlsx

Title: test.xlsx | Title Translation *: test.xlsx

Description: | Description Translation: Description

Notes: | Notes Translation: Notes

Questions

	Original Text		Translated Text
1-	Do you feel sick?		?Do you feel sick -1
2-	Are you currently on medications ?		? Are you currently on medications -2
3-	Do you suffer from any diseases?		?Do you suffer from any diseases -3
4-	Do you suffer from allergies?		?Do you suffer from allergies -4

Comments

New Comment

1) Clinician1
This section needs to be changed.
Dec 17, 7:21 PM

Valitracks