



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
Rev. 2	01/05/23	Added sections from Valitracks 1.1 update

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.

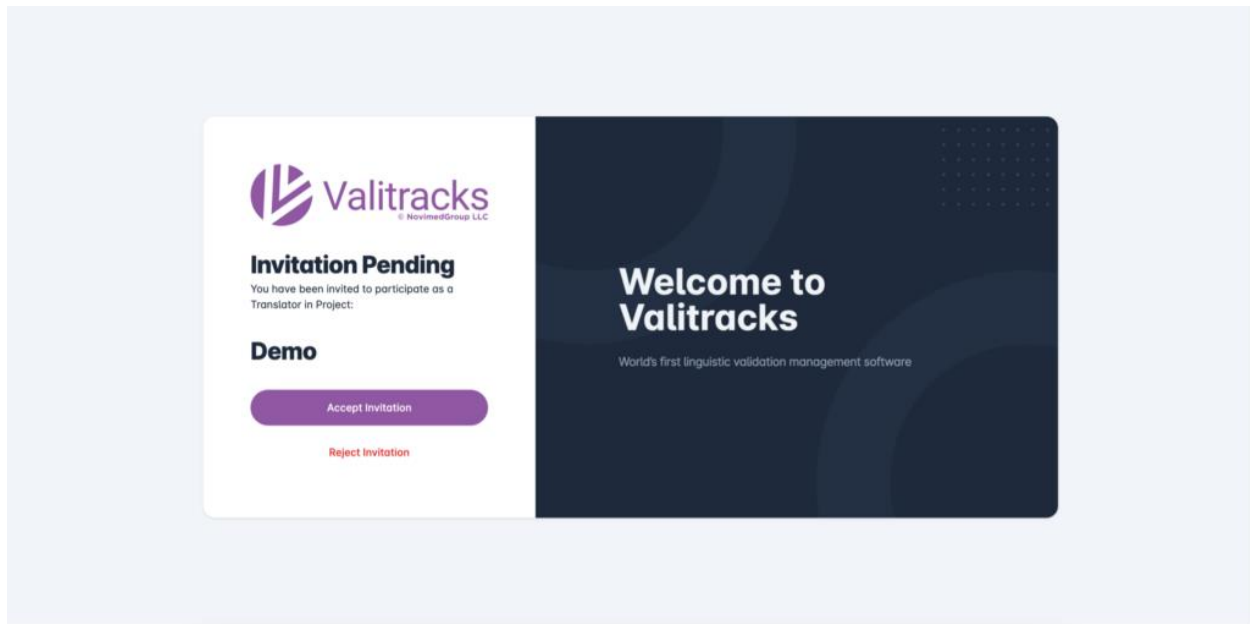
- Translator/Reviewer, Patient's Profile, Clinician's profile, Interviewer's Profile , Basic-Linguistic Validation , Advanced linguistic Validation, In Vivo Testing.

User's Manual - TABLE OF CONTENTS

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Watch our video guide [here](#).



Edit Profile: Press on Profile to edit your details.

 The screenshot shows the 'Profile' page in the Valitracks application. The top navigation bar includes 'Translator 3 Test' and a 'Demo' button. A sidebar on the left lists 'LINGUISTIC VALIDATION' with options for 'Profile' (selected) and 'Translations'. The main content area is titled 'Profile' and includes an 'Update' button. The profile details are as follows:

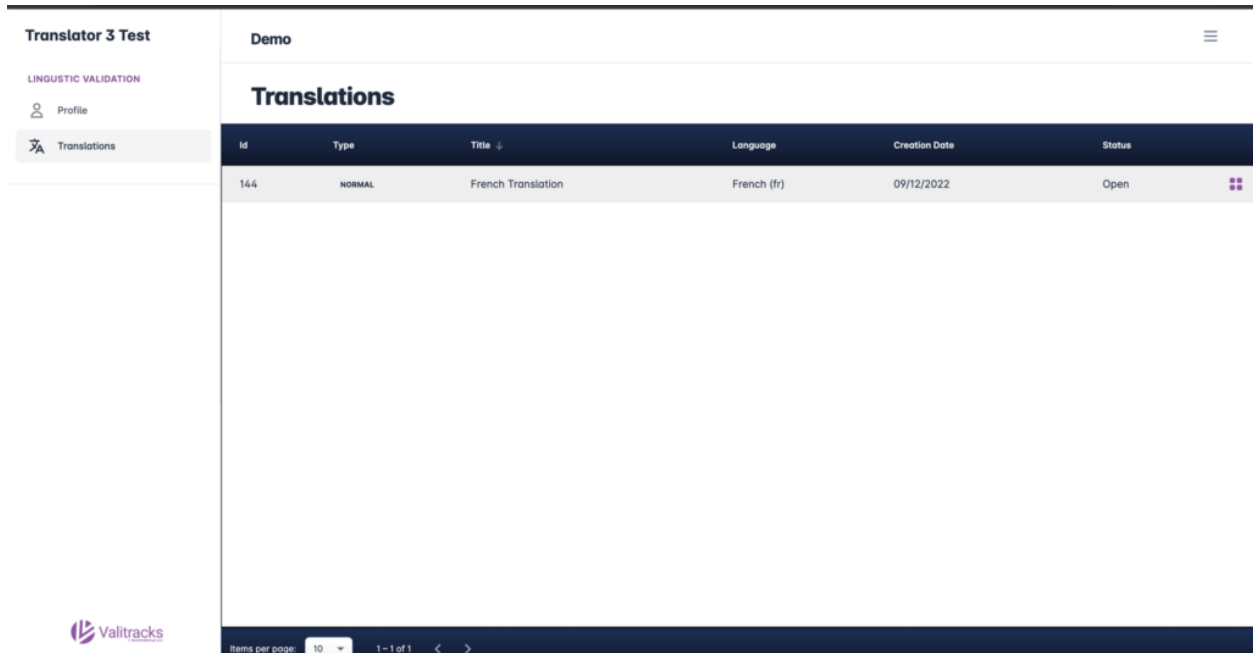
Name	Email address
Translator 3 Test	Translator3test@gmail.com
Language	
French - Français	

 The bottom of the page features the Valitracks logo.

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 'Translator 3 Test' interface. On the left is a sidebar with 'LINGUISTIC VALIDATION' and options for 'Profile' and 'Translations'. 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', '1 - 1 of 1', and navigation arrows. The Valitracks logo is visible in the bottom left corner.

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

*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.

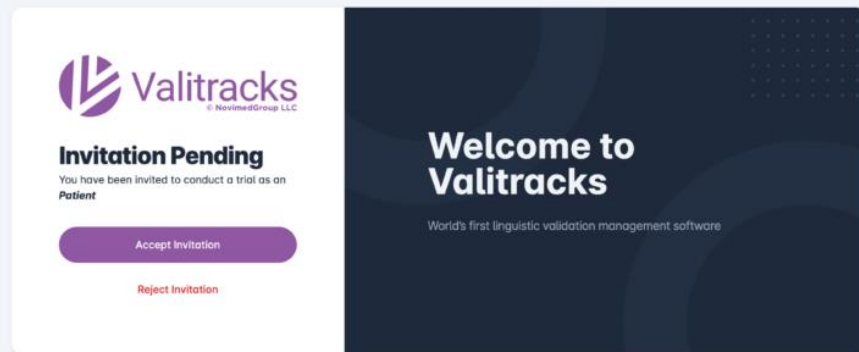
The screenshot displays the Valitracks Translator 3 Test interface. On the left, a sidebar shows 'Translator 3 Test' and 'LINGUISTIC VALIDATION' with options for 'Profile' and 'Translations'. The main area is titled 'Demo' and contains a header with 'ID: 144', 'Title: French Translation', and 'Translation Language: French (fr)'. Below this is a 'Status: Open' and a 'Mark As Ready' button. The 'Translation Sections' table shows a comparison between 'Original Text' and 'Translation Section'. The table includes a 'Break Sections' toggle and an 'Auto Save' toggle. The 'Original Text' column contains five sentences, and the 'Translation Section' column contains the corresponding French translations. The Valitracks logo is visible in the bottom left corner.

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

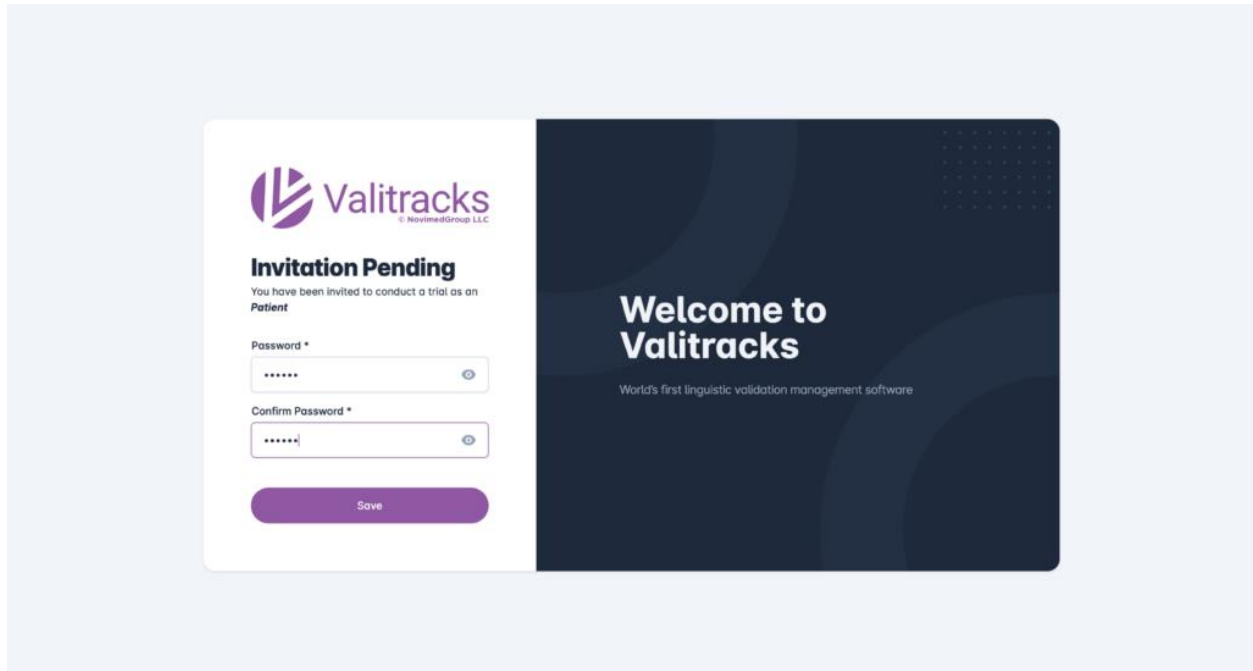
Watch our video guide [here](#).

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.

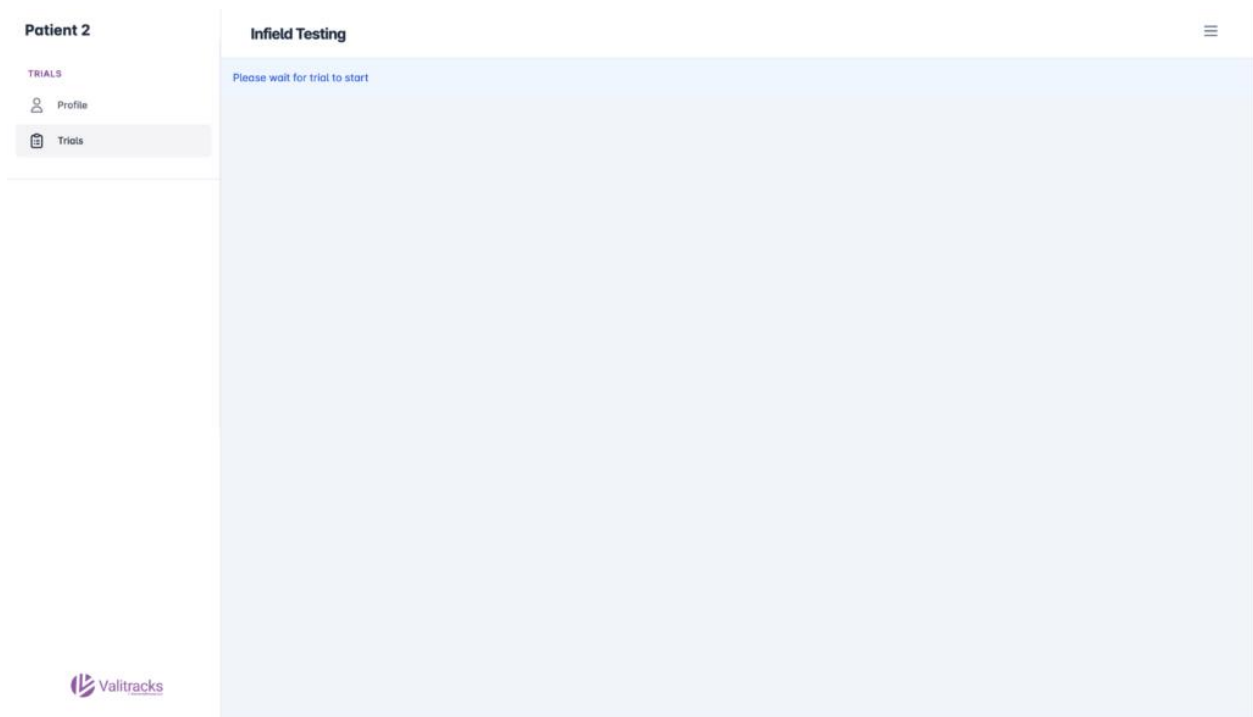
You will receive an invitation email or message with a link. Please accept the invitation and create your password.



Add your password and retype it.



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.



Access your profile.

The screenshot shows the 'Patient's Profile' page in the Valitracks system. On the left, a sidebar for 'Patient 2' contains a 'TRIALS' section with 'Profile' and 'Trials' tabs. The main content area is titled 'Infield Testing' and 'Profile'. It features a purple 'Update' button in the top right. The profile form includes fields for Name (filled with 'Patient 2'), Email address (filled with 'Patient2@gmail.com'), Phone Number, Medical Status (a dropdown menu), Year of Birth (with a calendar icon), Gender (a dropdown menu), Occupation, and Education. At the bottom of the form are two checkboxes: 'Are you a healthcare system worker?' and 'Would you like to receive news/updates/communications from valitracks?'. The Valitracks logo is visible in the bottom left corner of the main content area.

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.

Patient 2

TRIALS

Profile

Trials

Infield Testing

You have pending trials, please review and confirm

Messaging

Details

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

Confirm trial read

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?

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.

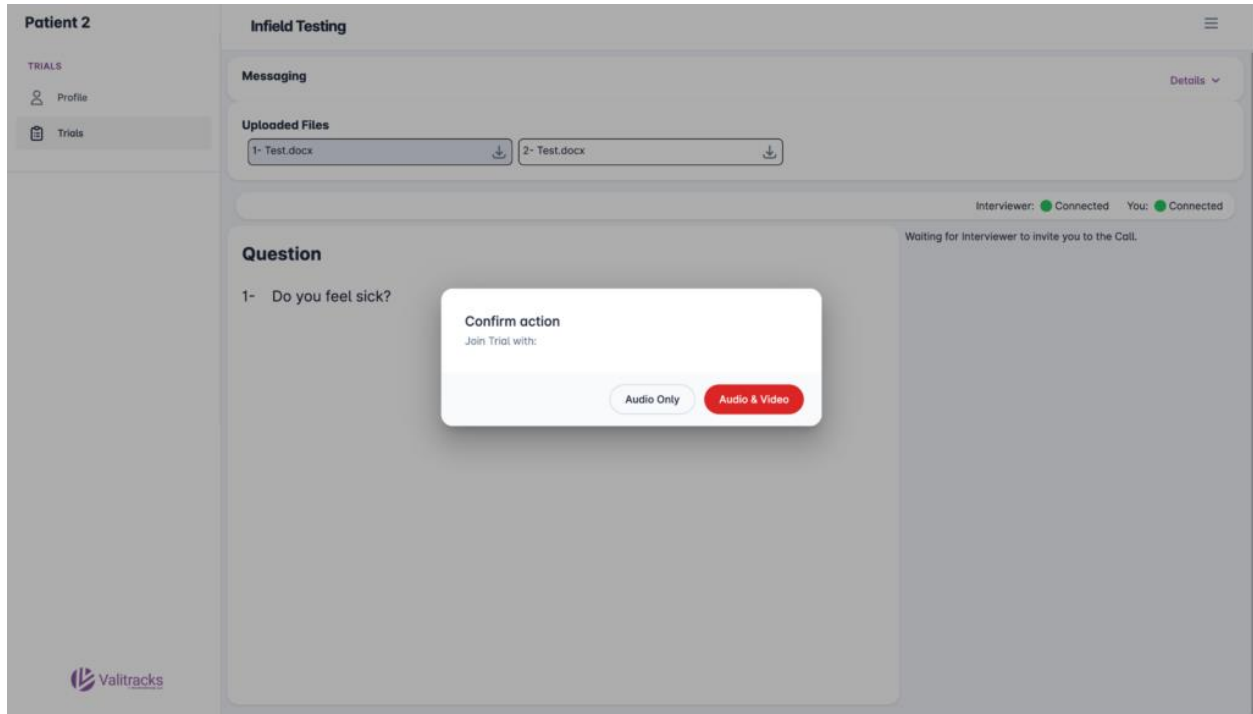
Start of trial

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.

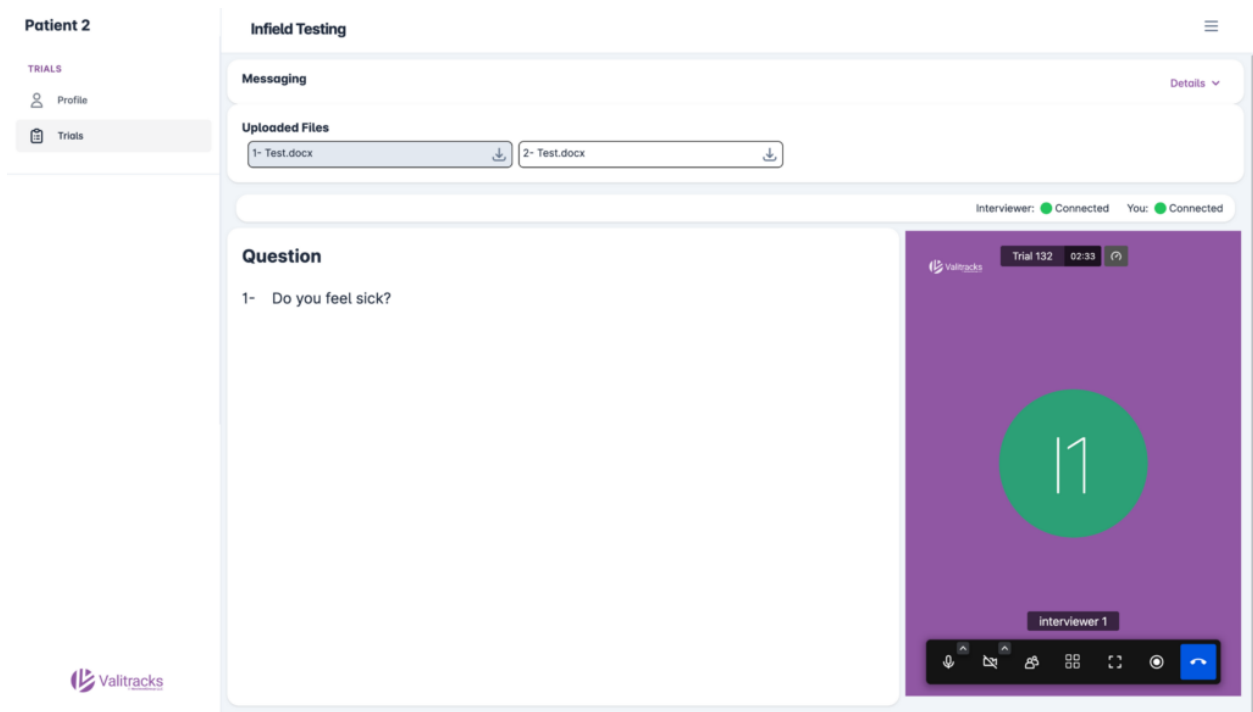
Use the Valitracks help tab in case you have any technical issues and chat with our team.

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.

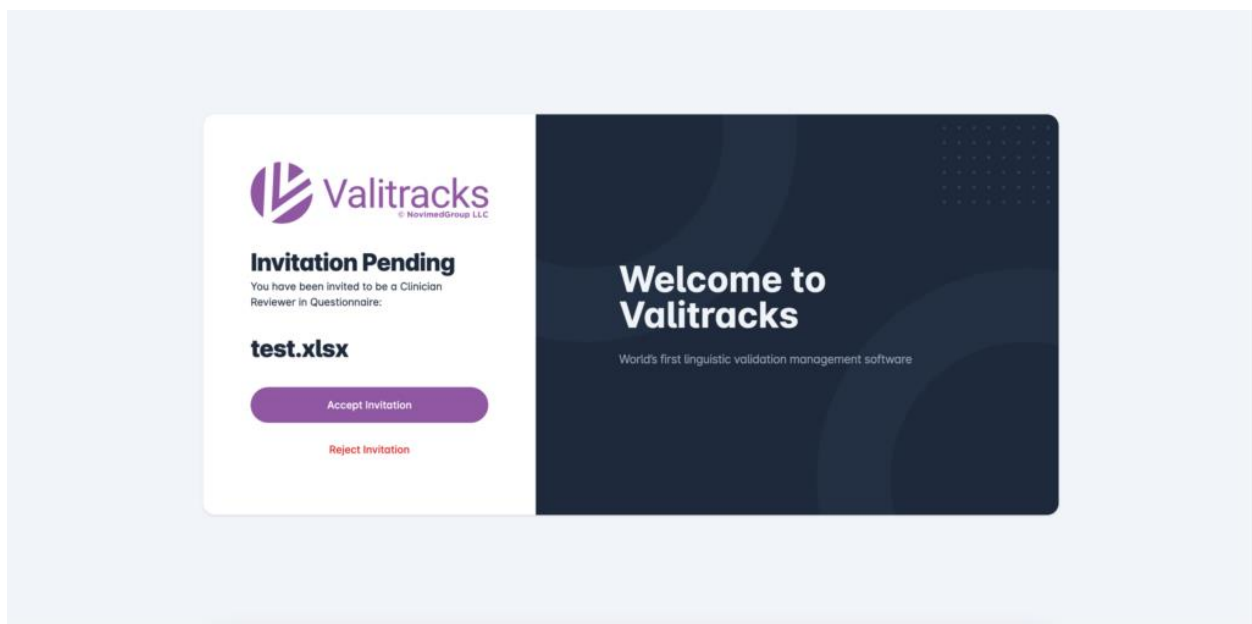
The interviewer might ask to record the call.



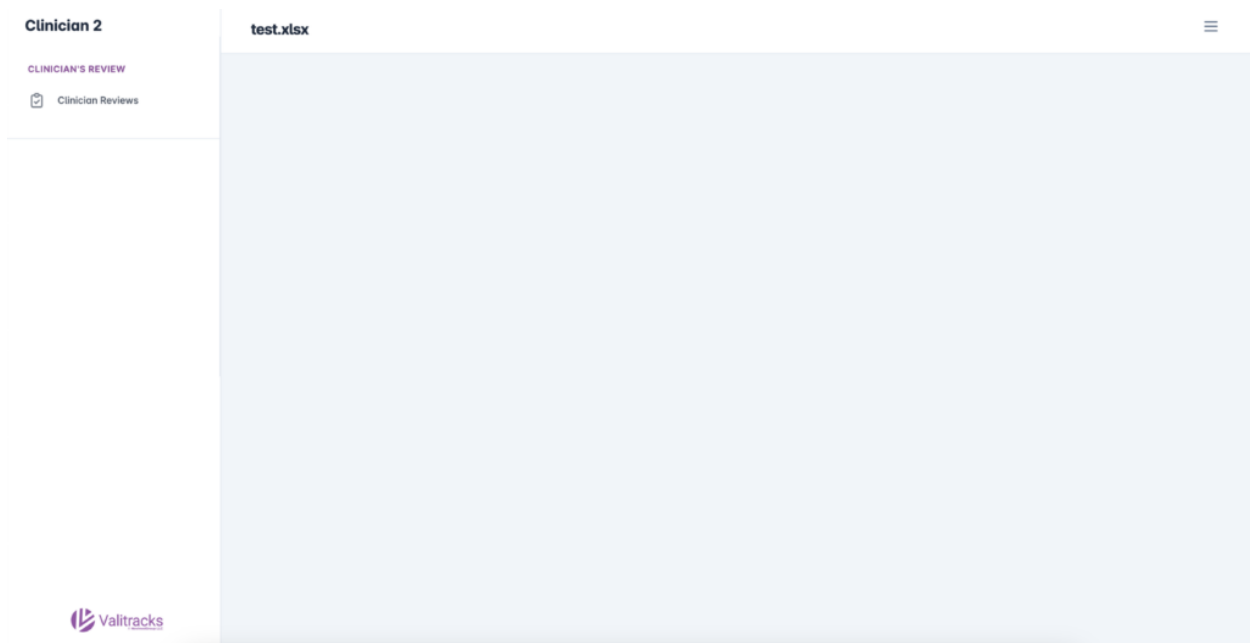
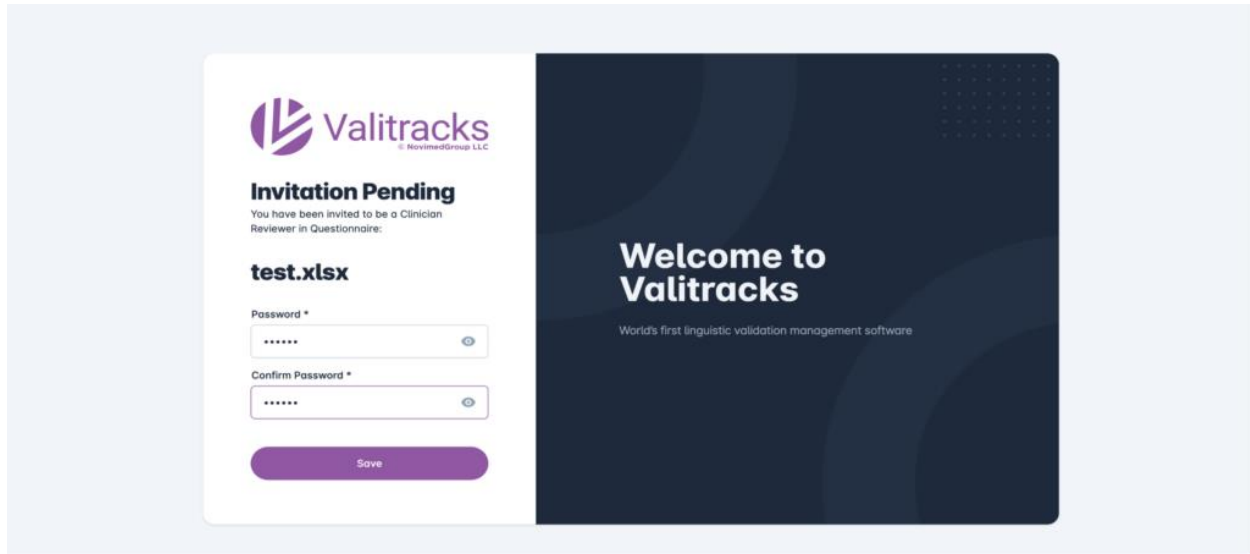
Watch our video guide [here](#).

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.

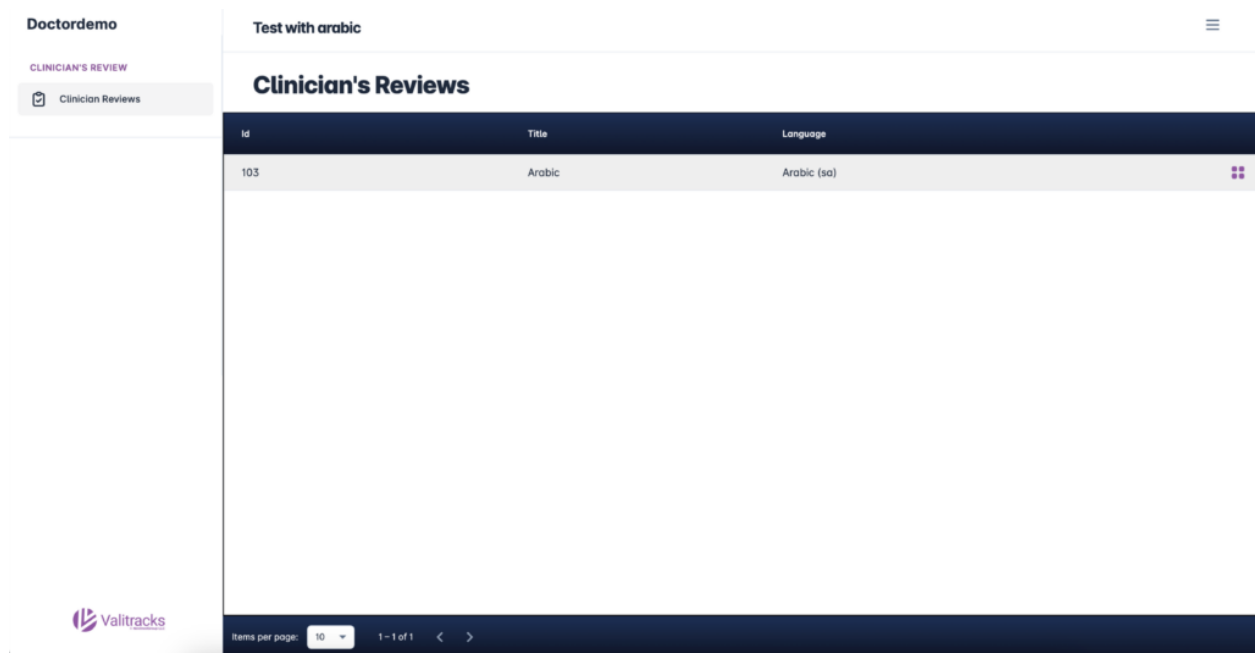
You will receive an invitation email or message with a link. Please accept the invitation and create your password.



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.

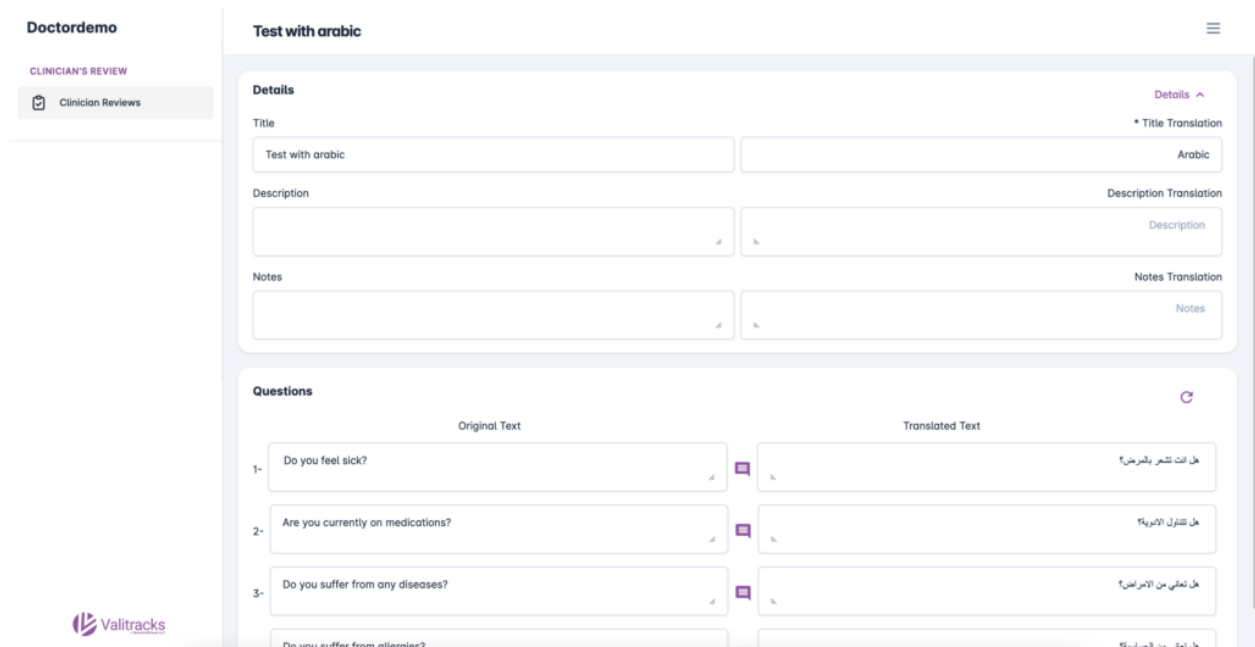


Please go to the trials tab, and check the trials that have been assigned to you as well as any files that are attached to them.



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.

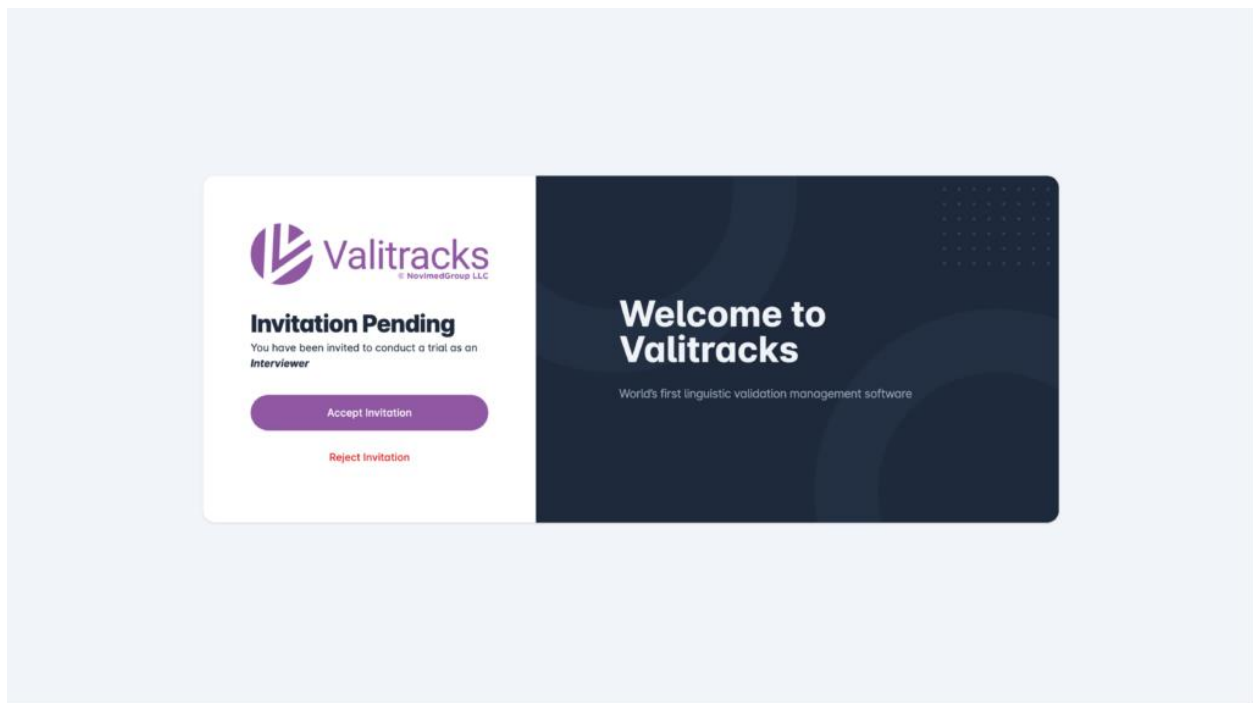
The screenshot displays the 'Clinician's Review' section of the Valitracks application. The main form is titled 'Test with arabic' and includes fields for Title, Description, and Notes, each with a corresponding translation field. A 'Comments' overlay is active, showing a list of comments from '1) Doctordemo' dated 'Dec 19, 4:11 AM'. The comments list contains four items, each with a question in English and its Arabic translation. The Valitracks logo is visible in the bottom left corner of the interface.

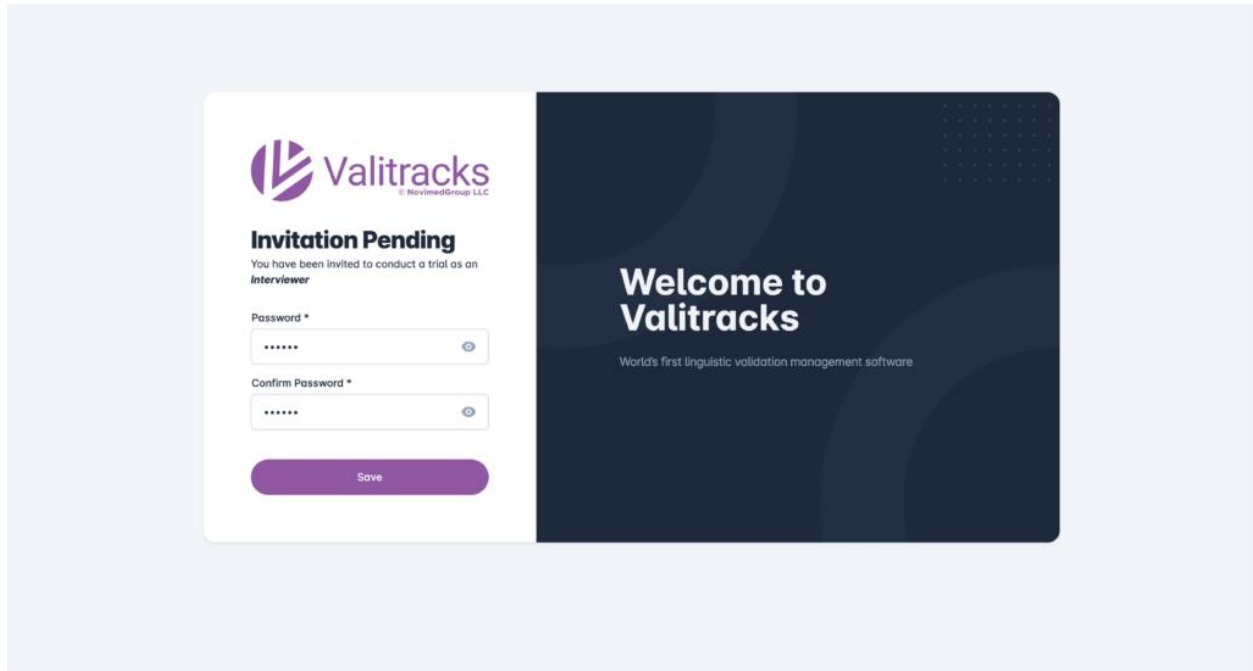
Comments	Translated Text
1- Do you feel sick?	هل أنت تشعر بالمرض؟
2- Are you currently on medications?	هل تتناول الادوية؟
3- Do you suffer from any diseases?	هل تعاني من الامراض؟
4- Do you suffer from allergies?	هل تعاني من الحساسية؟

Watch our video guide [here](#).

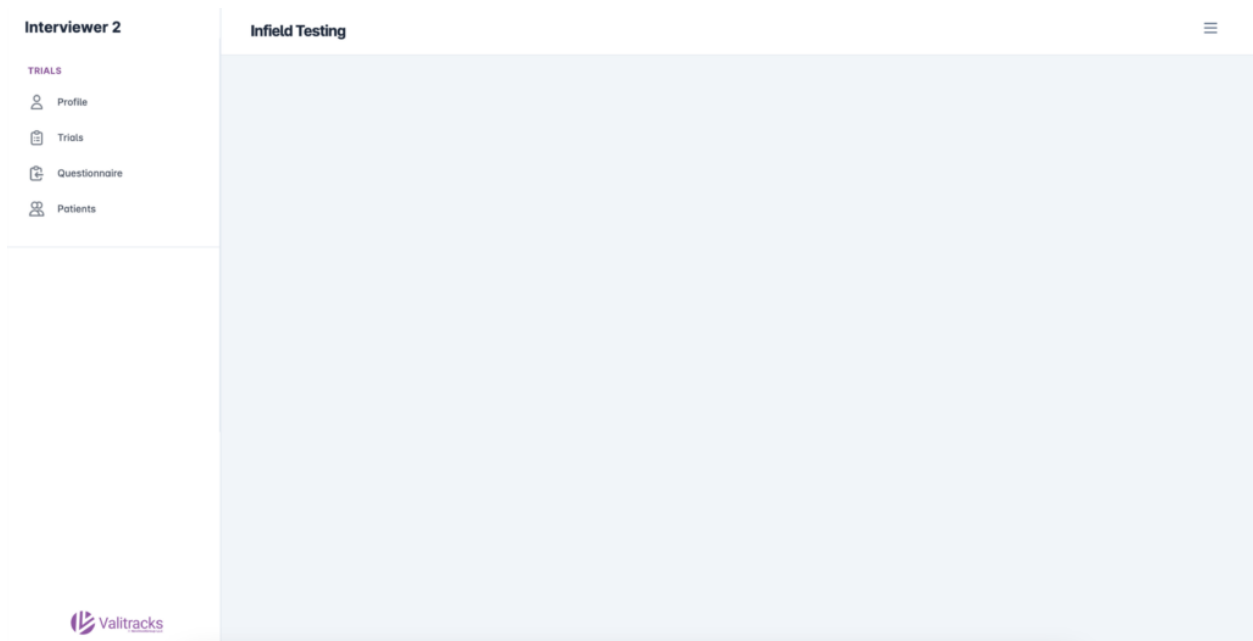
Welcome to Valitracks, our interviewer's platform enables you to manage all of your cognitive debriefings.

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?

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

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	Interviewer	Original Language
133	Interviewer 2	English

Patient
Patient 2

Status
Waiting for Patient confirmation

Start Date
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

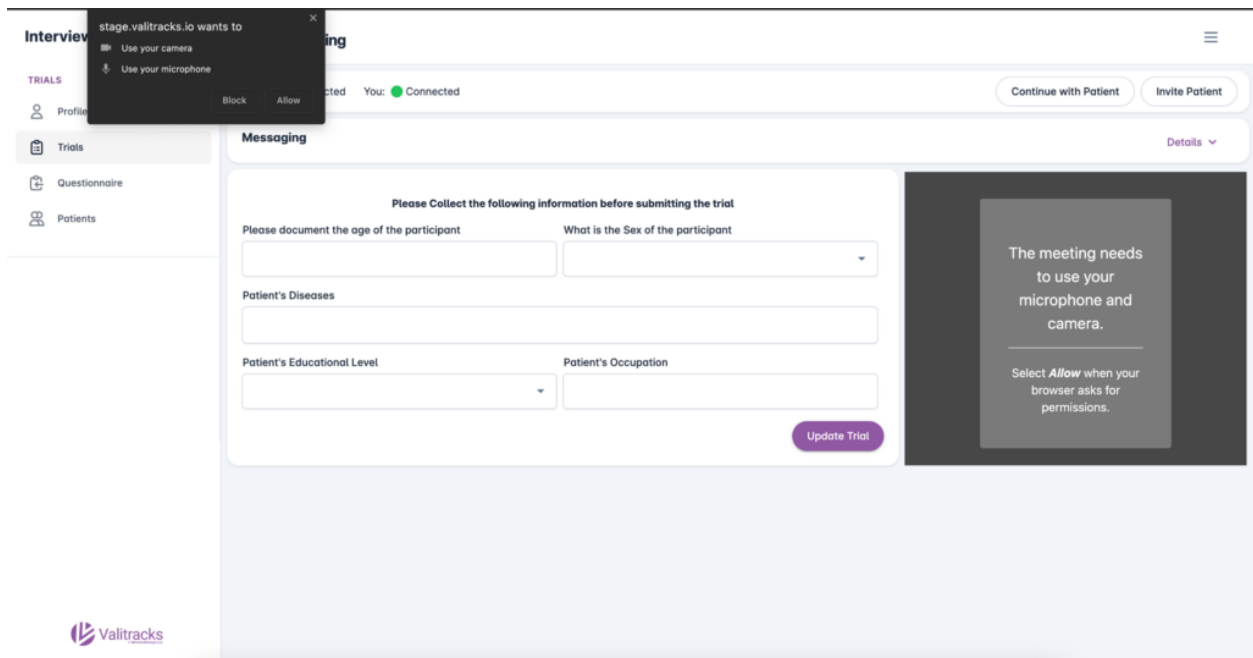
Start the interactive trial when you see on the top of the screen that the patient has logged in and the light near them is green.



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.

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

Move between questions using the next and previous tabs.

Close the call using the phone icon.

The screenshot shows the 'Infield Testing' interface for 'Interviewer 2'. On the left is a sidebar with 'TRIALS' and a list of options: Profile, Trials (selected), Questionnaire, and Patients. The main area is titled 'Infield Testing' and shows 'Patient: Connected' and 'You: Connected'. At the top right are buttons for 'Continue with Patient' and 'Invite Patient'. Below this is a 'Messaging' section with a 'Details' dropdown. The central part of the screen is divided into two columns. The left column contains a 'Question' (4- Do you suffer from allergies?), a prompt to ask the patient to repeat the wording, a text box for the patient's answer, and a section for 'Interviewer Notes'. The right column contains a 'Translated Question' (4- Do you suffer from allergies?), a text box for the 'Answer Translation', and a section for 'Agent Notes'. At the bottom of the main area are buttons for 'Close', 'General Info', 'Previous', '4/4', 'Next', and 'Finish'. On the right side of the interface is a large purple rectangular area representing a patient's mobile screen, displaying the Valitracks logo, 'Trial 134', '03:56', and a large number '12'.

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.

The screenshot shows the 'Infield Testing' interface for 'Interviewer 2' in the summary phase. The sidebar is the same as in the previous screenshot. The main area has a title bar with 'Start Interactive Trial', 'Select File To Upload', and icons for email and link, along with 'Cancel' and 'Submit Trial' buttons. Below this is a section titled 'Please Collect the following information before submitting the trial'. It contains several form fields: 'Please document the age of the participant', 'What is the Sex of the participant' (a dropdown), 'Patient's Diseases', 'Patient's Educational Level' (a dropdown), and 'Patient's Occupation'. An 'Update Trial' button is at the bottom right of this section. Below the form fields is a 'Questions' section with two columns: 'Original Text' and 'Translated Text'. It lists four questions with their translated versions and a pencil icon for editing each one.

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

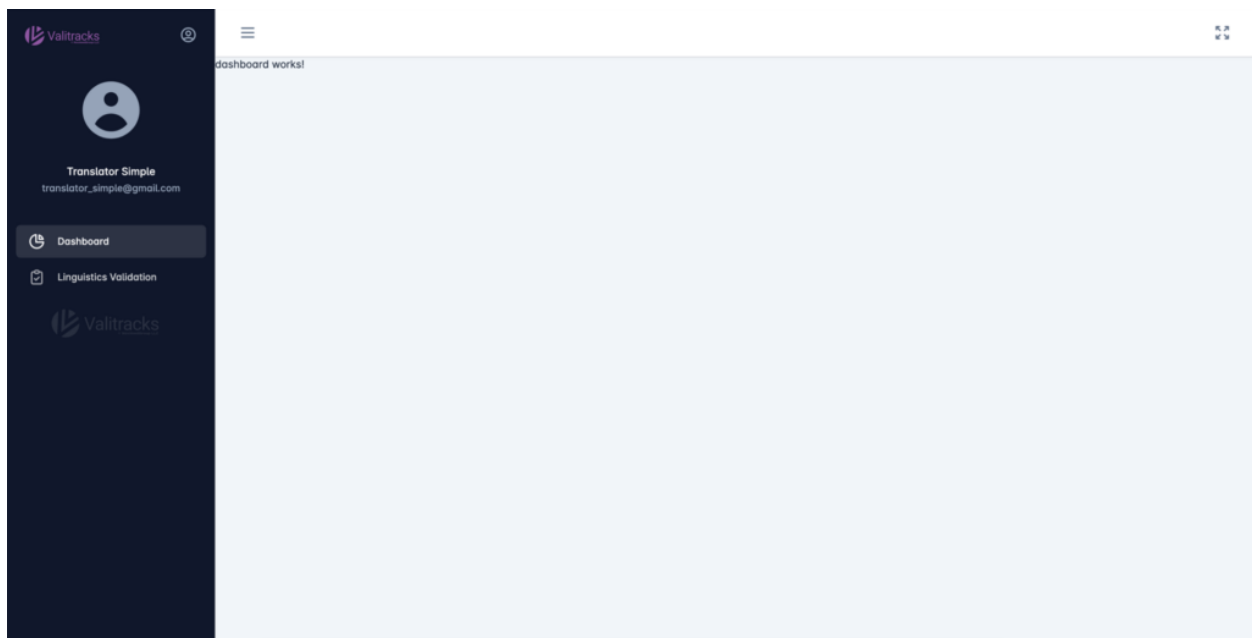


Watch our video guide [here](#).

Translation- Linguistic Validation Basic

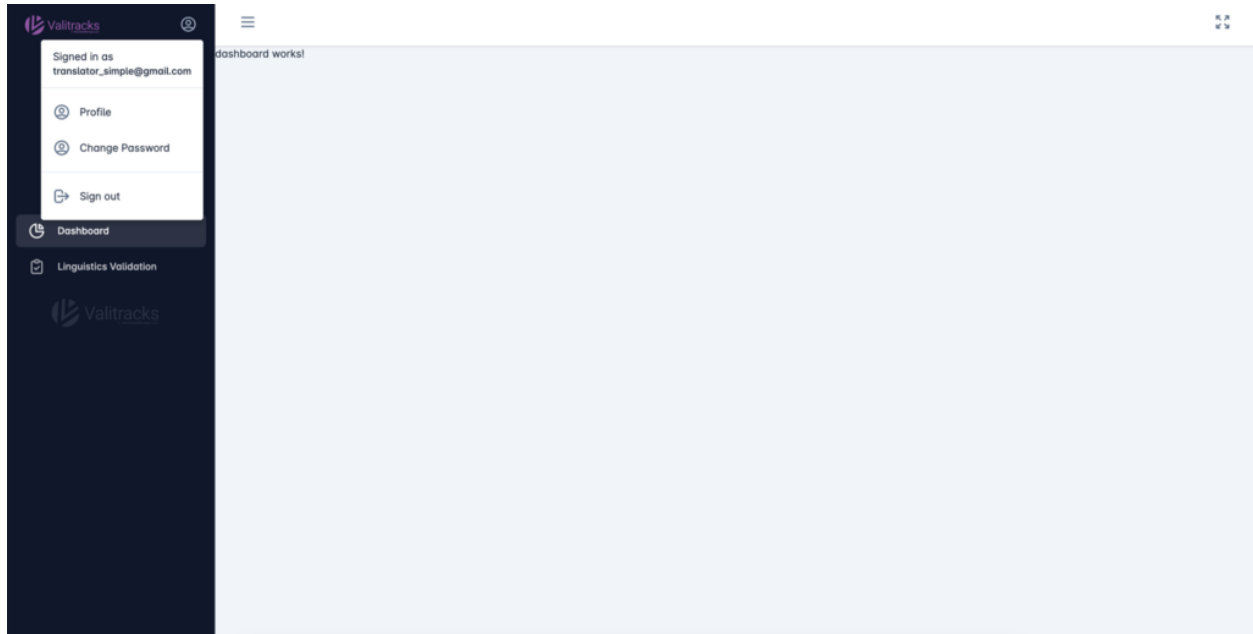
With the Basic Linguistic Validation subscription, you will have access to a variety of tools that are essential for the medical translation process. This subscription includes a CAT (computer-aided translation) tool, which allows you to translate text quickly and efficiently. It also includes a documentation 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 sidebar on the left shows the user's profile picture, name 'Translator Simple', email 'translator_simple@gmail.com', and links to 'Dashboard' and 'Linguistics Validation'. The main content area is titled 'Profile' and has an 'Update' button in the top right. The form contains the following fields:

- First Name ***: Input field with 'Translator'.
- Last Name ***: Input field with 'Simple'.
- Email address**: Input field with 'translator_simple@gmail.com'.
- Country ***: Dropdown menu showing 'gb - United Kingdom of Great Britai...'.
- Zip Code**: Input field.
- Address Line 1**: Input field.
- Address Line 2**: Input field.
- City**: Input field.
- State**: Input field.
- Company/Entity I Represent ***: Input field.
- Phone Number ***: Input field.
- Communication Methods**: A section with a '+' icon and the text 'No Extra Communication Methods'.

Change Password Screen

The screenshot shows the 'Change Password' form in the Valitracks application. The left sidebar contains 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 title 'Change Password' and three input fields: 'Current Password *', 'New Password *', and 'Confirm Password *'. Each field has a toggle icon for password visibility. A purple 'Save' button is at the bottom.

Access Translation by clicking on the linguistic validation tab.

The screenshot shows the 'Translation Projects' page in the Valitracks application. The left sidebar is identical to the previous screenshot. The main content area has a 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, 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

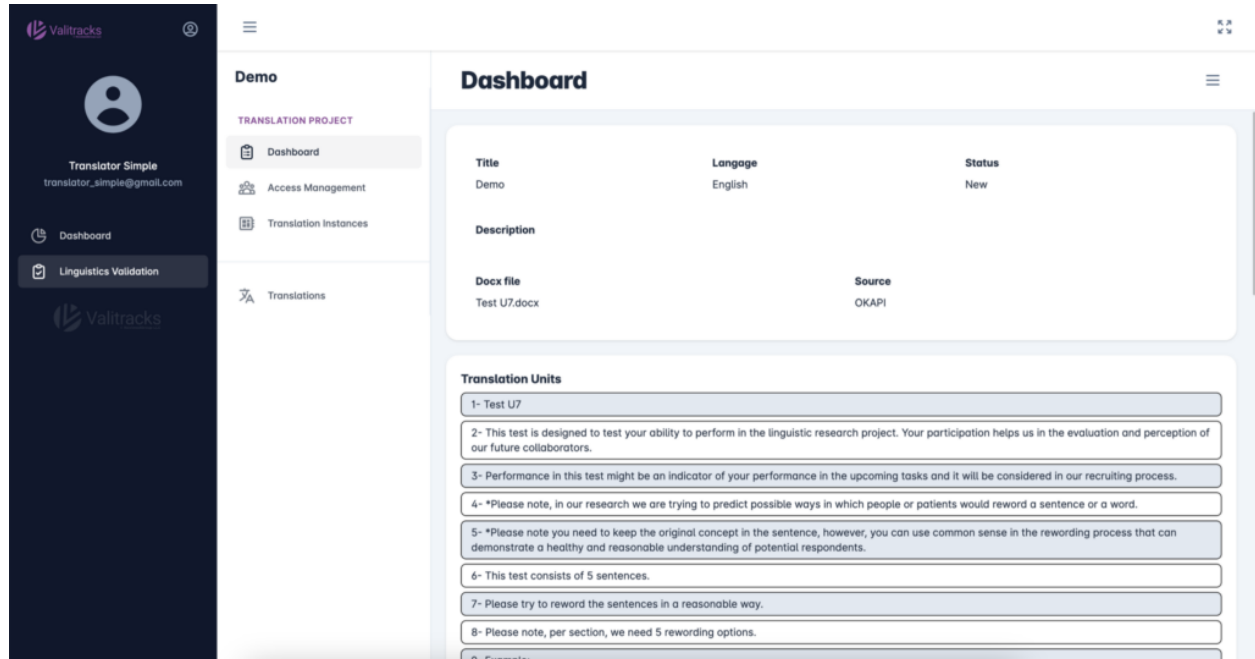
Fill in the relevant fields and upload the file.

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

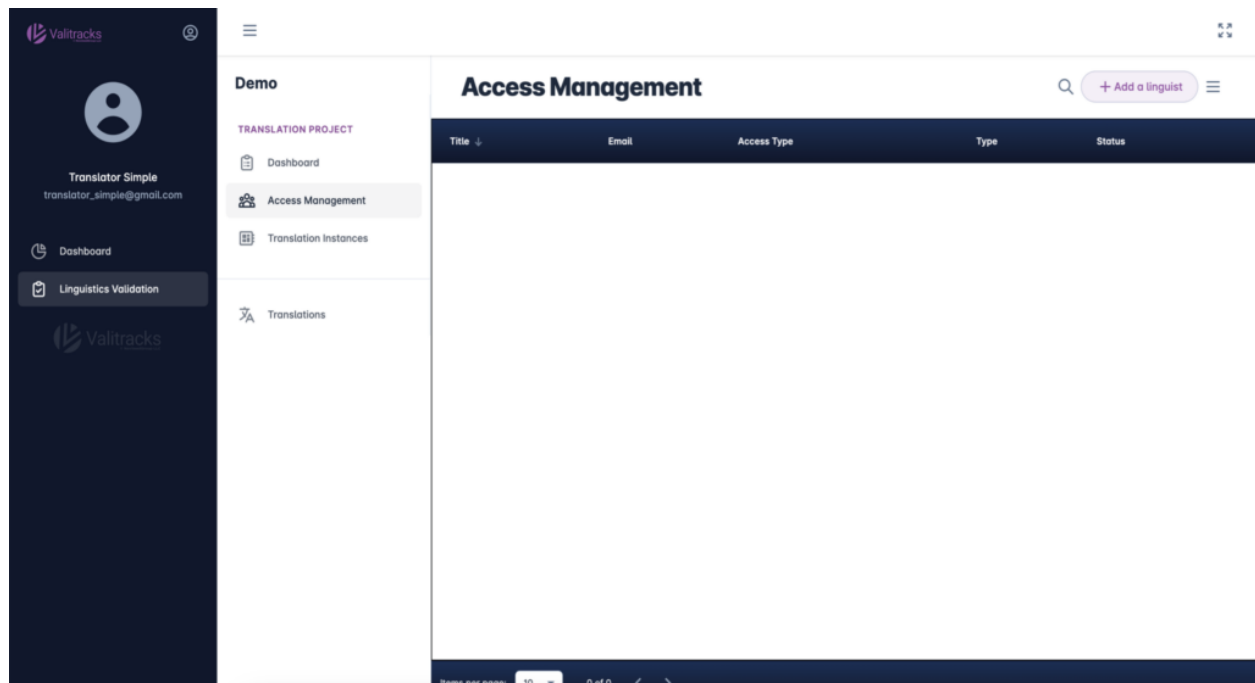
Translation Projects

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

Items per page: 10 1 - 1 of 1



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 user to add a new linguist. The modal contains 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.

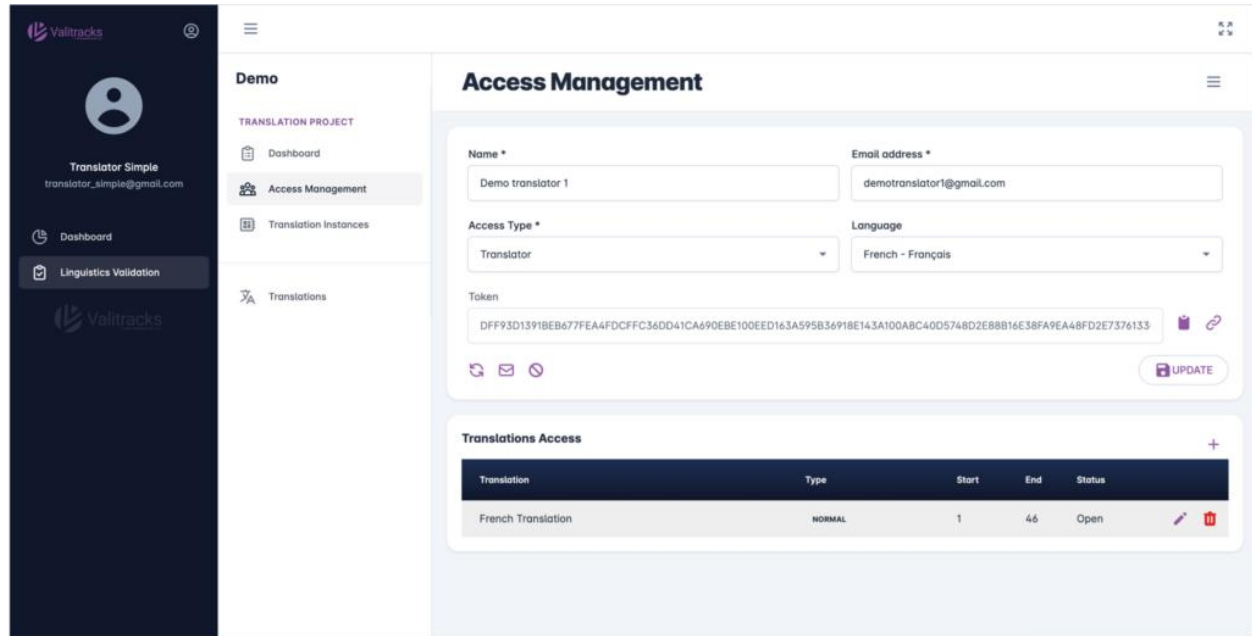
Add as many translators and reviewers as you need.

The screenshot shows the Valitracks 'Access Management' page after adding linguists. The table now contains three entries:

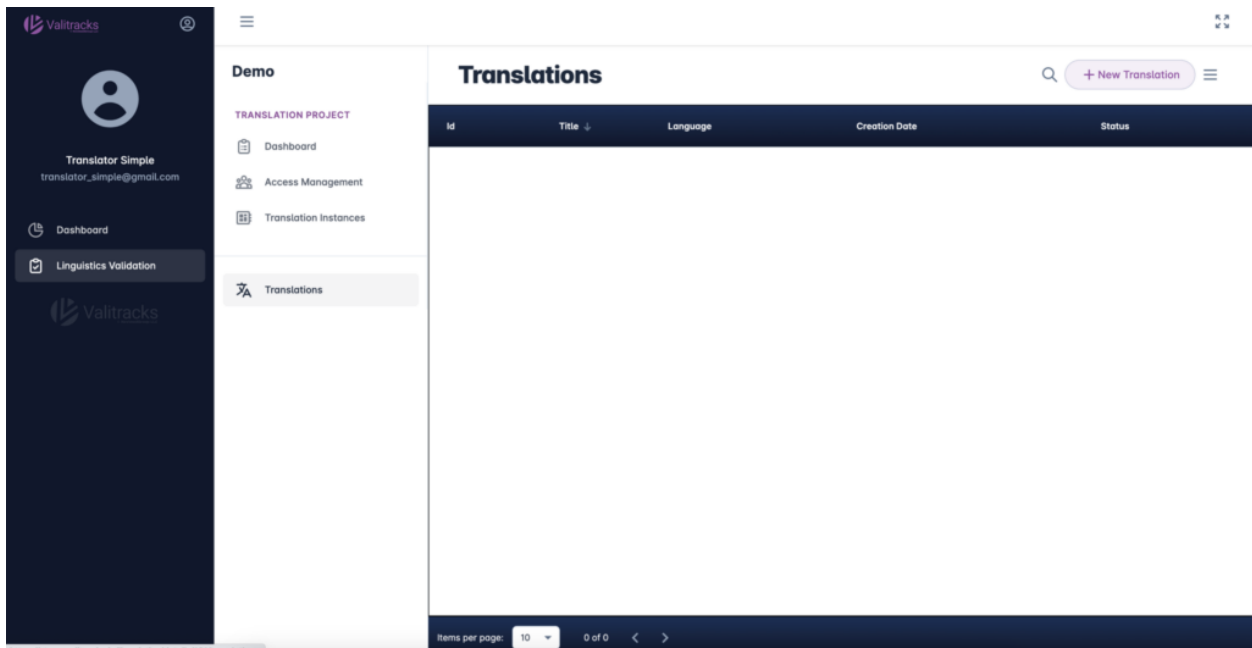
Title	Email	Access Type	Type	Status	
Demo reviewer1	Demoreviewer1@gmail.com	ProofReader	Public	New	
Demo translator 1	demotranslator1@gmail.com	Translator	Public	New	
demo translator 2	demotranslator2@gmail.com	Translator	Public	New	

At the bottom of the table, it shows '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.



The screenshot shows the Valitracks application interface. 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 is titled 'Translations' and features a table with columns: Id, Title, Language, Creation Date, and Status. A modal window titled 'New Translation' is open in the center. This modal contains a 'Title' field with a red border and a placeholder 'Name', followed by 'Language' and 'Country' dropdown menus, and a 'Description' text area. At the bottom of the modal are 'SAVE' and 'Close' buttons. The background table shows one entry with status 'Open'.

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

The screenshot shows the 'Access Management' section of the Valitracks application. The sidebar is the same as in the previous image, but the 'Access Management' link is selected. The main content area displays a table with columns: Title, Email, Access Type, Type, and Status. There are three entries in the table, each with a small grid icon in the status column. At the bottom, there is a pagination bar showing 'Items per page: 10' and '1 - 3 of 3'.

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

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

Access Management

Name * Demo reviewer1

Email address * Demoreviewer1@gmail.com

Access Type * Reviewer

Language English - English

Token FFB45DC16B454C8F0260A273EF2D12E8CED823C7851478E69EB786B6C5F26F877CDD036F065F67DA1CD9E639FB365E04A44A7C50F

UPDATE

Translations Access

Added Translations will be displayed here.

Control the segments you allocate to each translator

Linguist Access

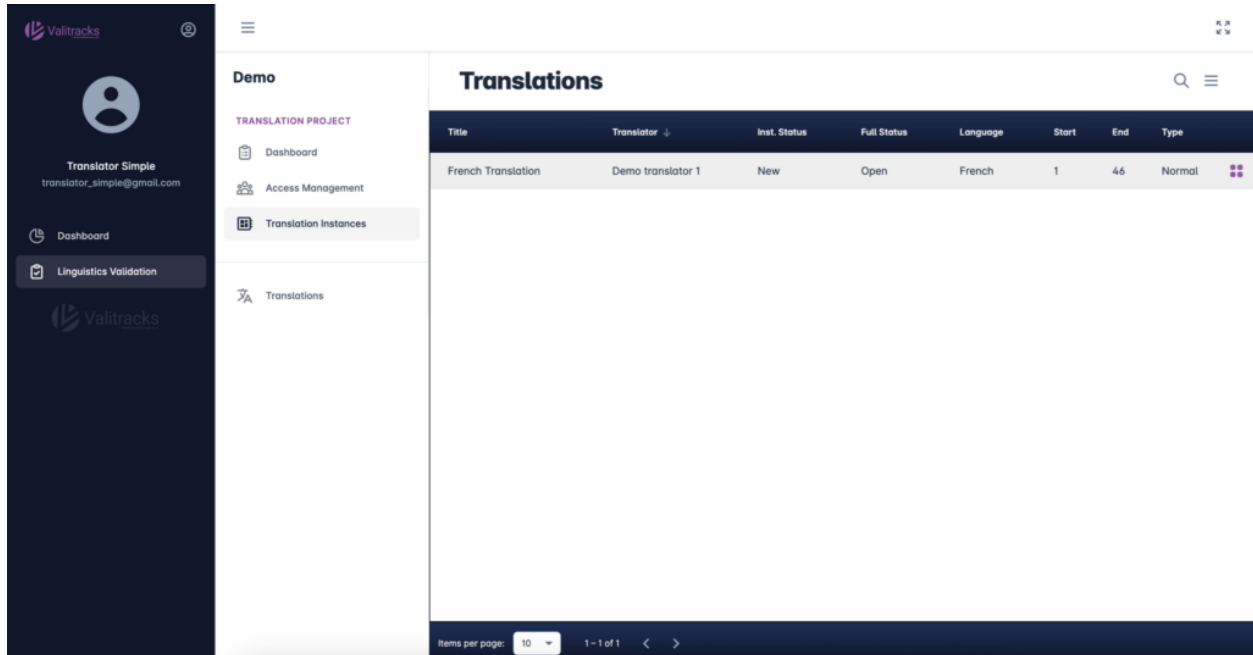
Translation * French Translation

Start order * 1

Ending order * 46

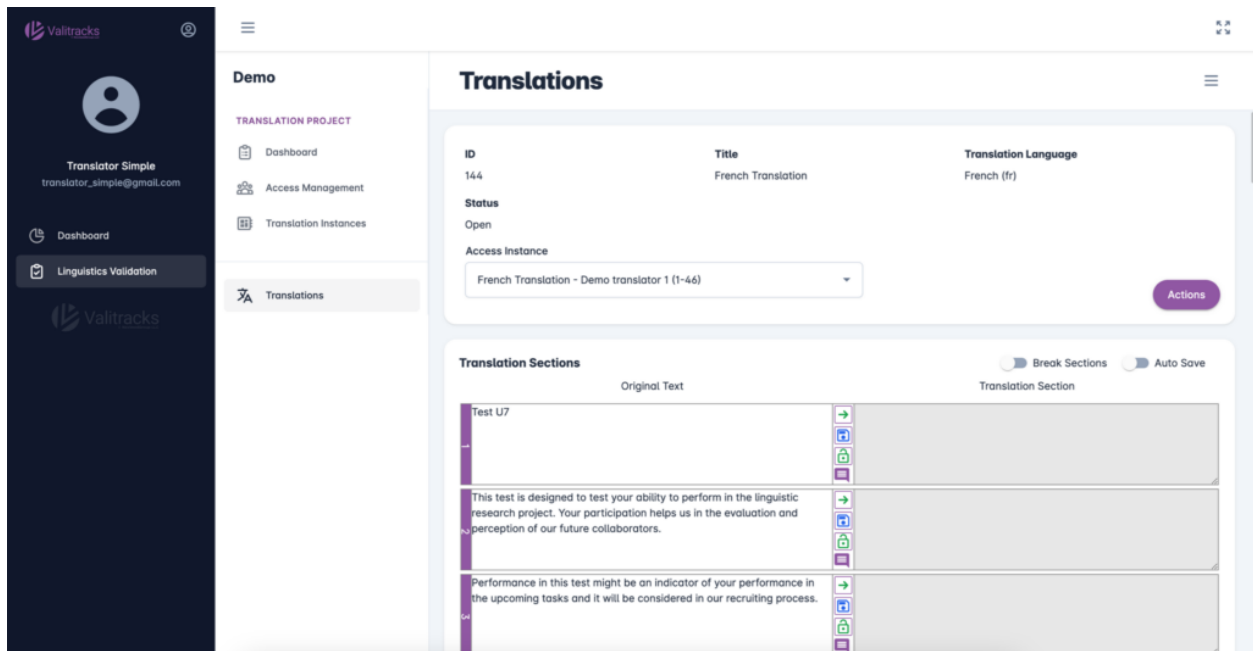
SAVE Close

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.

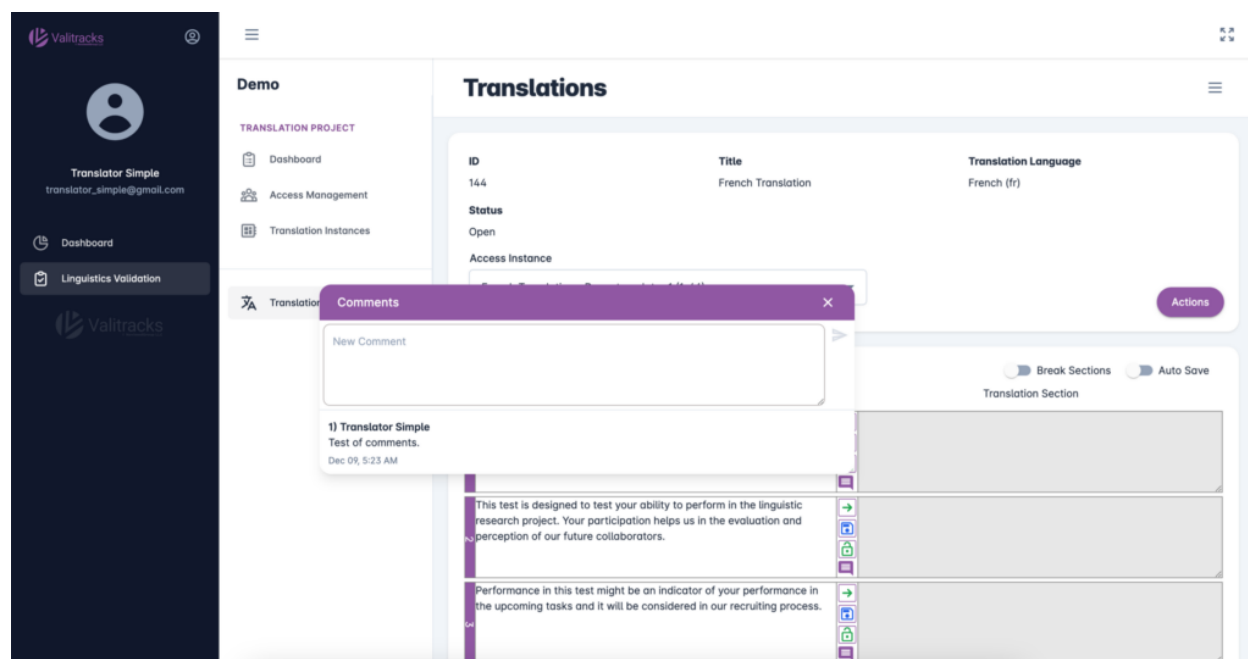
When pressing on autosave you will be auto-saving any edit to the translation, alternatively, you can save each segment separately by using the save icon.

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.

Valitracks

Translator Simple
translator_simple@gmail.com

Dashboard

Linguistics Validation

Valitracks

≡

Demo

TRANSLATION PROJECT

Dashboard

Access Management

Translation Instances

Translations

Translations

ID

144

Status

Open

Access Instance

French Translation - Demo translator 1 (1-46)

Title

French Translation

Translation Language

French (fr)

Translation Sections

Original Text

Translation Section

Break Section

Test U7	→ test
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	→ test

Actions

Doc

Xliff

Excel

Mark As Ready

End Translation

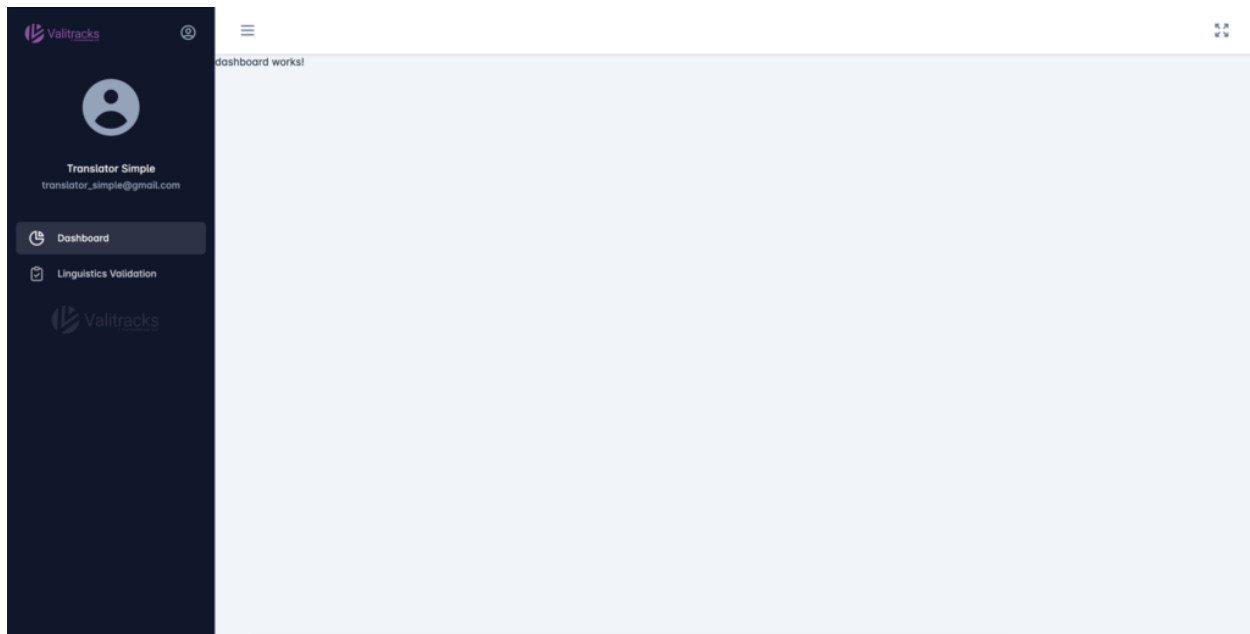
Translation Report

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.

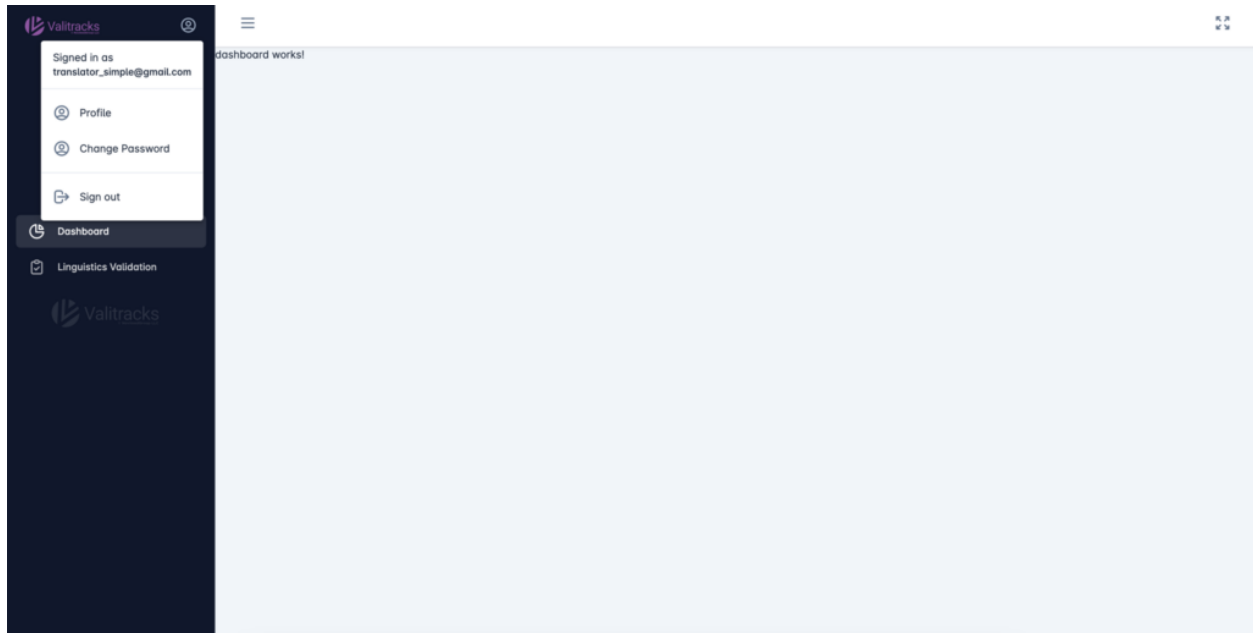
Manage your Profile:

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.

A screenshot of the Valitracks 'Profile' page. The left sidebar is identical to the dashboard view. The main content area is titled 'Profile' and features an 'Update' button. The form contains the following fields: 'First Name *' (filled with 'Translator'), 'Last Name *' (filled with 'Simple'), 'Email address' (filled with 'translator_simple@gmail.com'), 'Country *' (a dropdown menu showing 'gb - United Kingdom of Great Brital...'), 'Zip Code', 'Address Line 1', 'Address Line 2', 'City', 'State', 'Company/Entity I Represent *', and 'Phone Number *'. At the bottom, there is a section for 'Communication Methods' with a plus icon and the text 'No Extra Communication Methods'.

Change Password Screen

Change Password

Current Password *

New Password *

Confirm Password *

Save

Customize your Process:

Translation Projects

+ New Project

Id	Title	Origin Language	Status	Create Date

Items per page: 10 0 of 0

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:

Title	Language	Status
Demo advanced IV	Hebrew	New

Docx file	Source
Test.docx	OKAPI

Translation Units

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

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

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

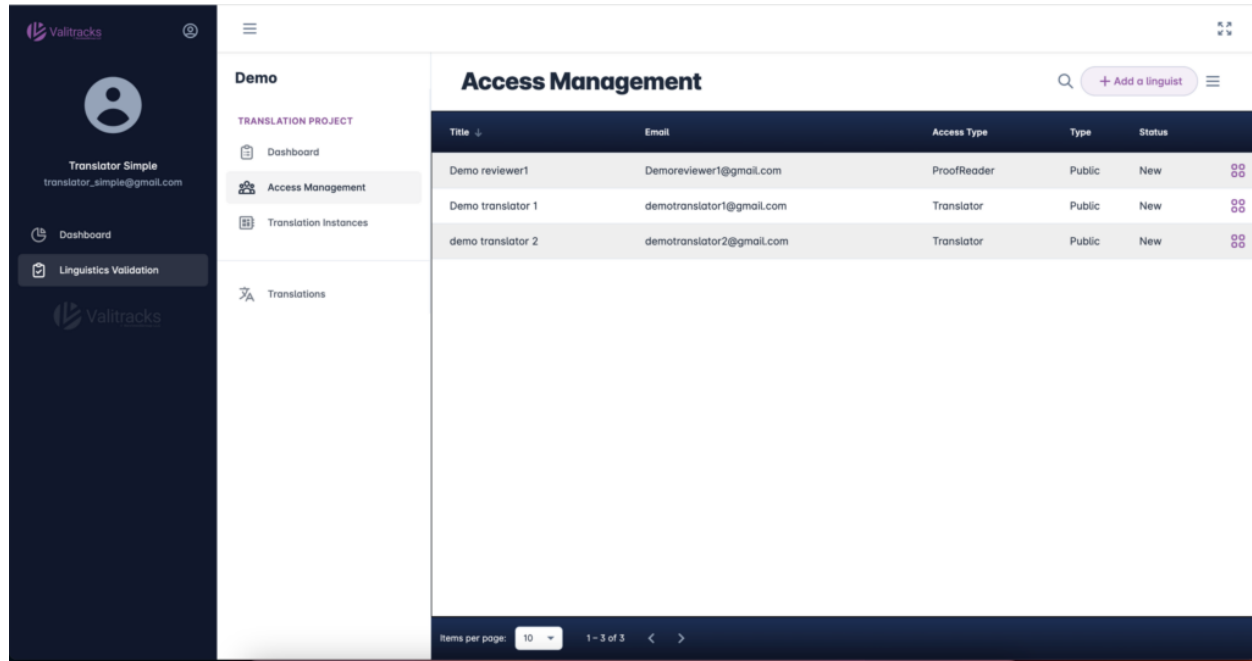
- Name ***: Forward Translator 1
- Email address ***: Forwardtranslator1@gmail.com
- Access Type ***: Translator (selected from a dropdown)
- Language**: Hebrew - עברית (selected from a dropdown)

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 sidebar on the left indicates the user is 'Advanced LV'.

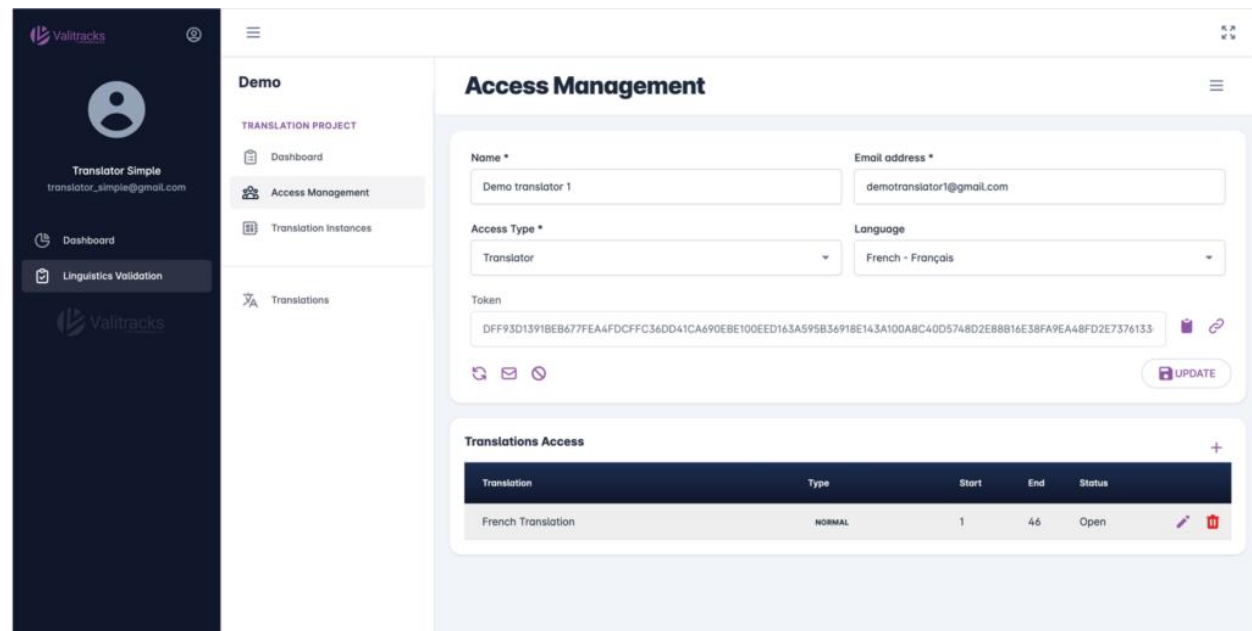
Choose a type of linguist (translator/ reviewer) and fill in the details.

This screenshot shows the same 'Linguist Access' modal form, but with the 'Access Type' dropdown menu open. The options 'Translator' and 'Reviewer' are visible. The 'Name' field is empty and highlighted with a red border. The 'Email address' field is also empty. The 'Language' dropdown is still set to 'Hebrew - עברית'. The 'SAVE' button is now disabled (greyed out).

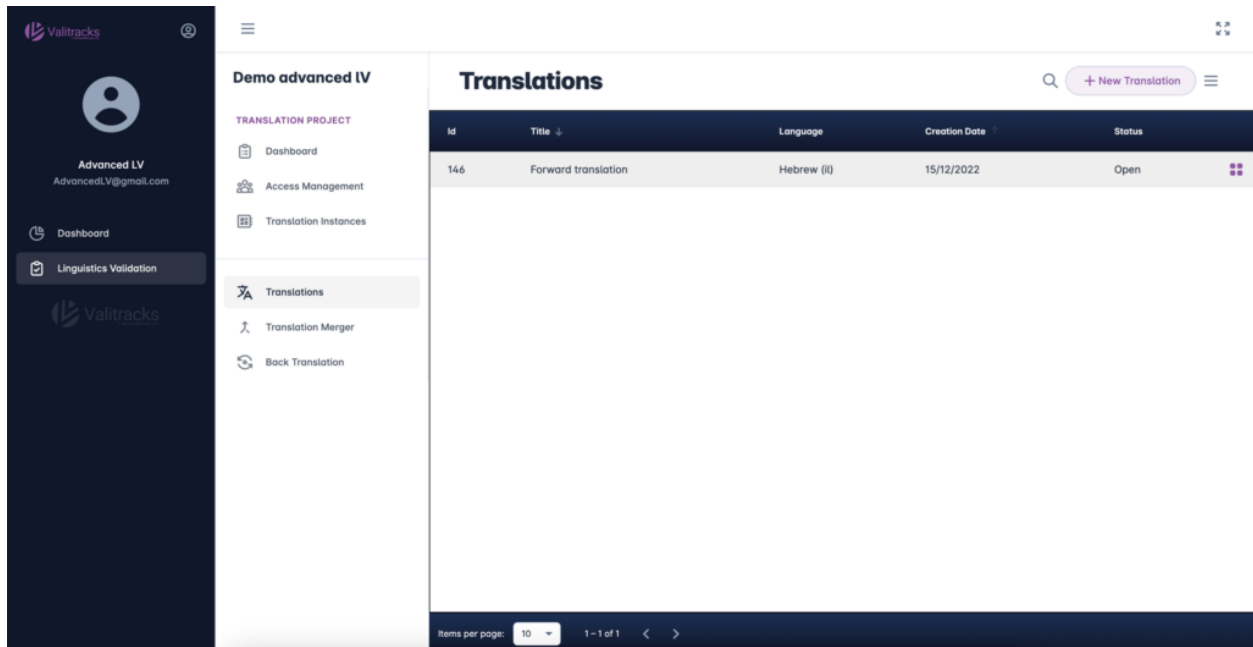
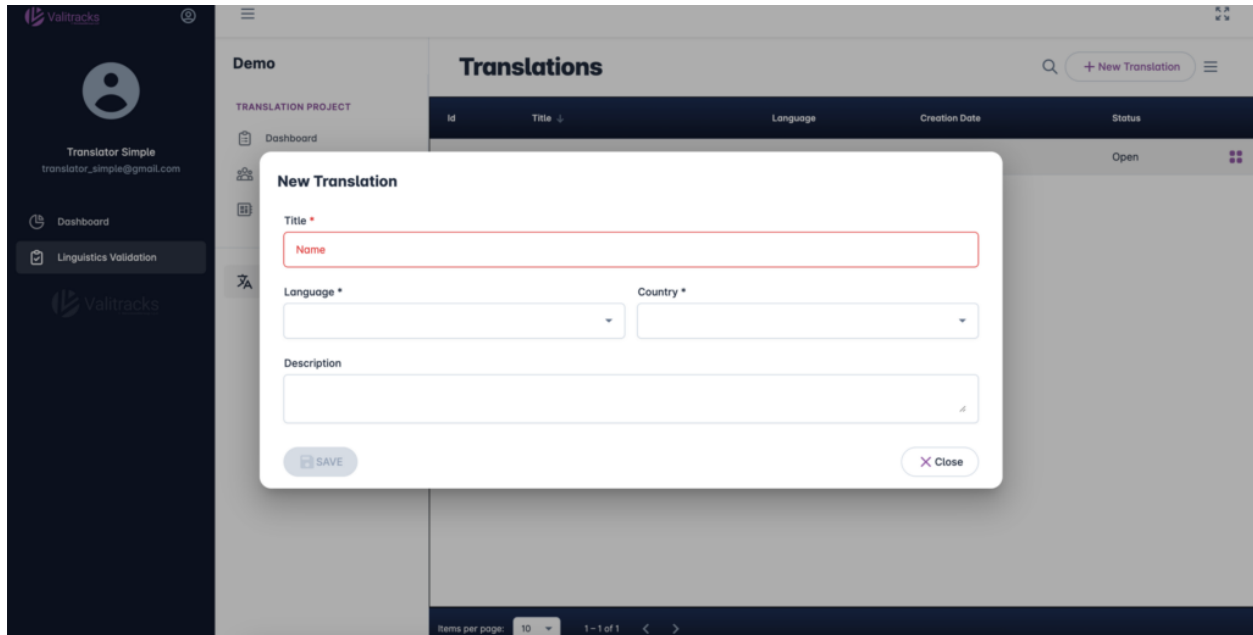
Add as many translators and reviewers as you need



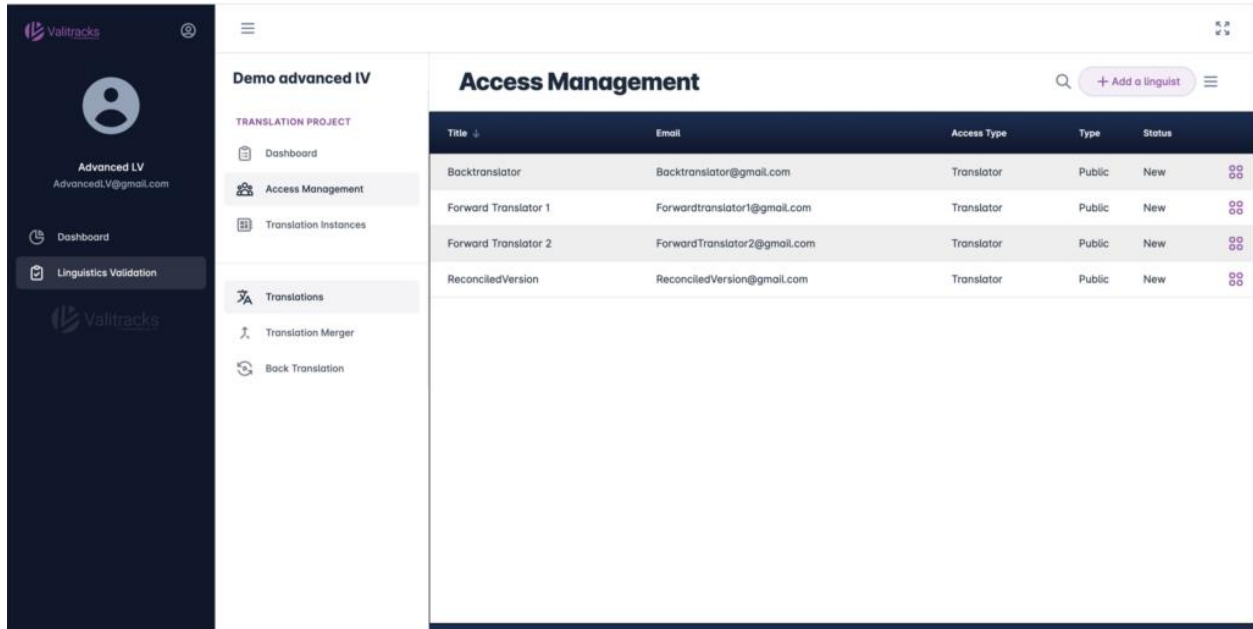
The system automatically sends an invitation email to the translator/reviewer you added to your system, however, you can also copy an invitation link to the system by going to the access management tab>>>> press on the profile (squares near the profile)>>>> copy the token of the translator's profile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



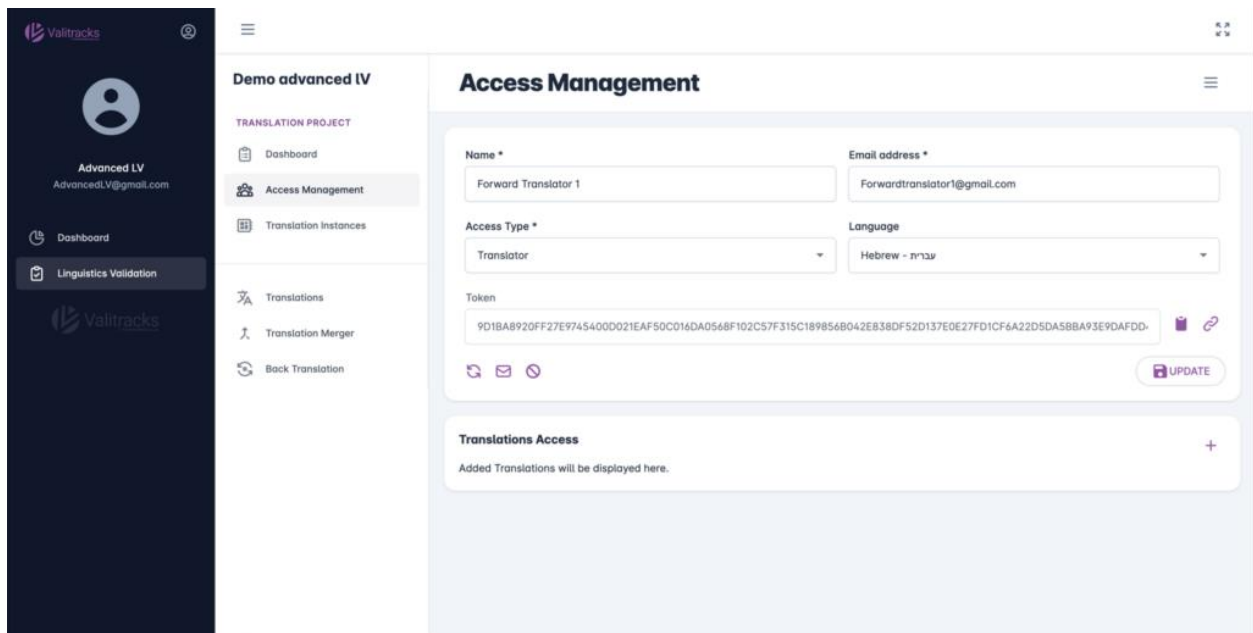
Create a translation task by going to the translation tab and creating the translation you need. Add as many translations as you need.



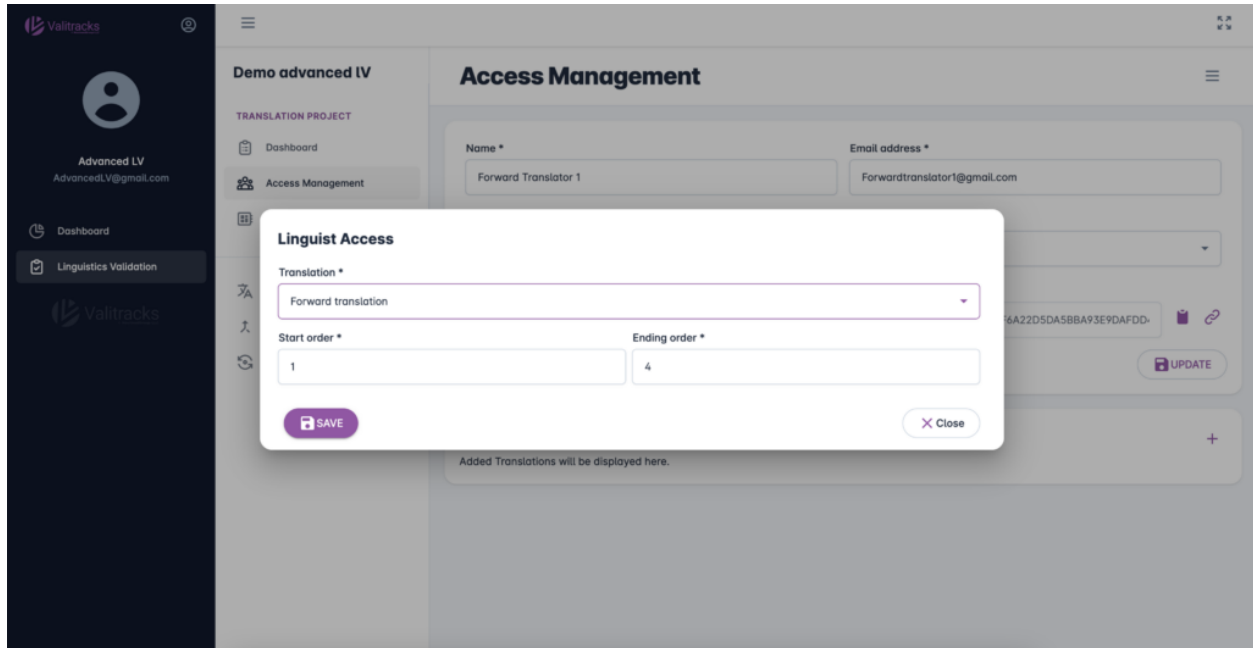
Control the translation by allocating translation instances to each translator. Press on each translator/reviewer's squares to allocate a task to him.



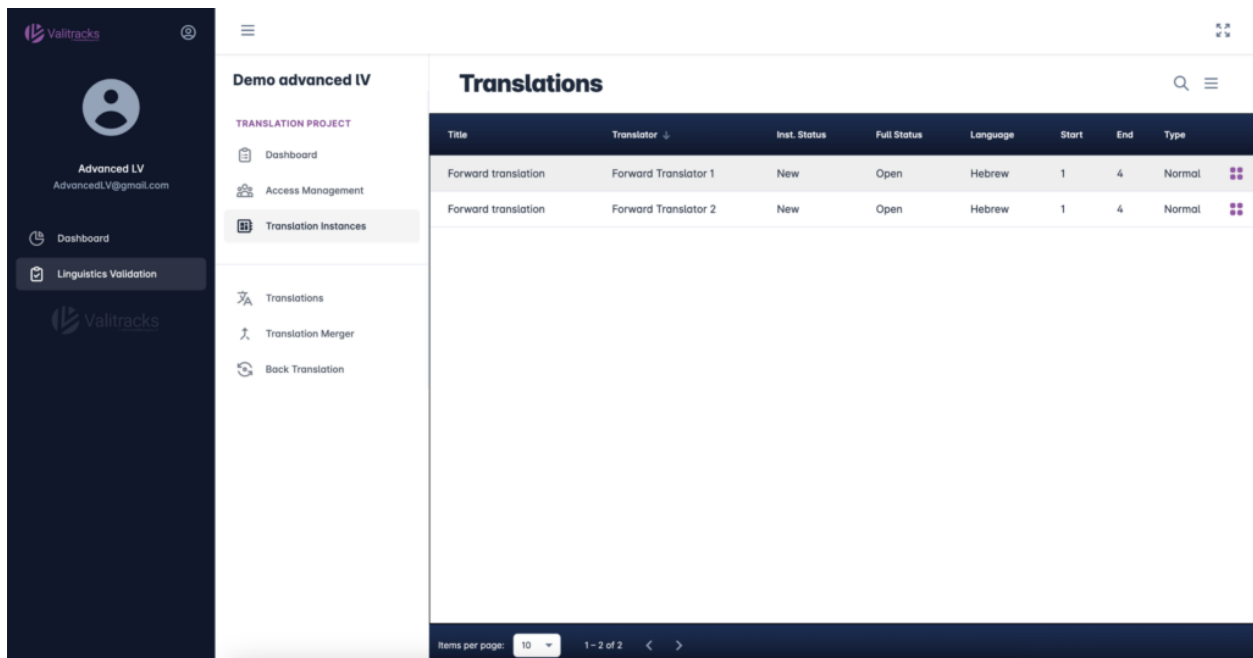
Press on the + sign to add allocate a translation to the translator.



Control the segments you allocate to each translator

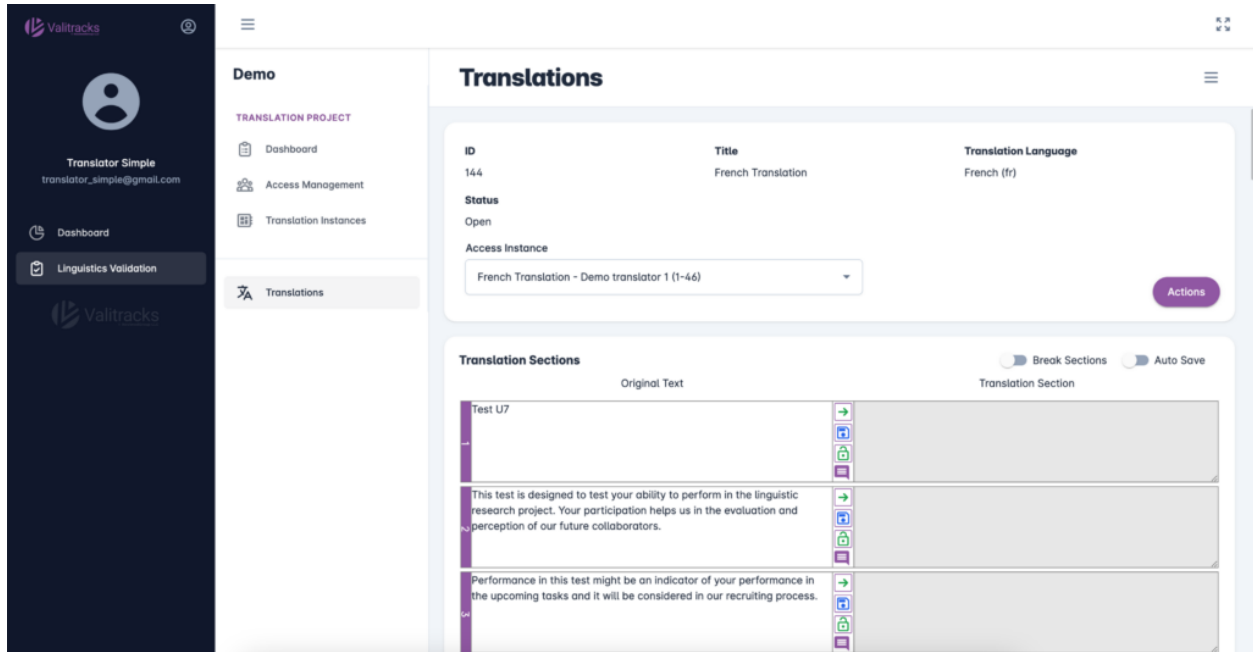


In the translation instances tab, you can find all the tasks for the translation you created



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 right.

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

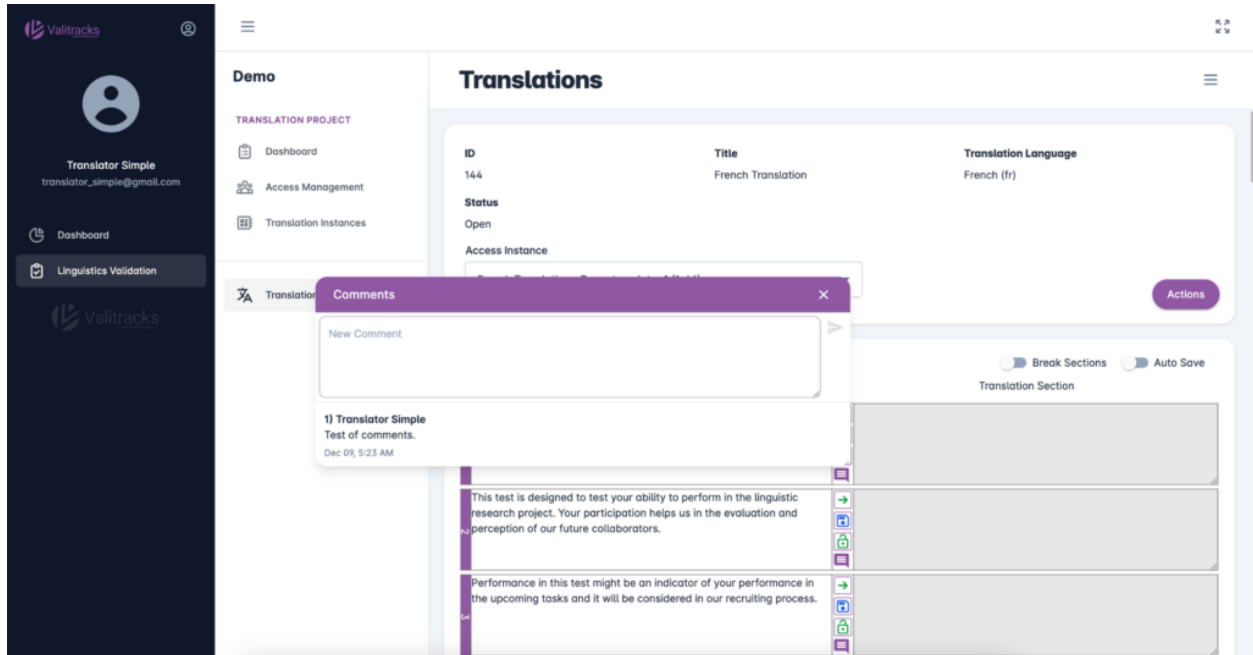
When pressing on autosave you will be auto-saving any edit to the translation, alternatively, you can save each segment separately by using the save icon.

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.

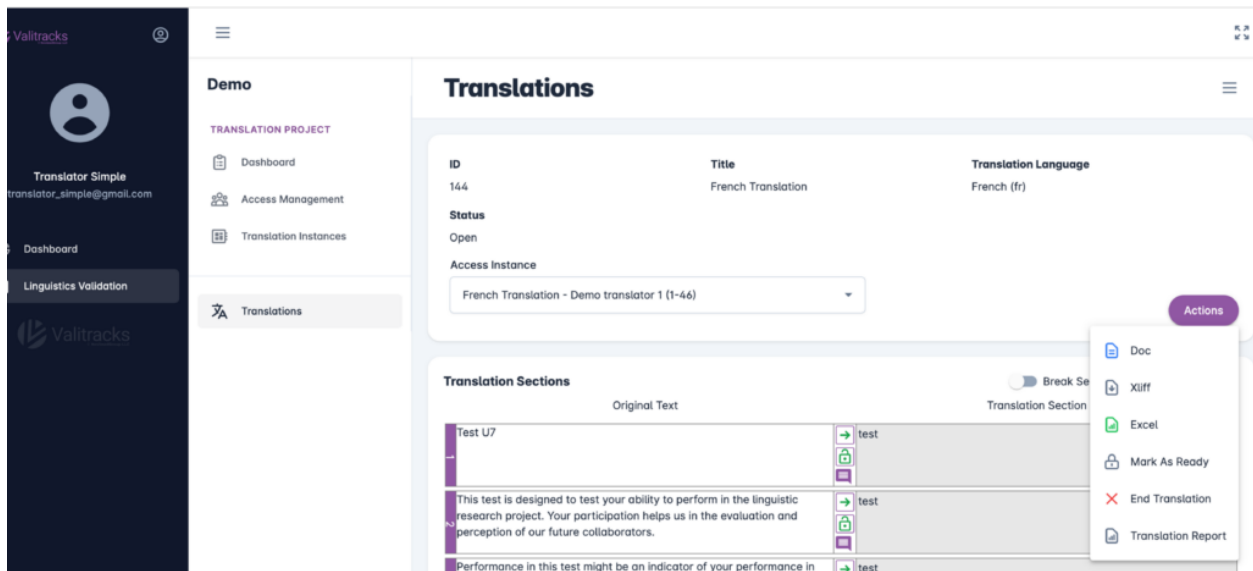
You can add your comments as you wish.

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



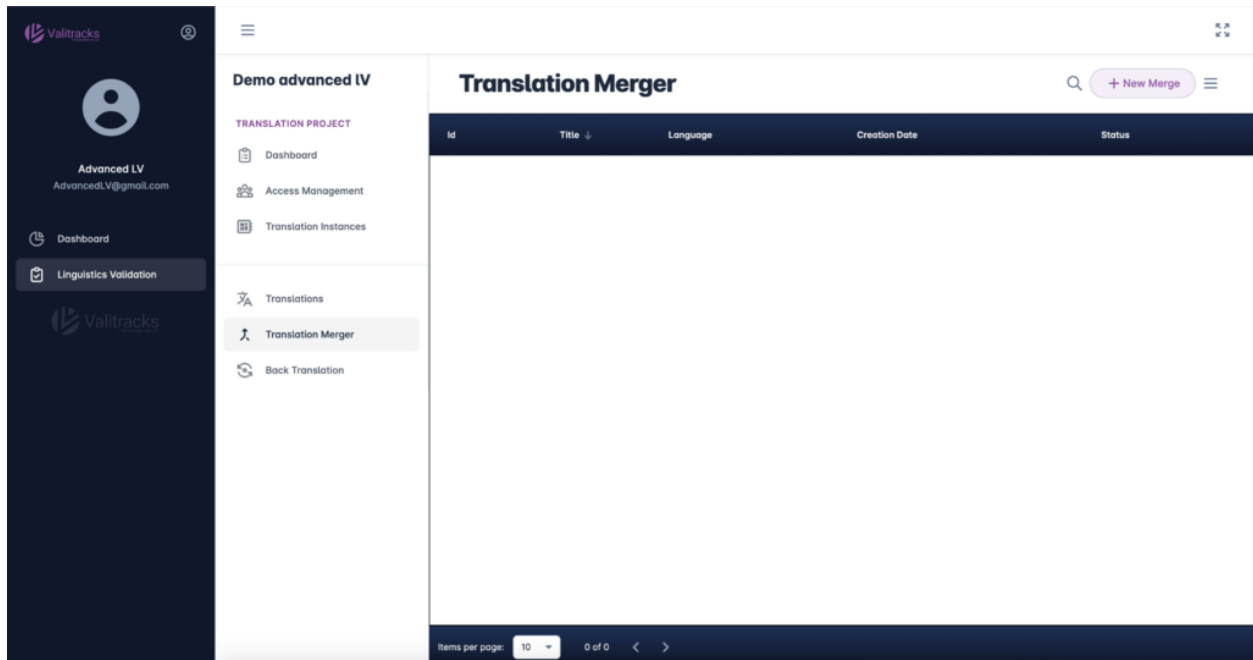
In the actions button you can access a few functionalities:

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.

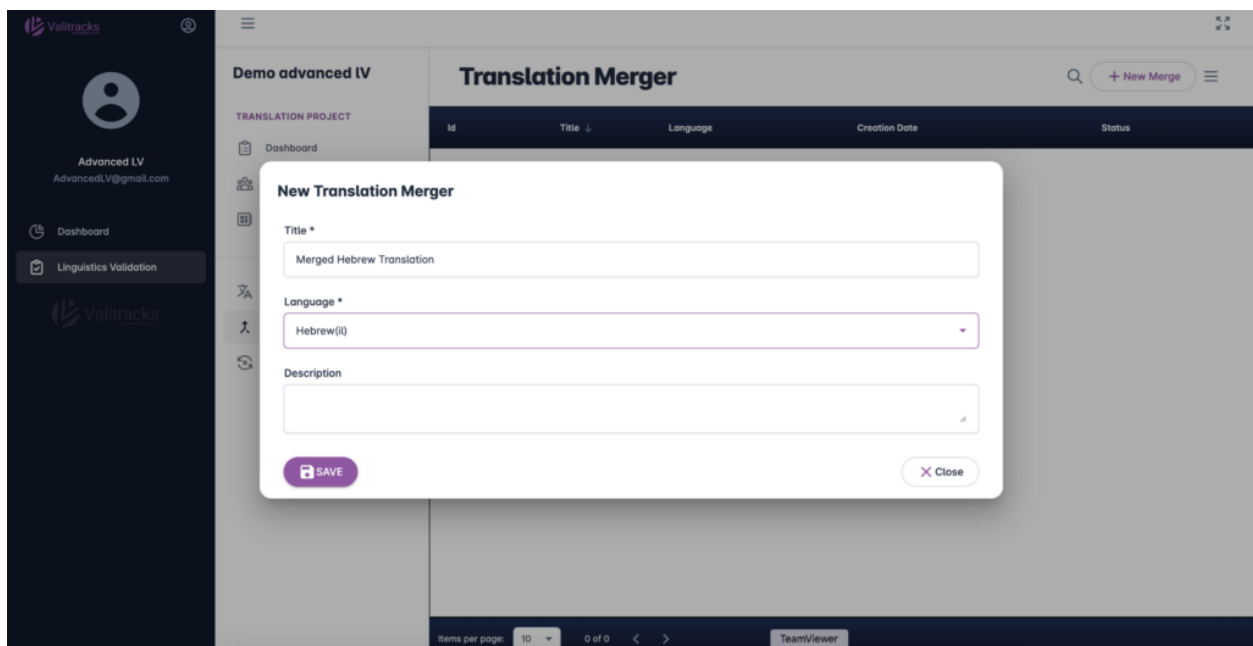


Reconciled Merged Version:

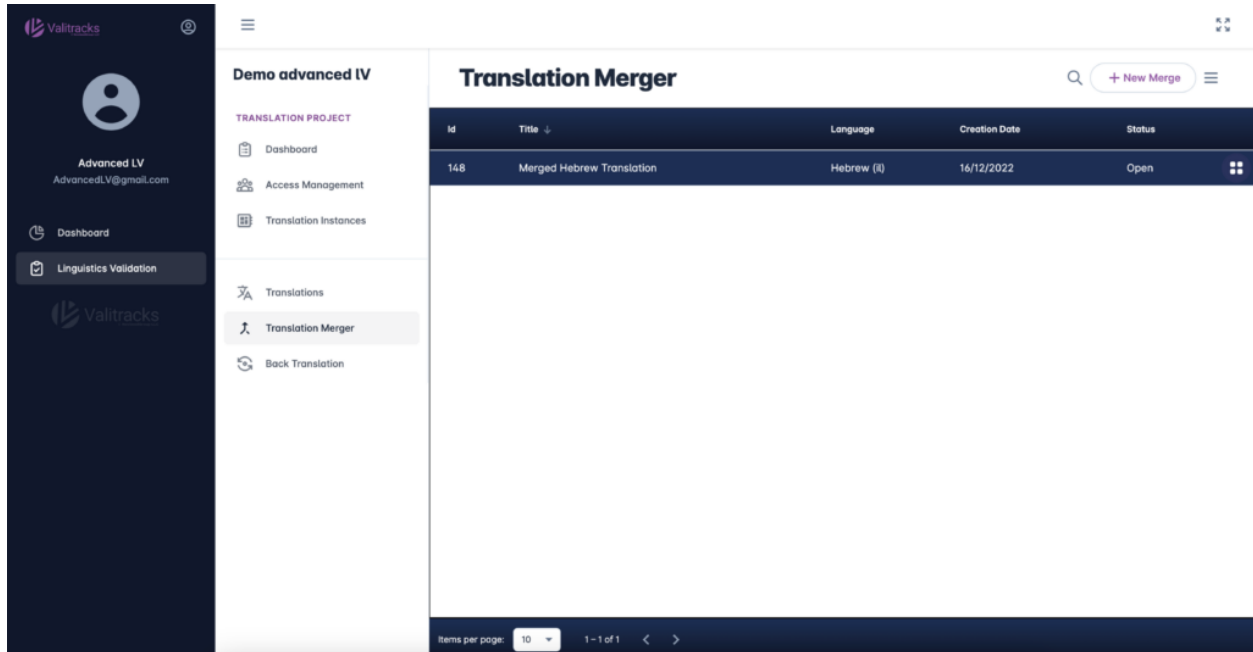
To be able to use this functionality make sure you created a separate translation for each translator. After you have assigned your forward translation versions to your various translators, go to the translation merger tab.



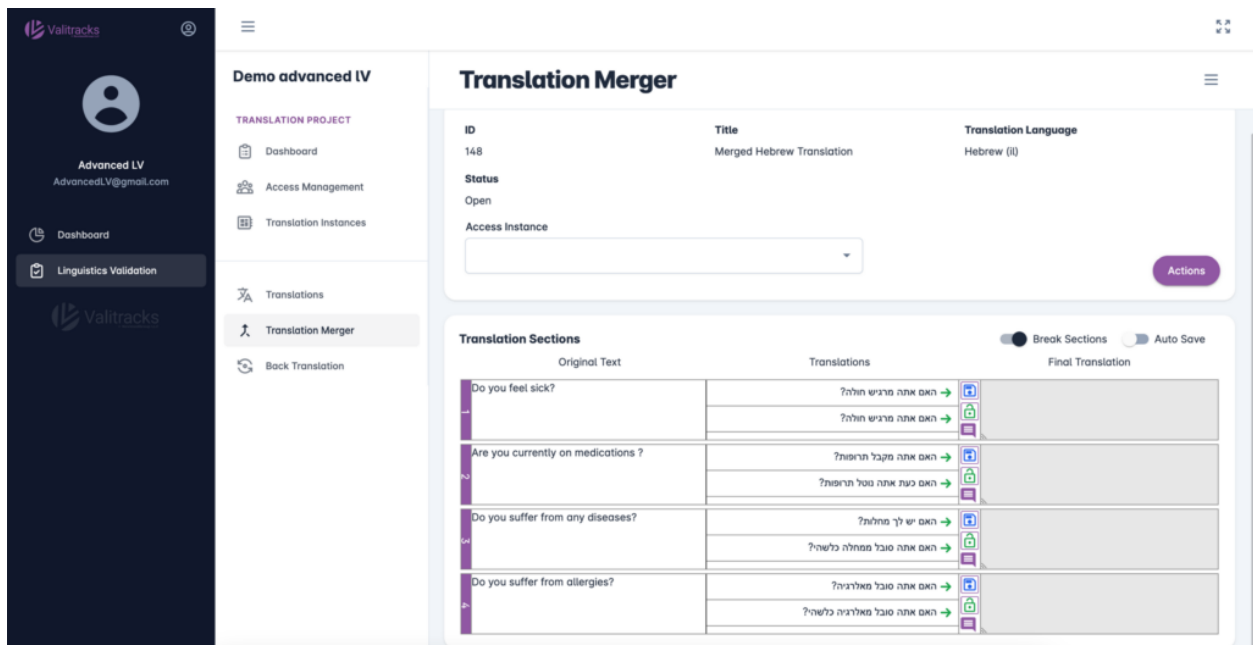
Click on add new merge on the right top of the page:



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



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



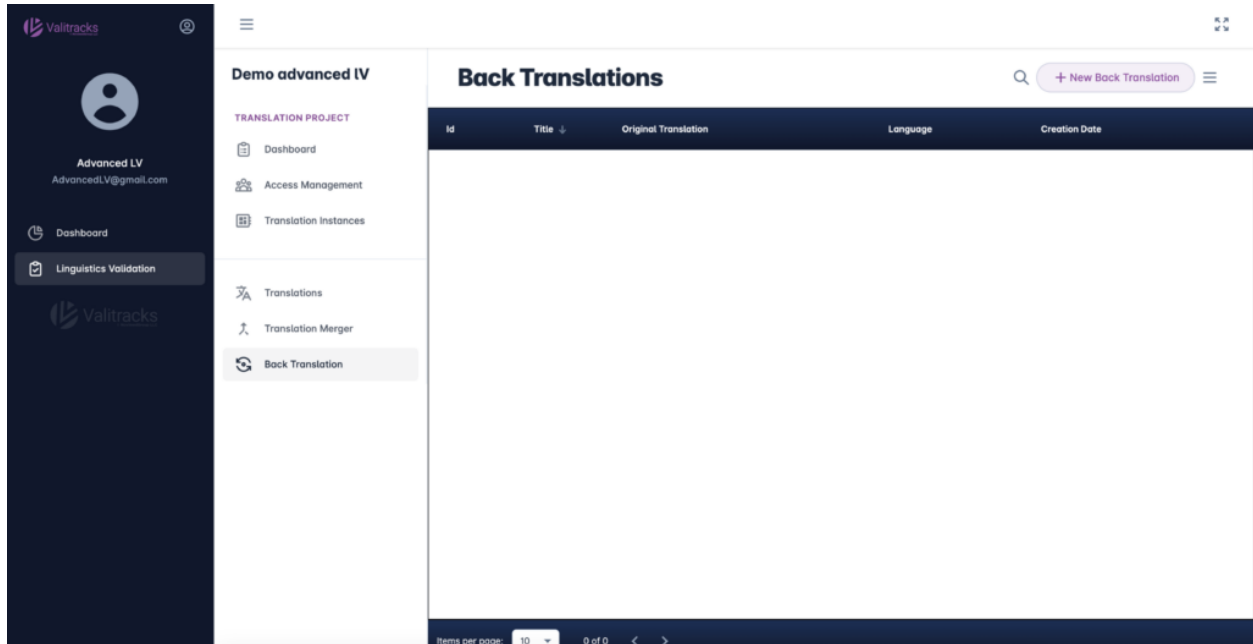
Translator will be able to choose between the existing versions and create the reconciled version in the right column.

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

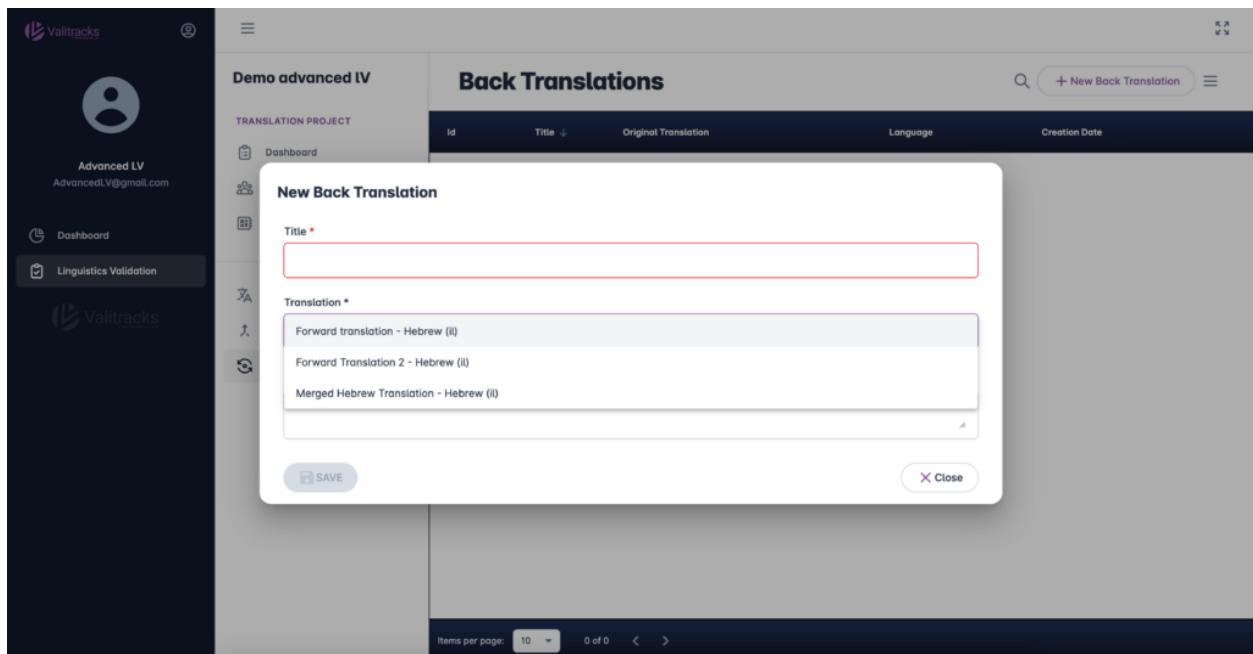
Choose the Merged translation Version that you created to assign it to the Translator.

Back Translation:

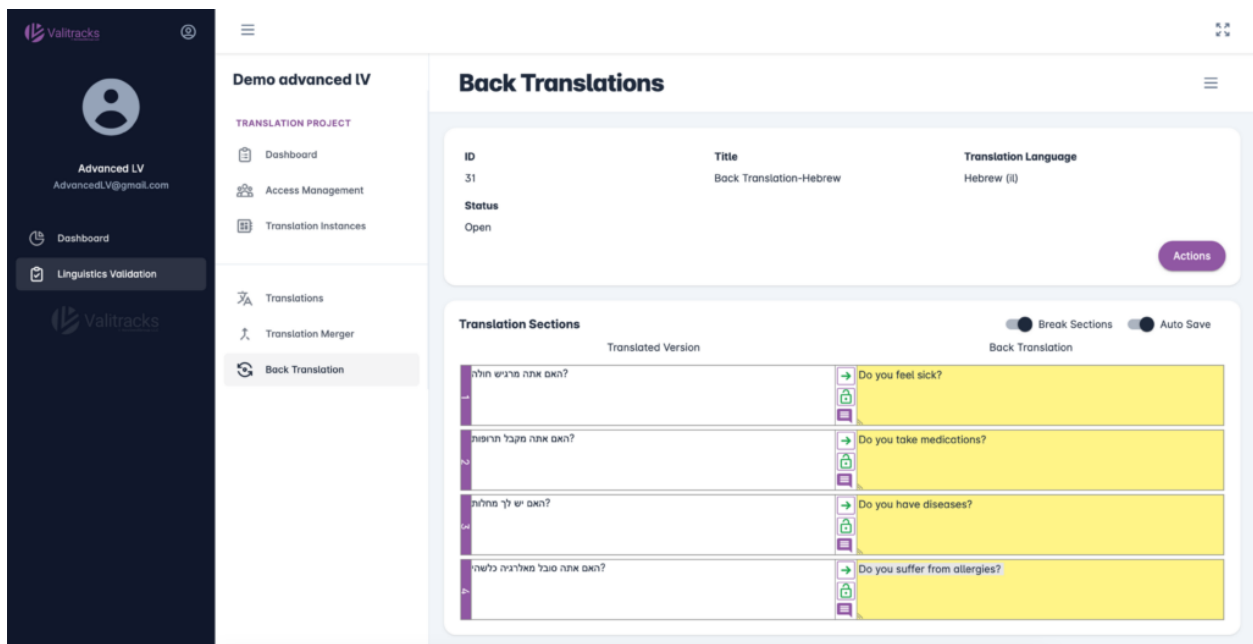
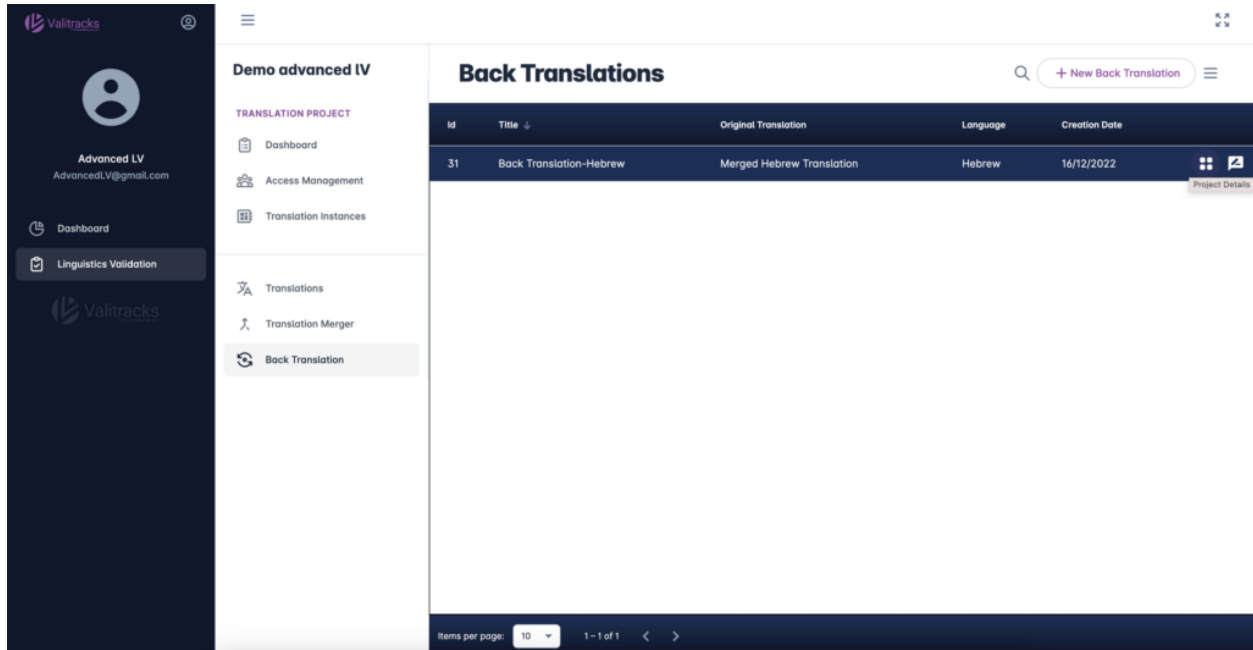
Create a new Back translation task by using the left-side menu. Press on the top right side, purple “+New Back Translation” Icon.



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.

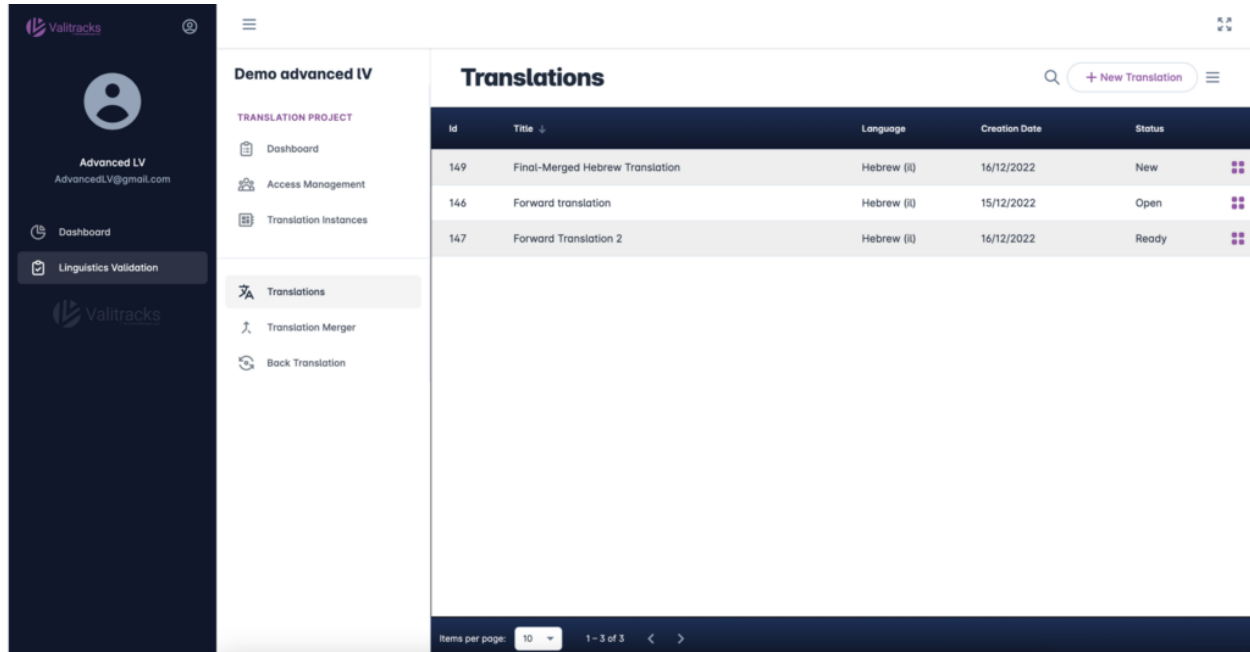


Use the purple note sign to document the discussion on the back translation.

Final Translation:

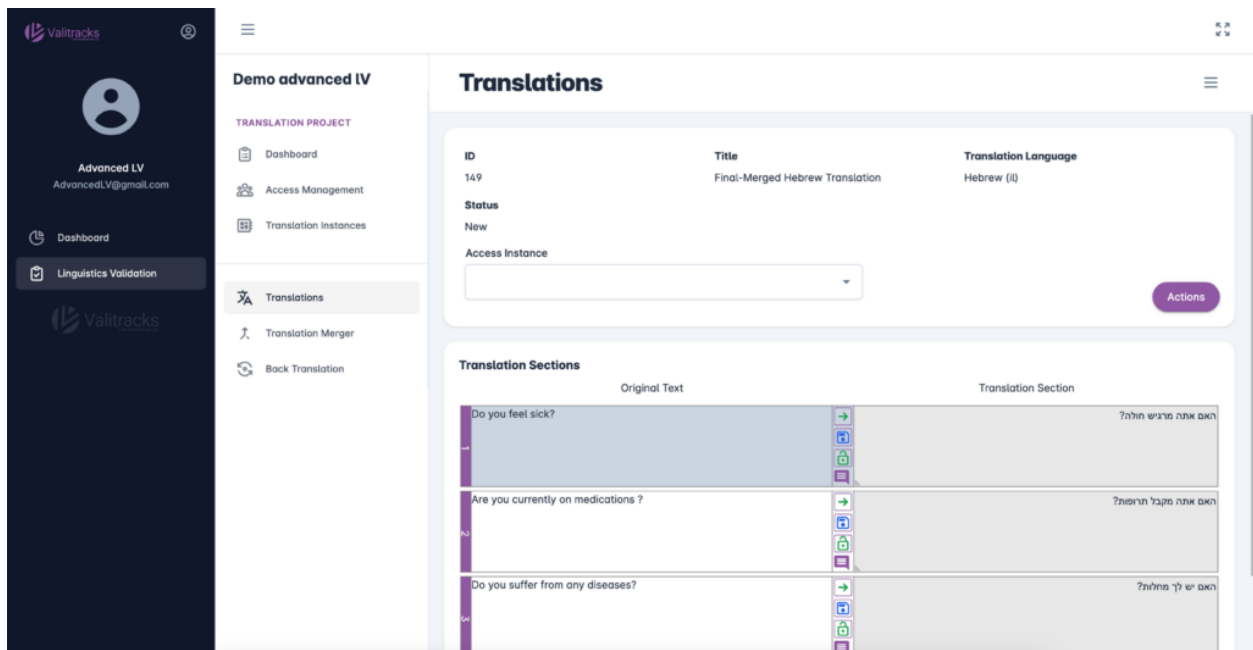
When you create the back translation the system automatically creates a final version task from the previously created “Merged Translation/Reconciled version”

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.

The screenshot displays the 'Translations' section of the Valitracks application. On the left is a dark sidebar with the Valitracks logo, a user profile for 'Advanced LV' (Advanced.LV@gmail.com), and a menu with 'Dashboard', 'Linguistics Validation' (highlighted), and another Valitracks logo. The main content area is titled 'Translations' and shows details for a 'TRANSLATION PROJECT' with ID 149, Title 'Final-Merged Hebrew Translation', and Translation Language 'Hebrew (il)'. The status is 'New'. Below this is an 'Access Instance' dropdown menu. A table titled 'Translation Sections' contains three rows of text: 'Do you feel sick?', 'Are you currently on medications?', and 'Do you suffer from any diseases?'. Each row has a 'Translation Section' column and a set of icons (arrow, lock, and document) for editing. An 'Actions' dropdown menu is open on the right, showing options: 'Doc', 'Xliff', 'Excel', 'End Translation', and 'Translation Report'.

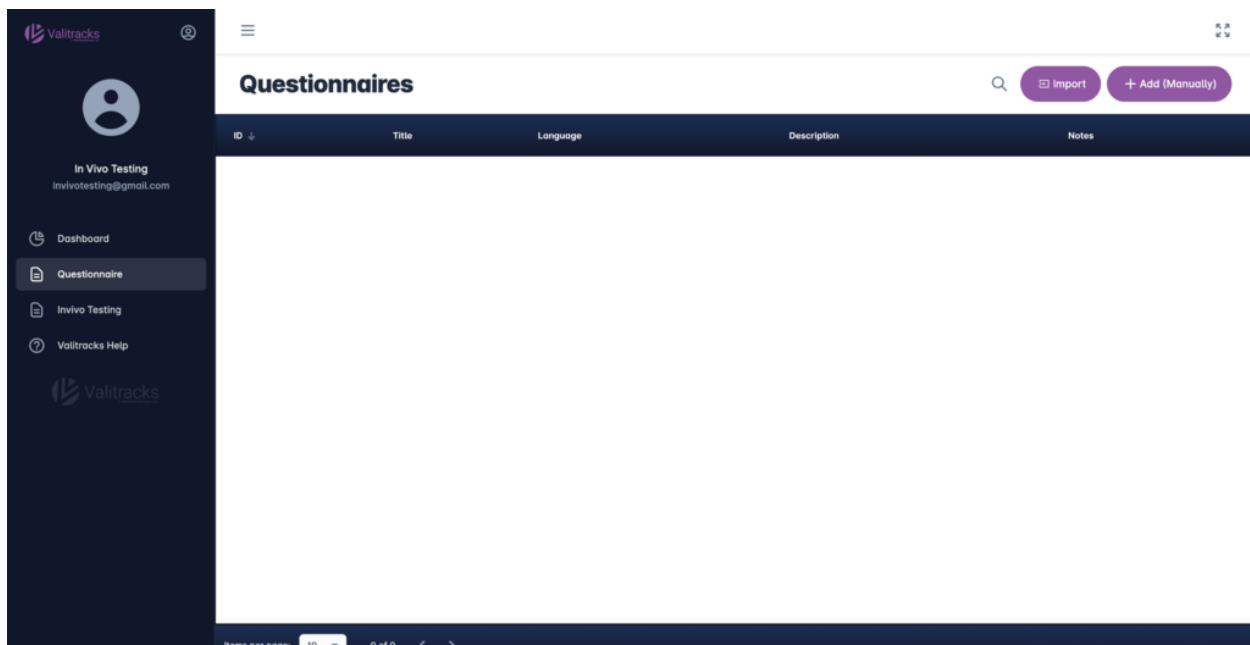
Watch our video guide [here](#).

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.

Import Questionnaire

+ XLIFF file + Excel file

How to import a questionnaire (XLIFF):

1. Select an XLIFF file to begin import
2. Fill questionnaire information
3. Check questions and translations
4. Submit at the bottom of the page

☐ Ignore Not translated Questions false

How to import a questionnaire (EXCEL)

1. Select an XLSX file to begin import
2. Each translation should be in its own column
3. Select the main language column, and sheet
4. You can specify the none zero starting row of the Questions without the title row.
5. Add as many columns as there are translations
6. Submit at the bottom of the page

☐ Ignore Not translated Questions false

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

Items per page: 10 0 of 0 < >

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.

Import Questionnaire

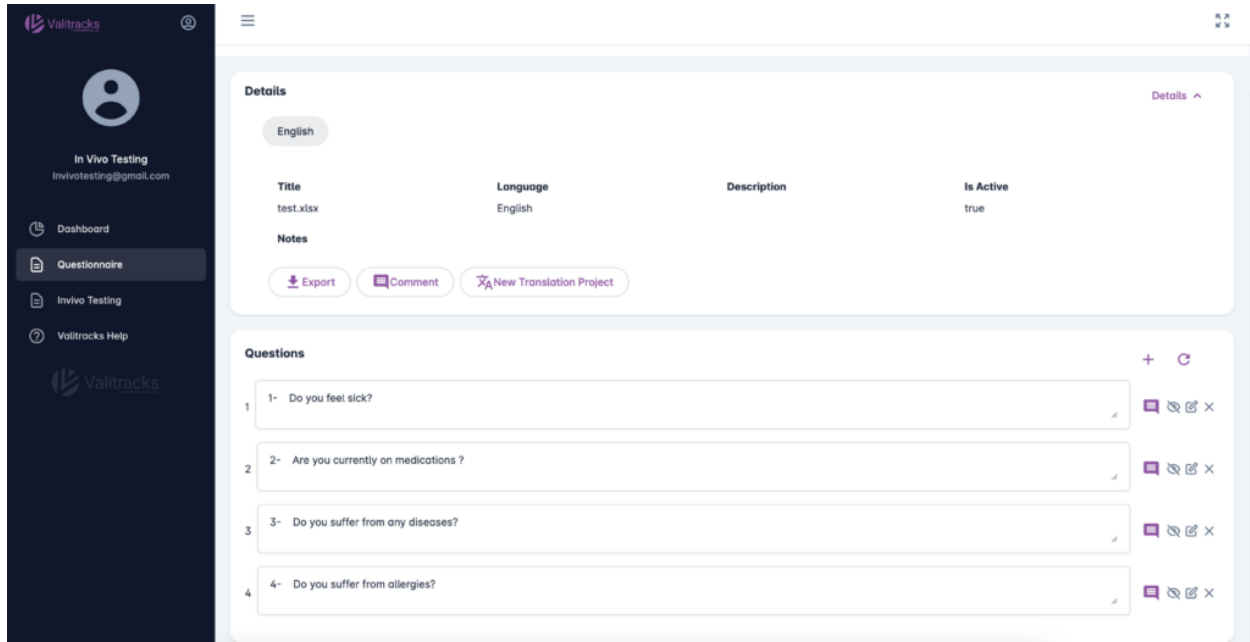
test.xlsx + XLIFF file + Excel file

Add main Language to begin

Language * Sheet * Column * Starting row *

2

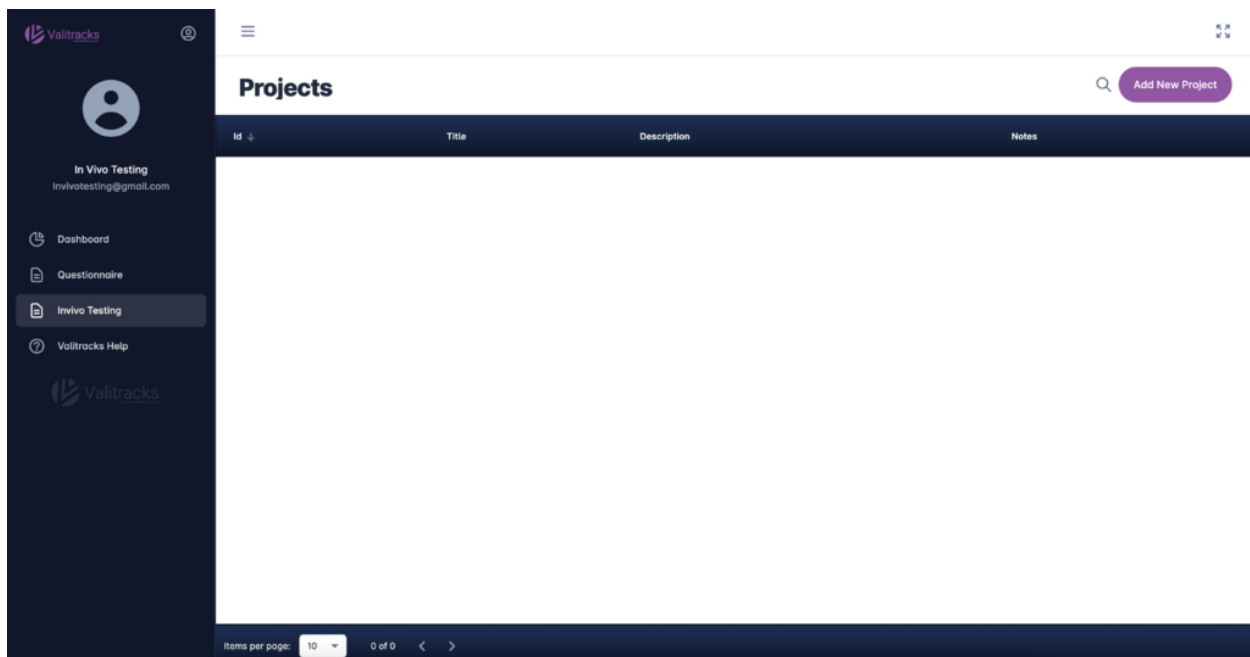
Add



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.

The screenshot shows the Valitracks 'Projects' page. A modal form titled 'Project' is open, allowing the user to add a new project. The form contains the following fields:

- Title ***: A text input field containing 'Infield Testing'.
- Questionnaire ***: A dropdown menu showing 'test.xlsx'.
- Start Date**: A date picker field.
- End Date**: A date picker field.
- Description**: A large text area.
- Notes**: A large text area.

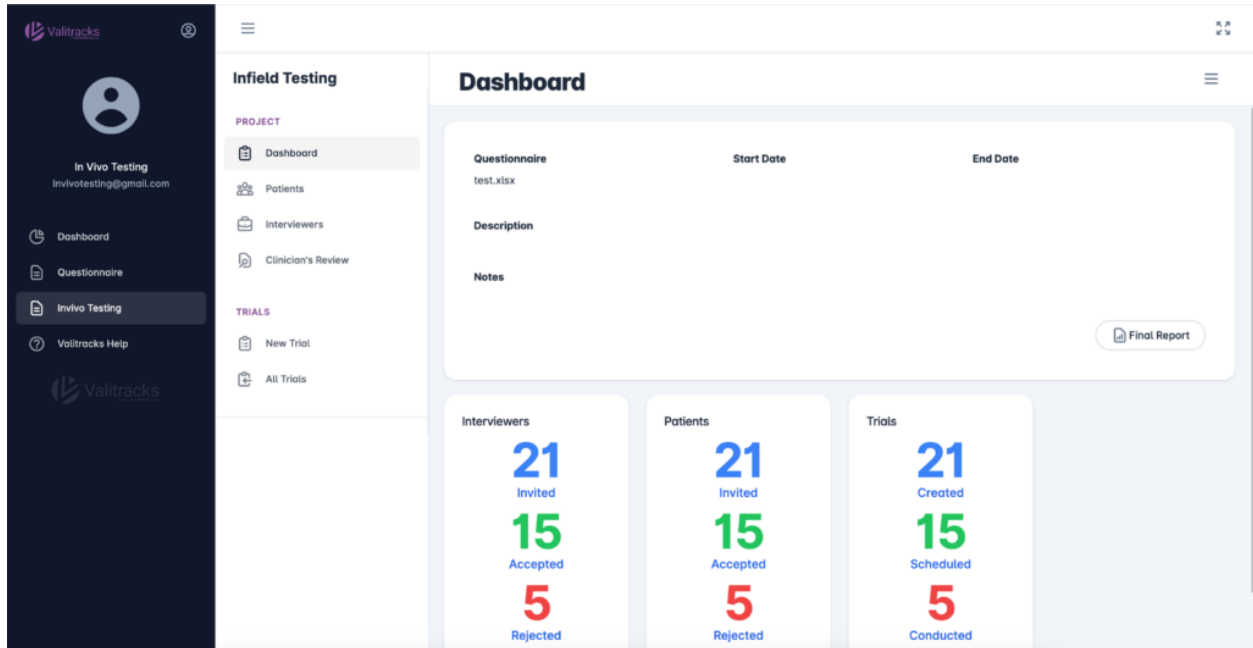
At the bottom of the modal, there is a purple 'SAVE' button and a 'Close' link. The background shows the 'Projects' table with columns: Id, Title, Description, and Notes. The table is currently empty.

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.

The screenshot shows the Valitracks 'Projects' page after a project has been added. The table now contains one row:

Id	Title	Description	Notes
39	Infield Testing		

At the bottom of the table, there is a purple square icon next to the project title 'Infield Testing', which is used to access the project's dashboard. The page also shows the 'Add New Project' button and the 'Items per page' dropdown set to 10.

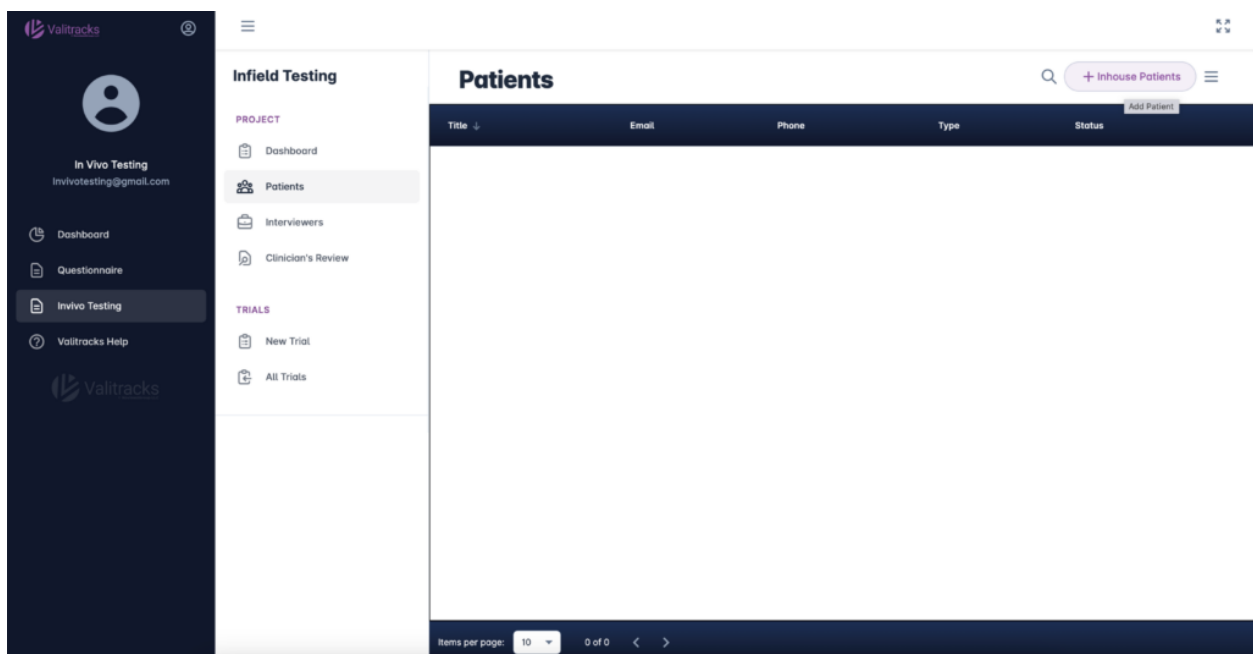


3-Cognitive debriefing interviews-

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.

The screenshot shows the Valitracks interface with the 'In-House Patient' form open. The form is titled 'In-House Patient' and contains the following fields:

- Name ***: A text input field with a placeholder 'Name'.
- Email address ***: A text input field with a placeholder 'Email address'.
- Phone Number**: A text input field.

At the bottom of the form, there is a 'SAVE' button and a 'Close' button. The background shows a 'Patients' table with columns: Title, Email, Phone, Type, and Status. The table is currently empty.

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.

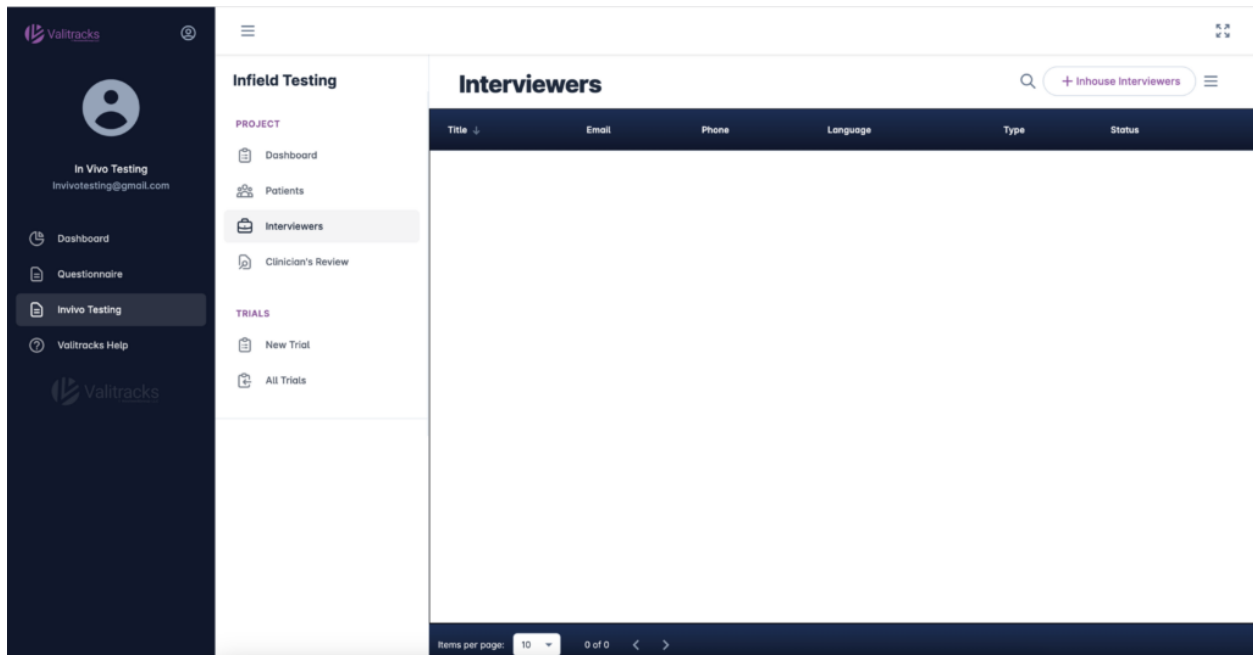
The screenshot shows the Valitracks interface with the 'In-House Patient' form open. The form is titled 'In-House Patient' and contains the following fields:

- Name ***: A text input field with a placeholder 'patient1'.
- Email address ***: A text input field with a placeholder 'patient1@gmail.com'.
- Phone Number**: A text input field.
- Token**: A text input field containing a long alphanumeric string: 39339AAFE0E8C72F40C9E2881862B1D1573C74DD4196775FEB543E60C4171817BD5A865BDC1E4A23CA8D2F271F232A78.

At the bottom of the form, there is an 'UPDATE' button, a 'Copy patient token' button, and a 'Close' button. The background shows a 'Patients' table with columns: Title, Email, Phone, Type, and Status. The table contains one row: patient1, patient1@gmail.com, Public, New.

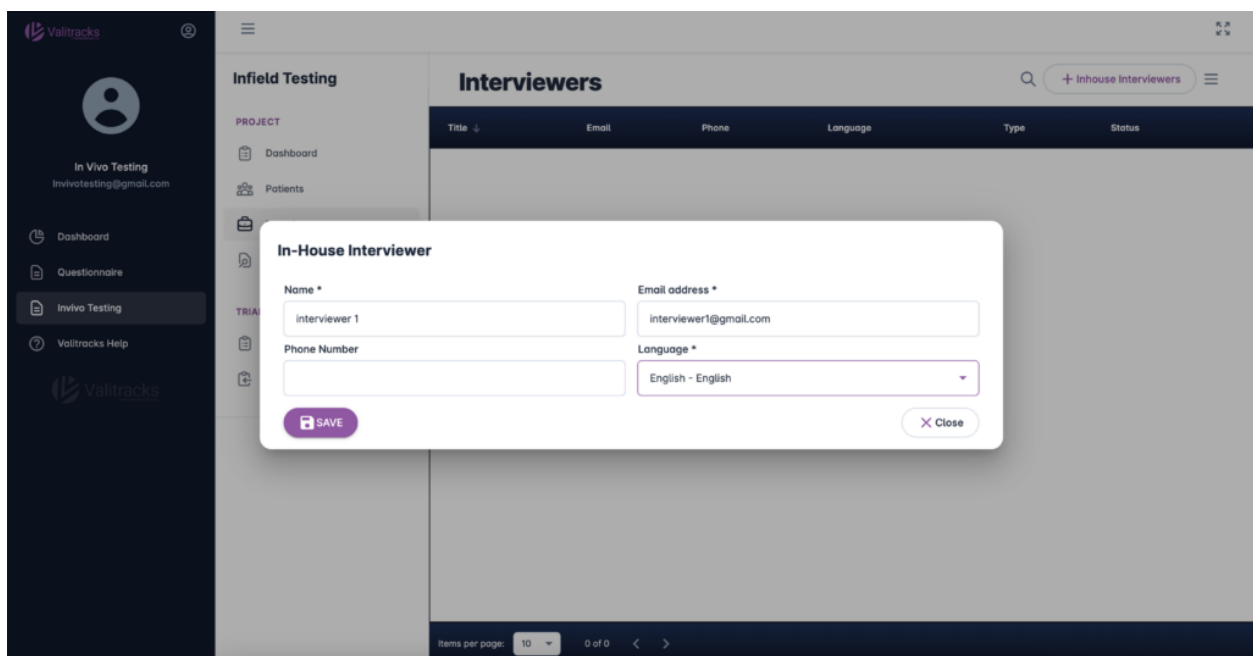
B-Interviewer – Press on the Interviewer's icon in the dashboard.

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.



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 *

Email address *

Phone Number

Language *

Trials Note

Token

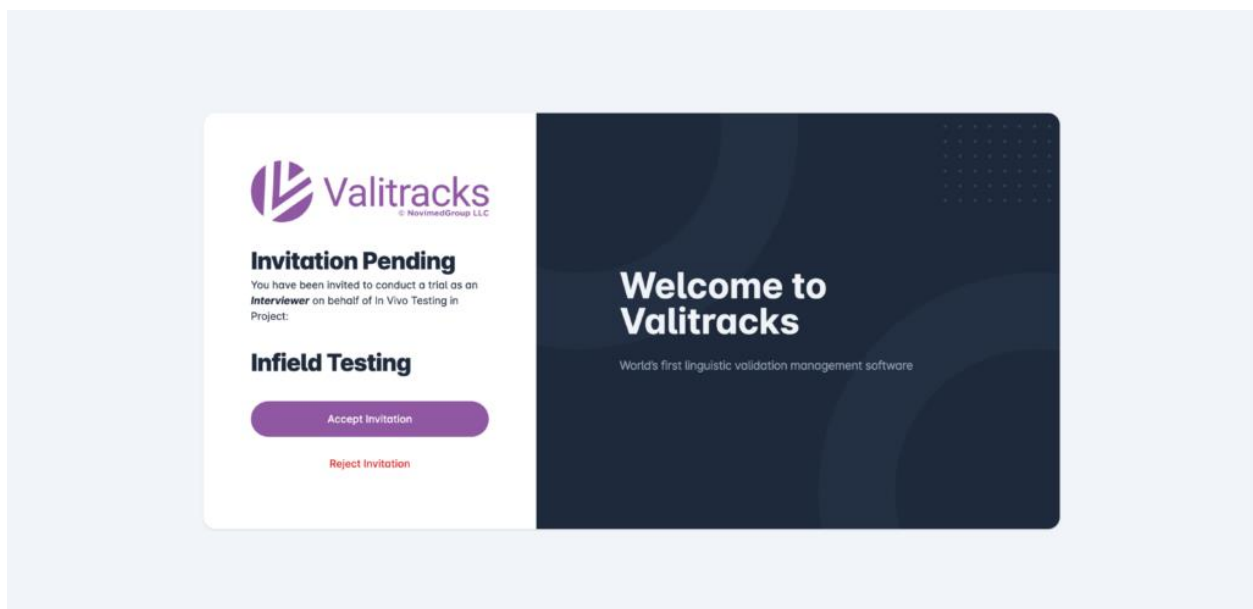
UPDATE **Close**

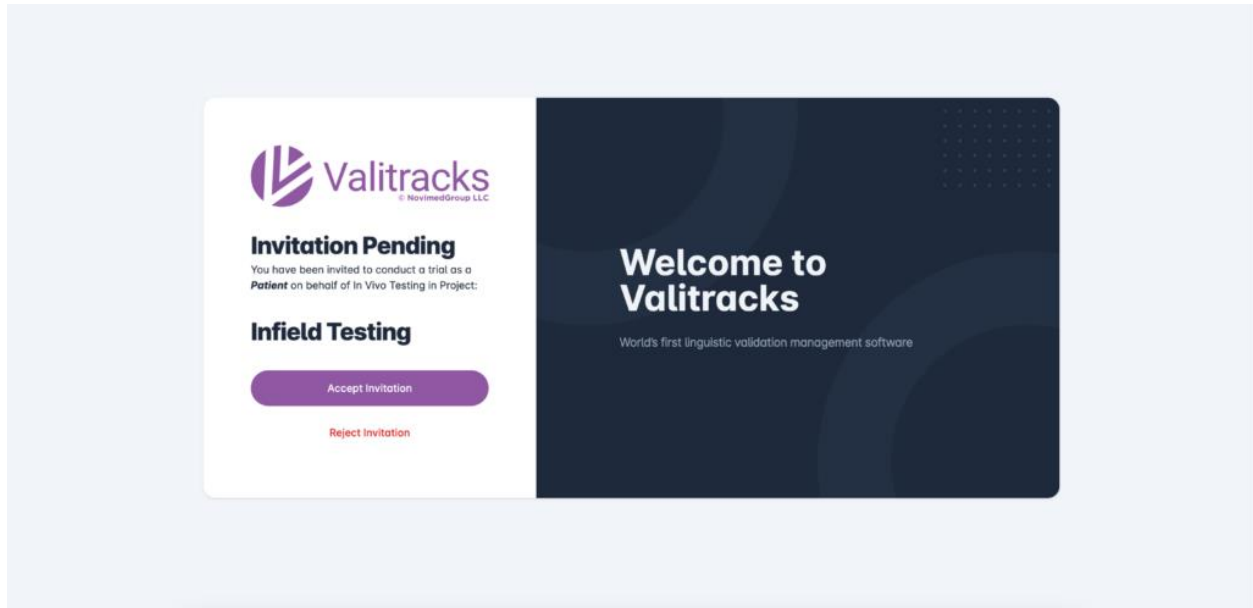
C-Create a trial- Press on a new trial

The screenshot shows the Valitracks web application interface. On the left is a dark sidebar with the Valitracks logo and a user profile for 'In Vivo Testing' (invivotesting@gmail.com). The main content area is titled 'Infield Testing' and 'Trial'. Under 'PROJECT', there are links for Dashboard, Patients, Interviewers, and Clinician's Review. Under 'TRIALS', there are links for New Trial and All Trials. The 'New Trial' form includes fields for 'Interviewer *', 'Patient *', and 'Language *'. There are '+ Inhouse Interviewers' and 'Save Trial' buttons.

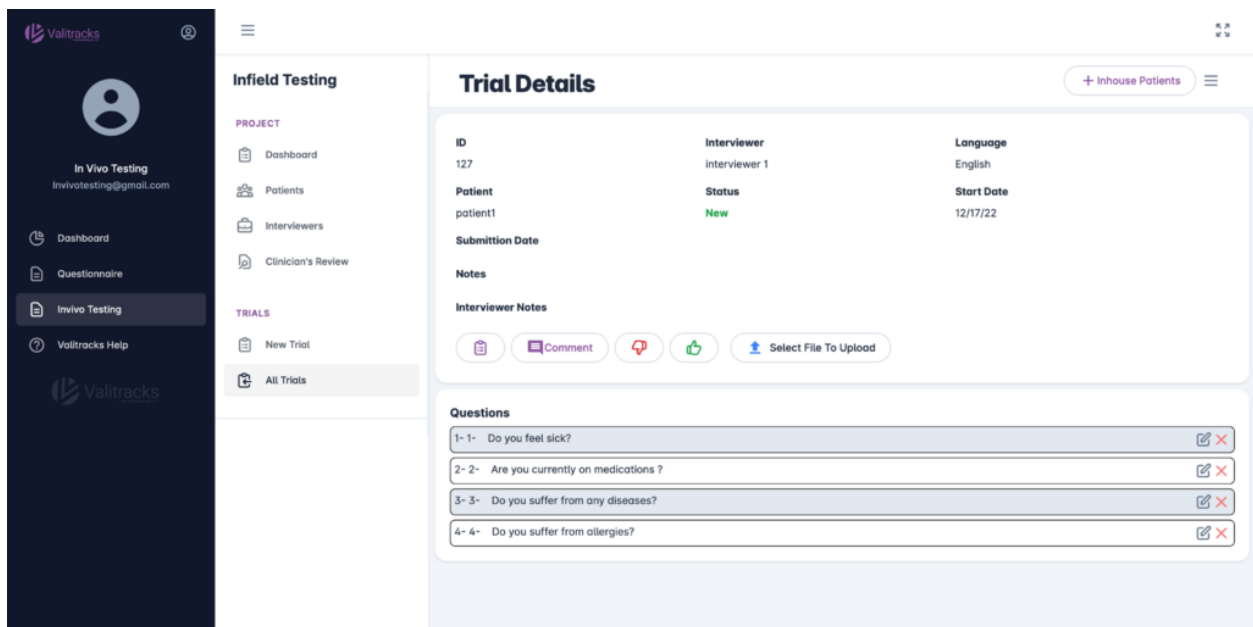
Meet between the relevant interviewer and the patient to create a trial, and add the relevant language of the interview.

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).

The screenshot shows the 'Infield Testing' interface for 'Interviewer 1'. The left sidebar contains a 'TRIALS' section with links to 'Profile', 'Trials', 'Questionnaire', and 'Patients'. The main content area is titled 'Infield Testing' and shows a patient status of 'You: Connected'. Below this is a 'Messaging' section with a table of trial details:

ID	Interviewer	Language
127	Interviewer 1	English

Additional details include Patient: patient1, Status: New, Start Date: 12/17/22, Submission Date, Owner Notes, and Interviewer Notes. At the bottom of the messaging section are buttons for 'Ask Patient to read', 'Select File To Upload', 'Cancel', and 'Submit Trial'. Below the messaging section is a 'Questions' section with two columns: 'Original Text' and 'Translated Text'. The questions are:

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

The Valitracks logo is visible in the bottom left corner.

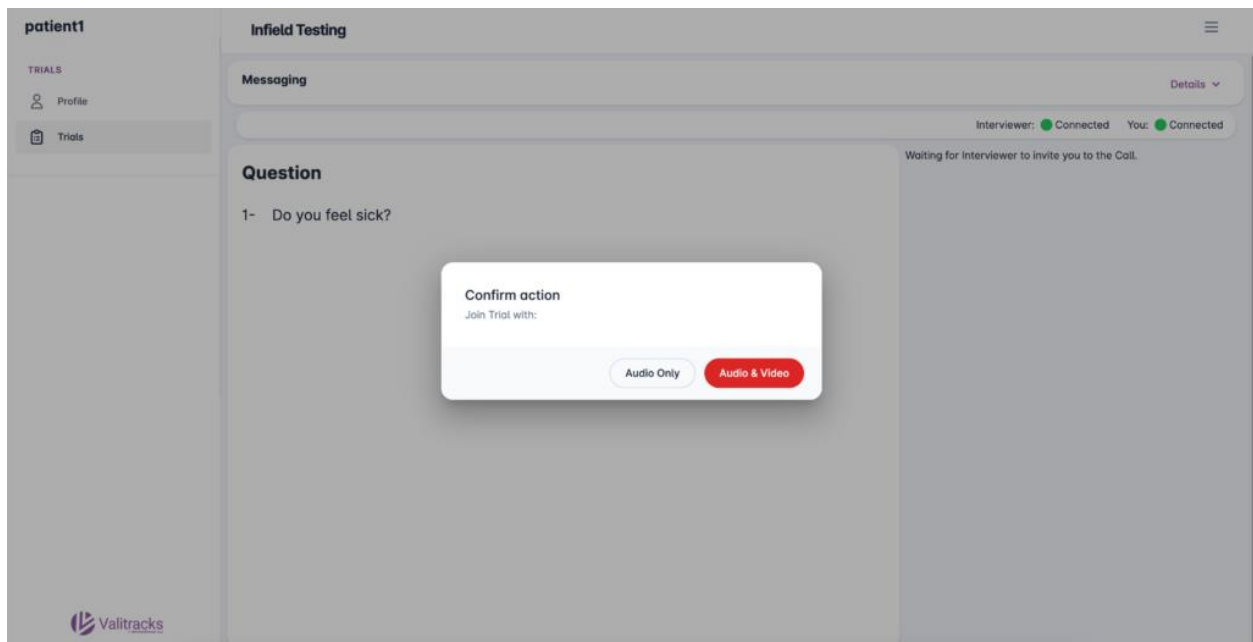
Start an interactive live interview with the patient by pressing on start interactive interview from the dashboard, when the interview is ready.

The screenshot shows the 'Infield Testing' interface for 'Interviewer 1'. The left sidebar is the same as the previous screenshot. The main content area shows the patient status as 'Patient: Connected' and 'You: Connected'. The 'Messaging' section table is identical to the previous screenshot. The 'Status' is now 'Waiting for Patient confirmation'. The 'Start Date' remains 12/17/22. The 'Ask Patient to read' button has been replaced by a 'Start Interactive Trial' button. The 'Questions' section remains the same.

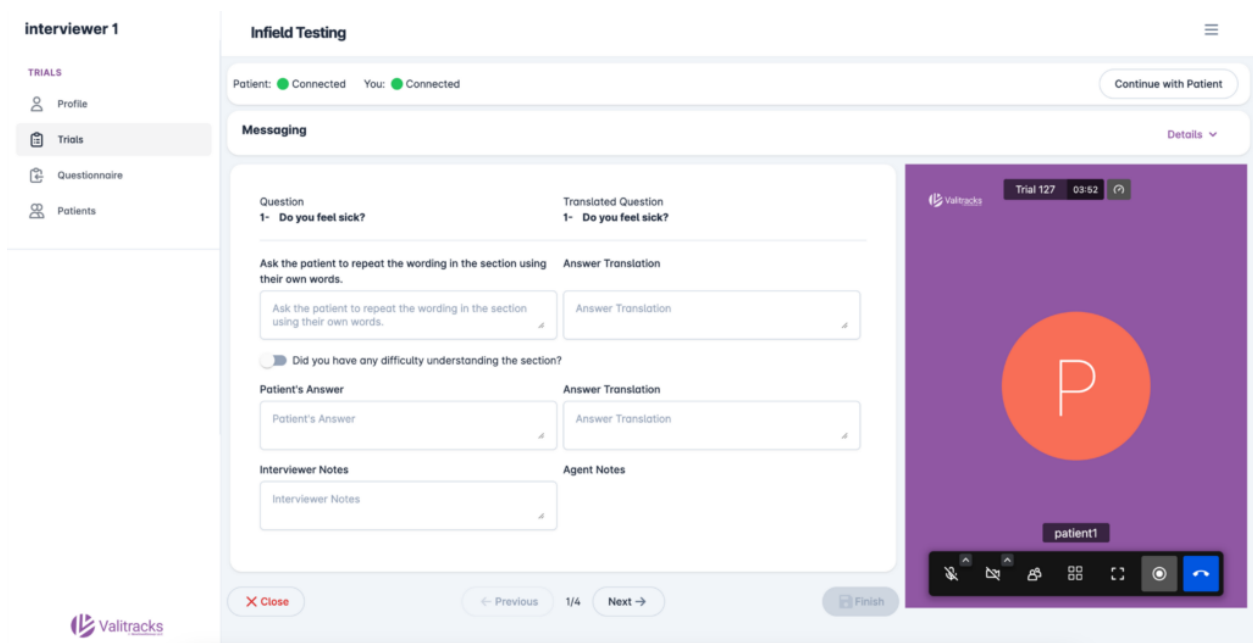
After clicking on Strat interactive trial the interactive trial dashboard is created. Enable microphone and cam (if needed in the popup window).

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

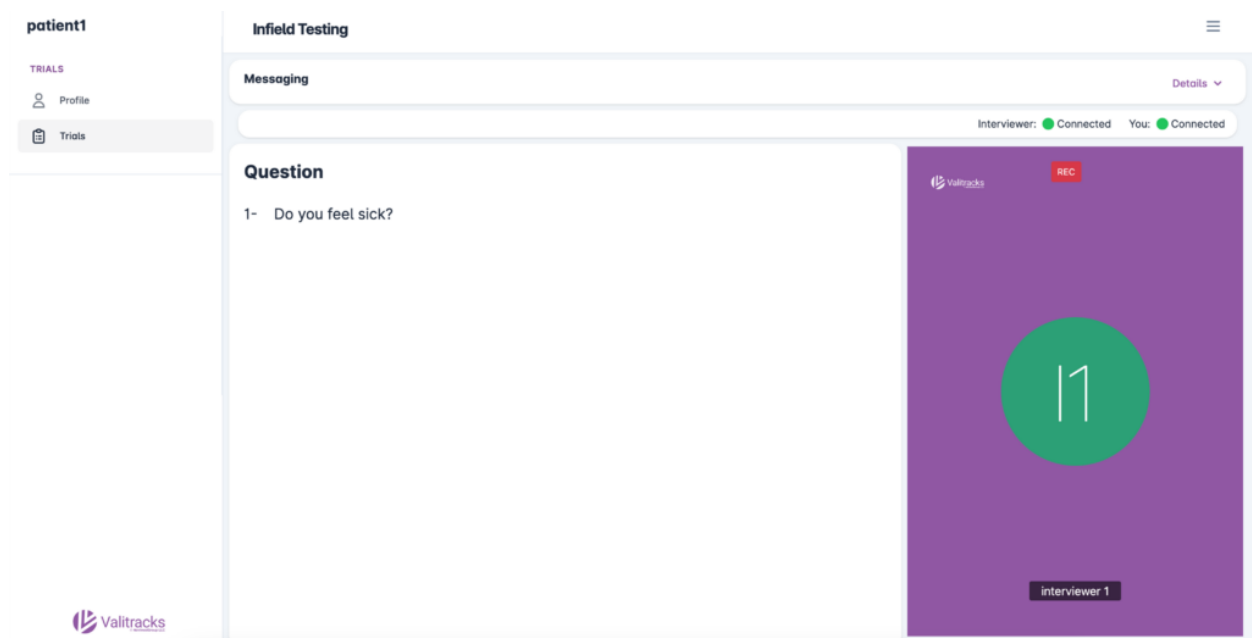
The patient has to accept the interview request and choose audio only or audio and video call.



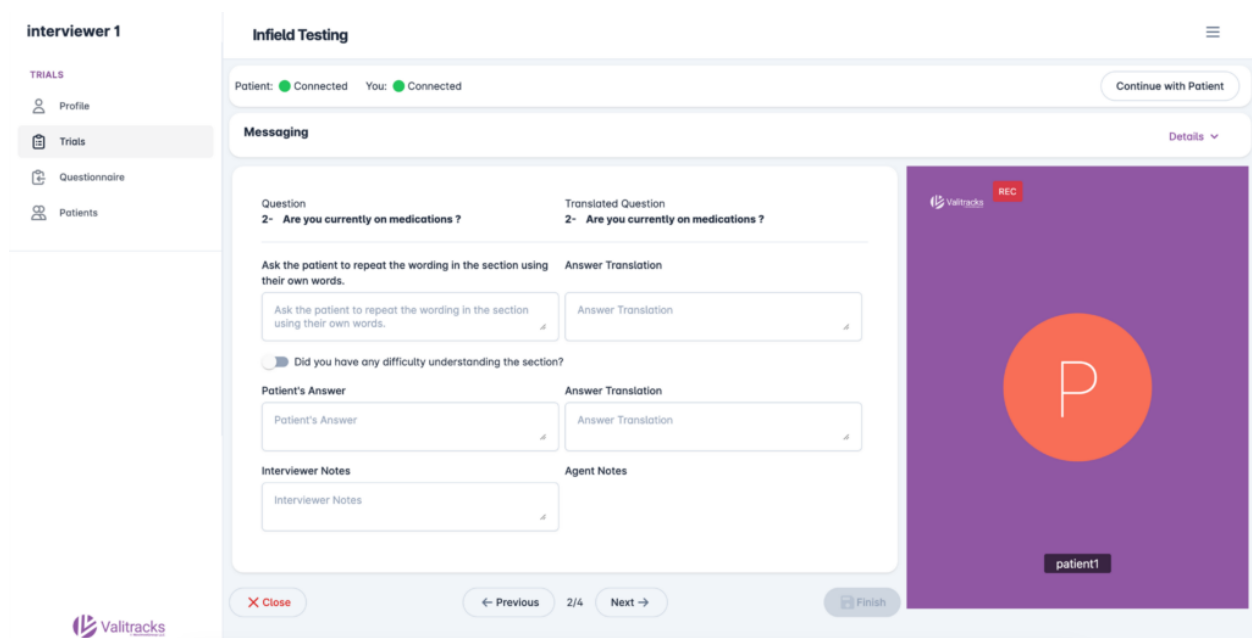
Using the interviewer dashboard ask the patient's consent to record the call and click on the white circle near the phone icon within the call.



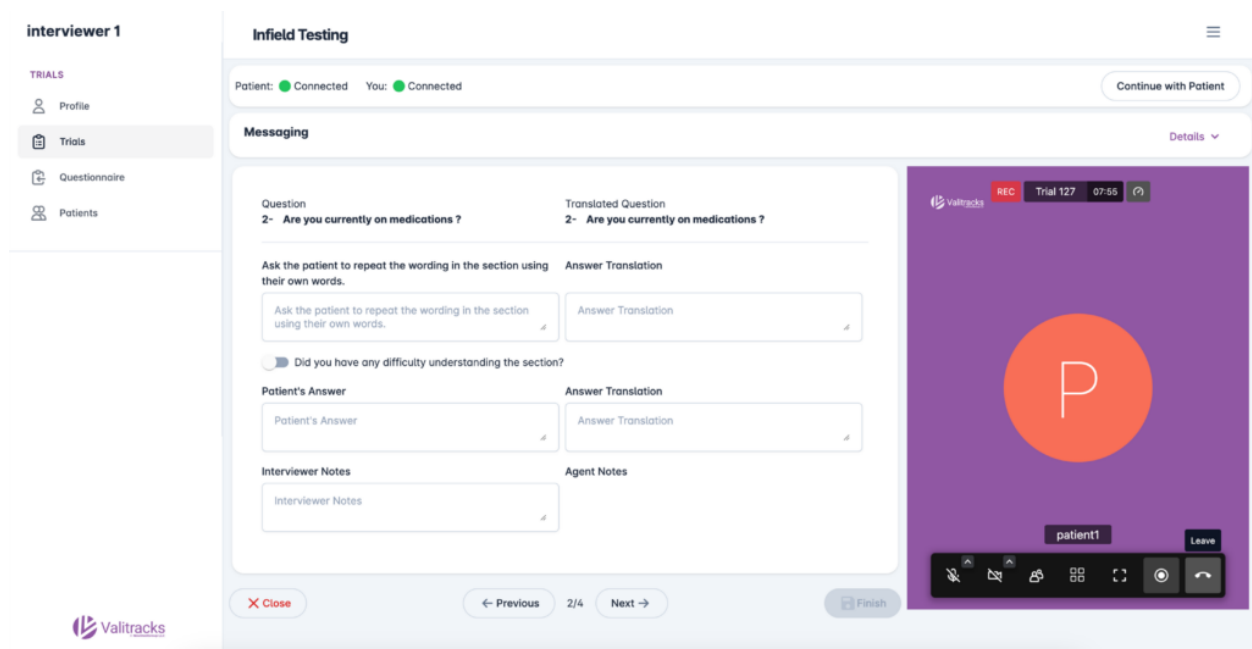
Patient's interview interactive platform



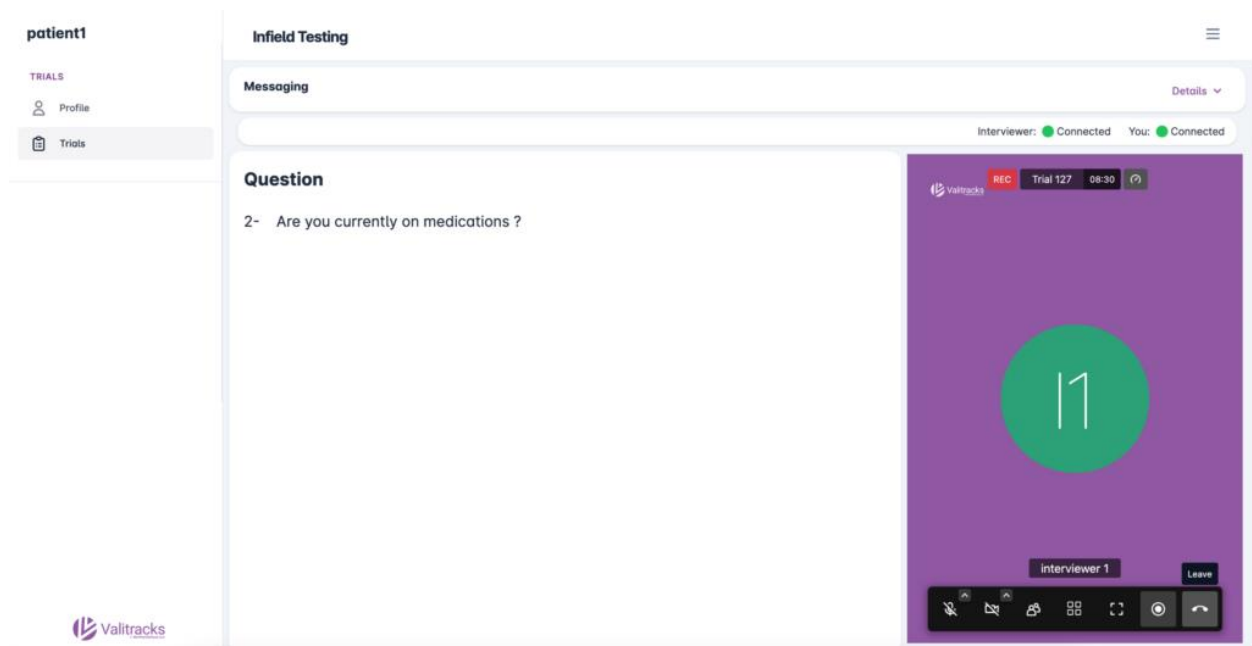
Press on the next icon to pass from one question to the next one.



Close the call by pressing the call icon



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.

interviewer 1

TRIALS

- Profile
- Trials**
- Questionnaire
- Patients

Infield Testing

Messaging

ID: 127, Interviewer: Interviewer 1, Language: English, Patient: patient1, Status: Draft, Start Date: 12/17/22

Owner Notes

Interviewer Notes

Uploaded Files

1- trialt127_2022-12-17-02-17-52.m4a

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 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

Messaging

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.

Answer Translation

Test Test test test

Did you have any difficulty understanding the section?

Patient's Answer

Test Test test test

Interviewer Notes

Test Test test test

Agent Notes

Test Test test test

Restart Meeting

Close **Previous** **4/4** **Next** **Finish**

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

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
Invivotesting@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
127

Interviewer
Interviewer 1

Language
English

Patient
patient1

Status
Draft

Start Date
12/17/22

Submission Date

Notes

Interviewer Notes

[Comment](#) [Like](#) [Select File To Upload](#)

Uploaded Files

1- triall127_2022-12-17-02-17-52.m4a

Questions

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

Questions

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	

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

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.

Valitracks

In Vivo Testing
invivotesting@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

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

UPDATE

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.

Valitracks

In Vivo Testing
invivotesting@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

Add Follow Up

Add New Follow up

ID
127

Interviewer
interviewer 1

Language
English

Patient
patient1

Status
Submitted

Start Date
12/17/22

Submission Date

Notes

Interviewer Notes

Comment

Select File To Upload

Uploaded Files

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

Questions

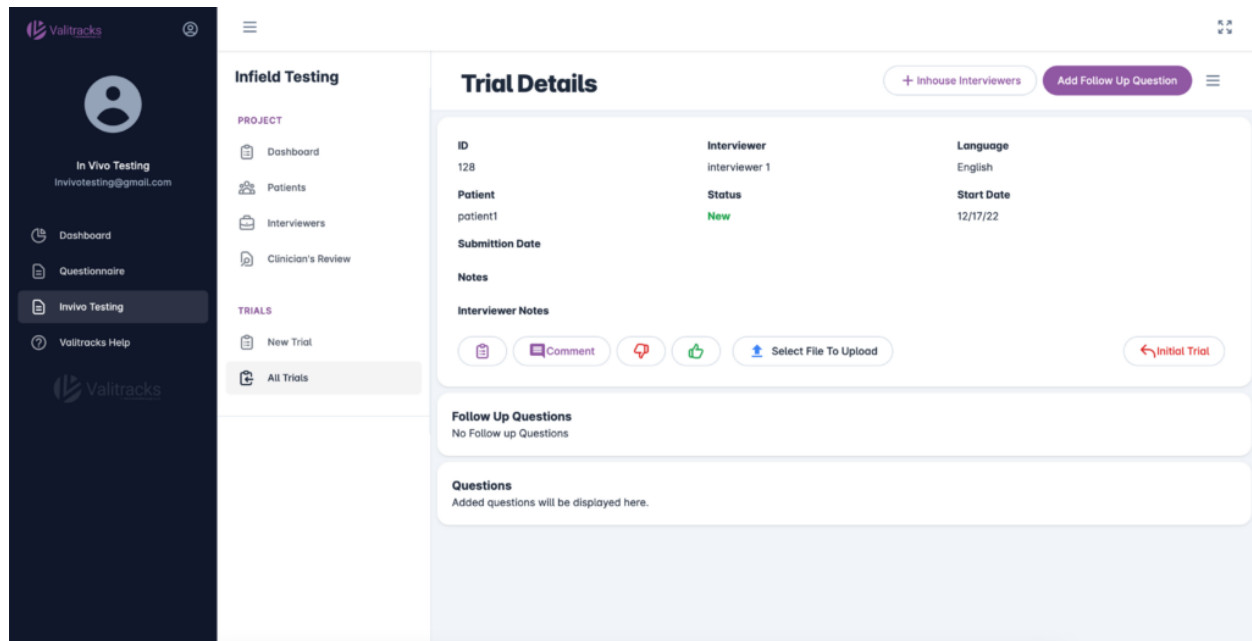
1- 1- Do you feel sick? Test Test test test

2- 2- Are you currently on medications ? Test Test test test

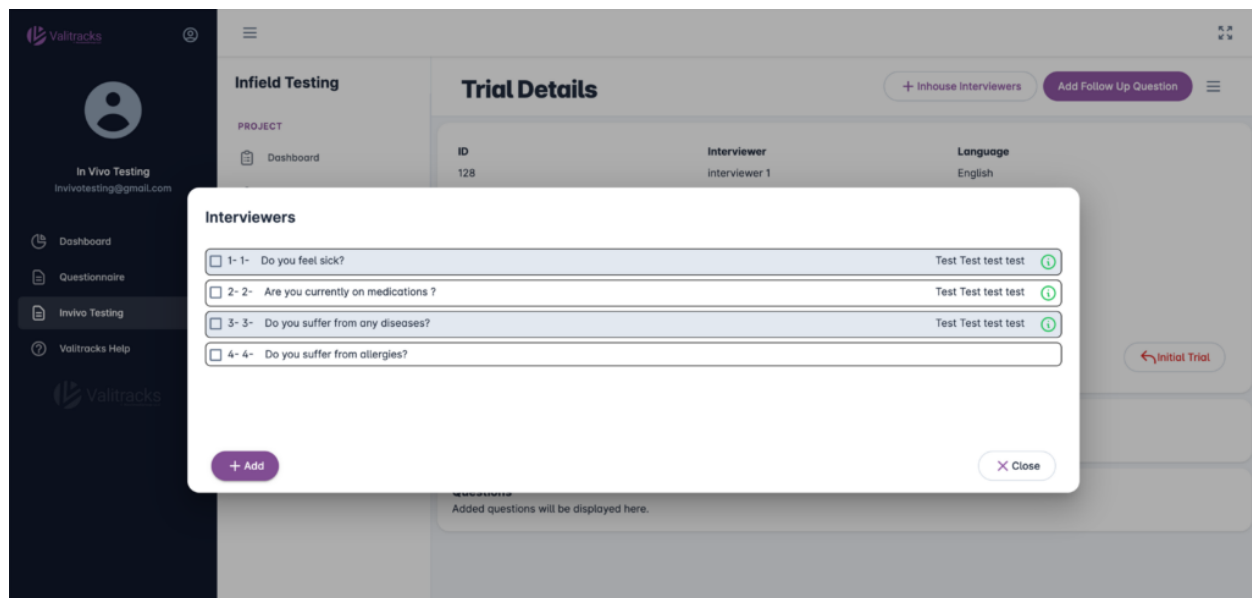
3- 3- Do you suffer from any diseases? Test Test test test

4- 4- Do you suffer from allergies? Test Test test test

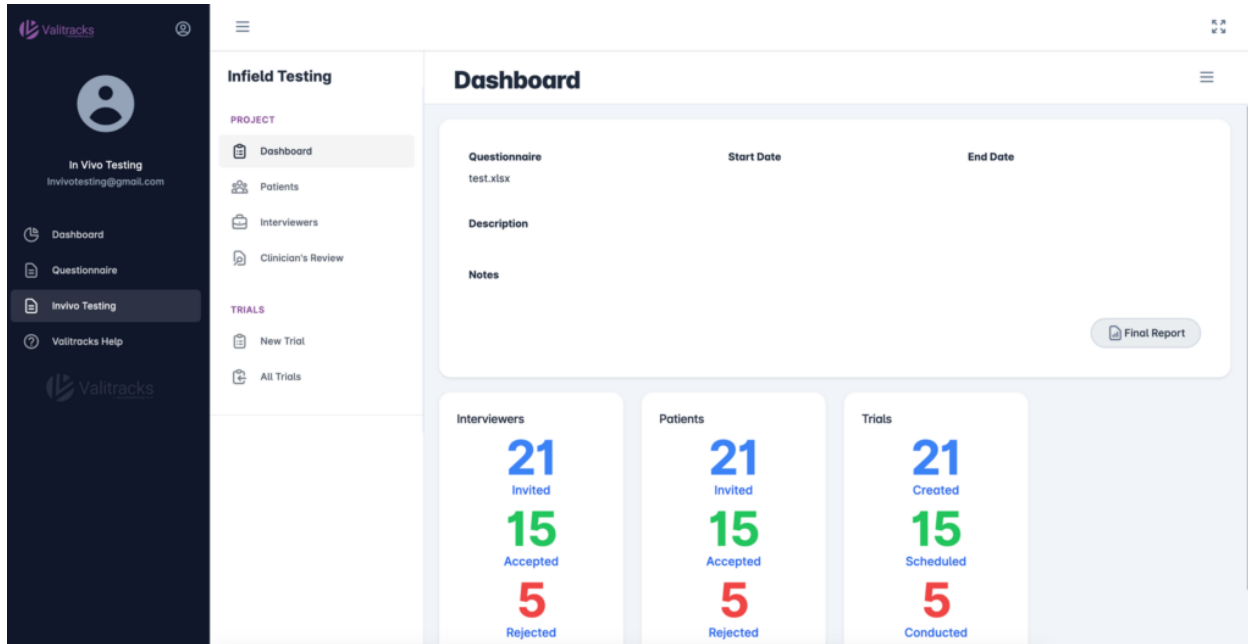
Press on add follow-up question to choose from.



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).

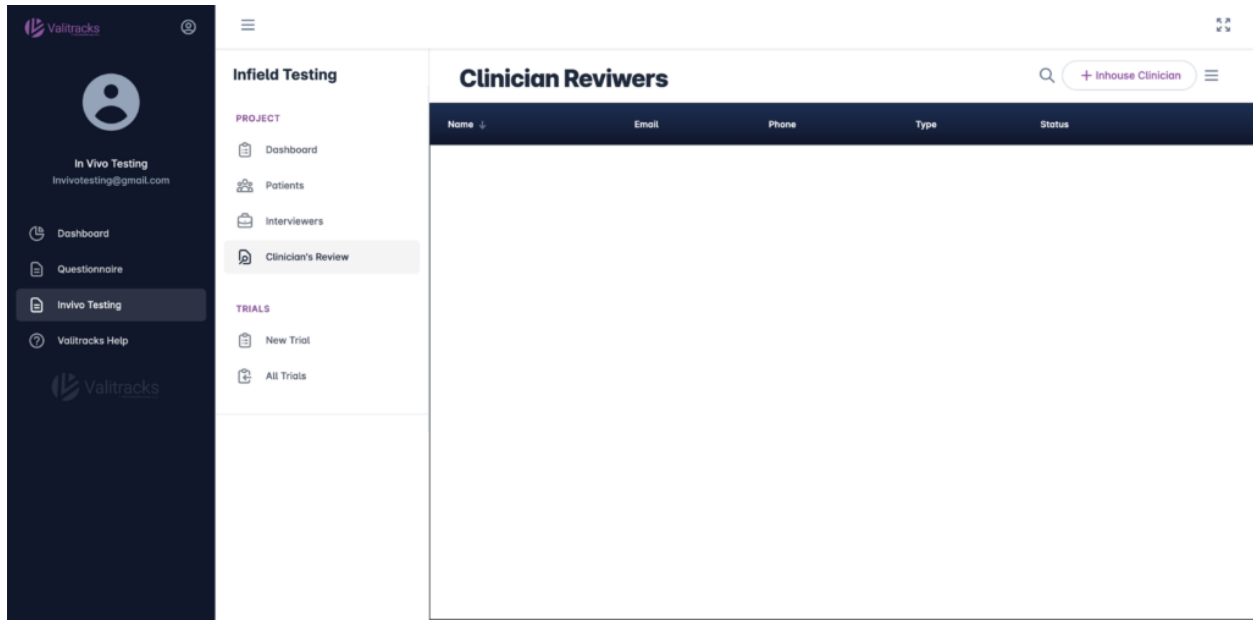
In case you want to test the original file, create a duplicated column, one for the original language and one for the tested language (if its both the same language just duplicates it in the other column See the example in the picture):

	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																			
14																			
15																			
16																			
17																			
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24																			
25																			
26																			
27																			
28																			
29																			
30																			
31																			
32																			
33																			
34																			
35																			
36																			
37																			
38																			
39																			
40																			
41																			
42																			
43																			

After you imported the translation.

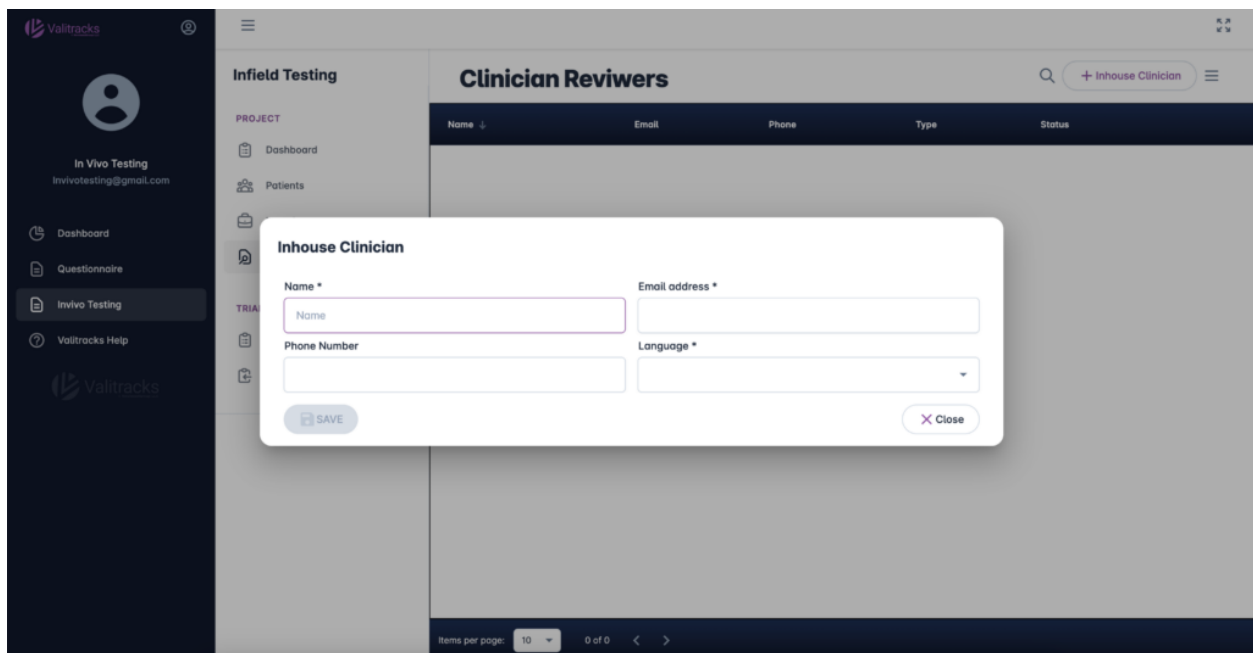
Press on the Clinician's icon in the dashboard.

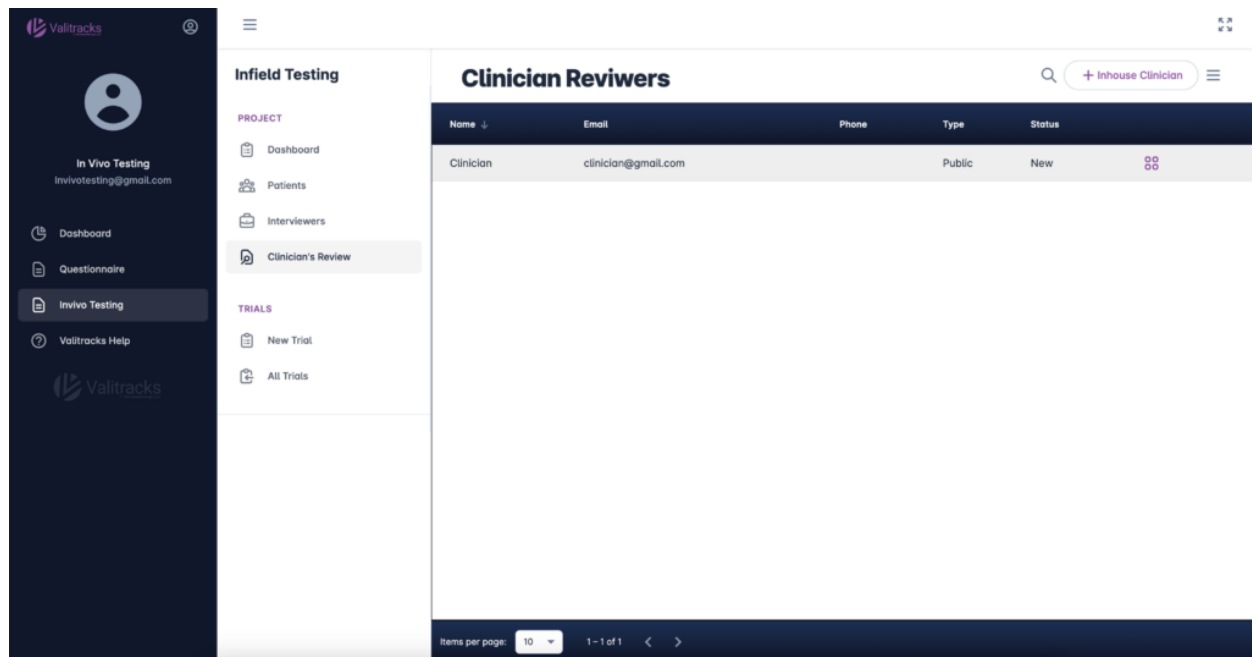
Press on in-house Clinician to add your recruited Clinician's profiles.



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 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.

Clinician Access Management

Name *
Clinician

Email address *
clinician@gmail.com

Phone Number

Language
English - English

Token
CDE1CD43B7806A6232DAB835A100956A5B345C3D8EC83475B40B446640D8661CB9CFD4813AA439E5538D367F7B79C745C620480

UPDATE

Clinician Review Access

Added Clinician Reviews will be displayed here.

Add New Question

Clinician Access Management

Name *
Clinician1

Email address *
clinician1@gmail.com

Phone Number

Language
English - English

Token
2695FB9095BD5C2A168A1AB833EE4033C04955BDE8D8EA007193BB71930286091F06921983E2905D08F237456F4C0D856A4FBD9A6

UPDATE

Clinician Review Access

Clinician Reviews	Language	Status
test.xlsx	English	Open

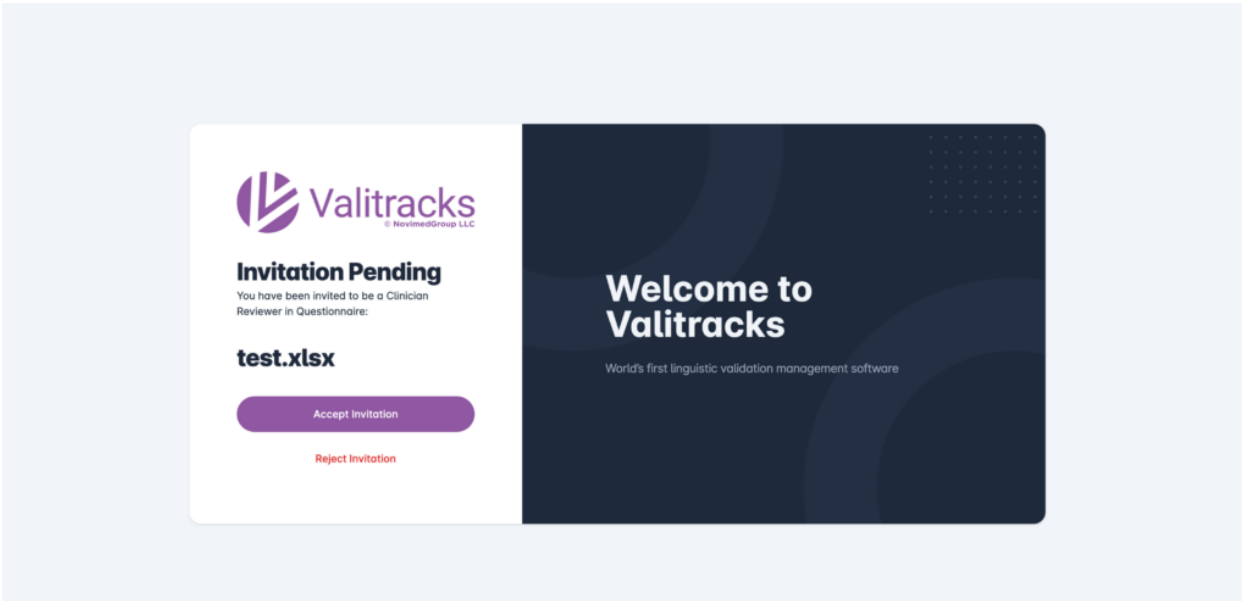
To access the clinician review comments go to the questionnaire tab and press on the translation version that you want to see the clinician's comments on.

The screenshot 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, and Valitracks Help. The main content area is titled 'Details' and shows a form for a questionnaire. The form has two columns: 'English' and 'English' (likely a placeholder for another language). The 'English' column contains fields for Title, Description, and Notes. The 'English' column contains fields for Title Translation, Description Translation, and Notes Translation. Below the form are buttons for Export, Clinician's Review, Comment, Delete, and UPDATE. The 'Questions' section below the form shows a table with two columns: 'Original Text' and 'Translated Text'. It contains two rows of questions: '1- Do you feel sick?' and '2- Are you currently on medications?'. Each row has a purple notebook icon on the right.

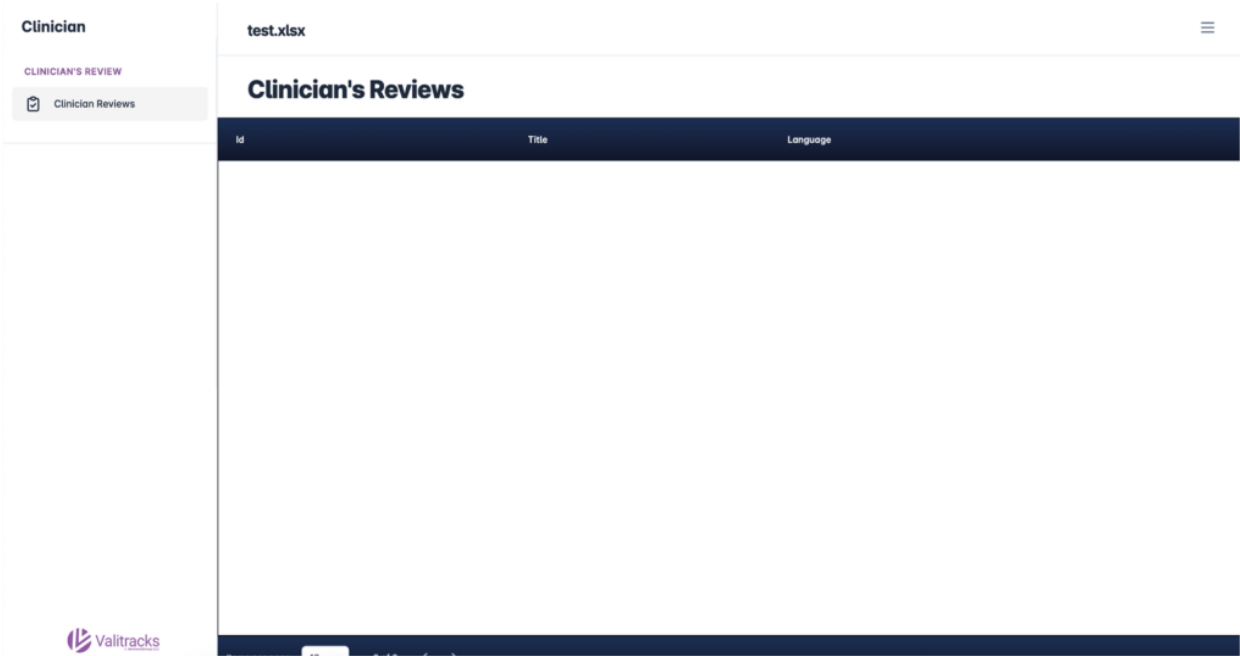
Press on the purple notebook to see the clinician's comments and to comment on them.

This screenshot shows the same Valitracks In Vivo Testing interface as the previous one, but with a 'Comments' modal open. The modal is a purple box with a close button (X) in the top right corner. It contains a text input field labeled 'New Comment' and a list of comments. The first comment is from '1) Clinician1' and says 'This section needs to be changed.' with a timestamp of 'Dec 17, 7:21 PM'. The modal is positioned over the 'Questions' section, specifically over the first question '1- Do you feel sick?'. The background interface is slightly dimmed.

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

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

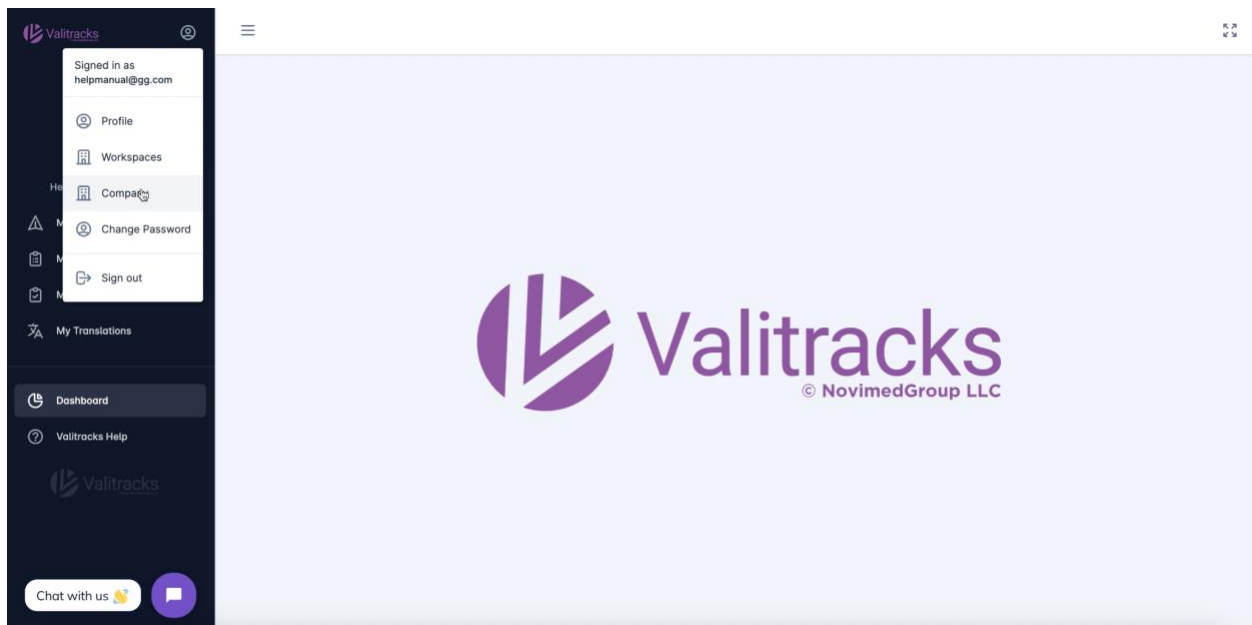
New Comment

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

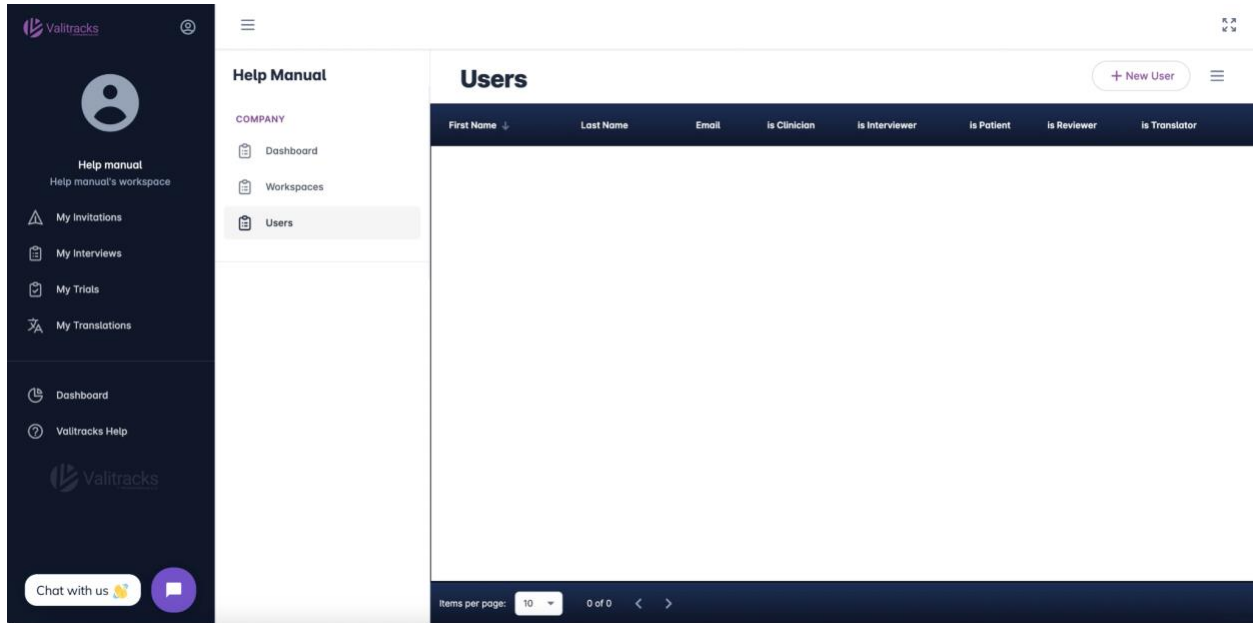
8.0 WORKSPACE - COMPANY OWNER

Watch the video guide [here](#).

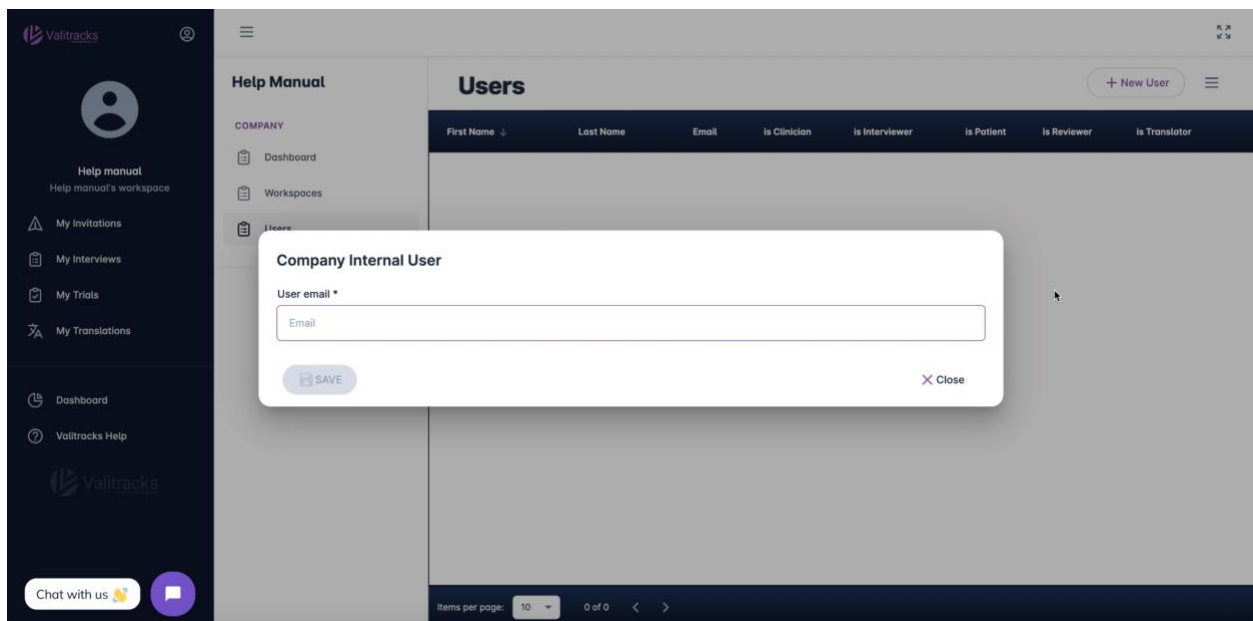
1- First step is clicking on the profile icon on the left top side of the screen and choosing Company.



If you want to import/add users to your company click on users.



Add email address and fill contact details



Company Internal User

First Name *

Last Name *

Email address *

Password *

Country *

☐ Is Clinician
 ☐ Is Interviewer

☐ Is Patient
 ☐ Is Reviewer

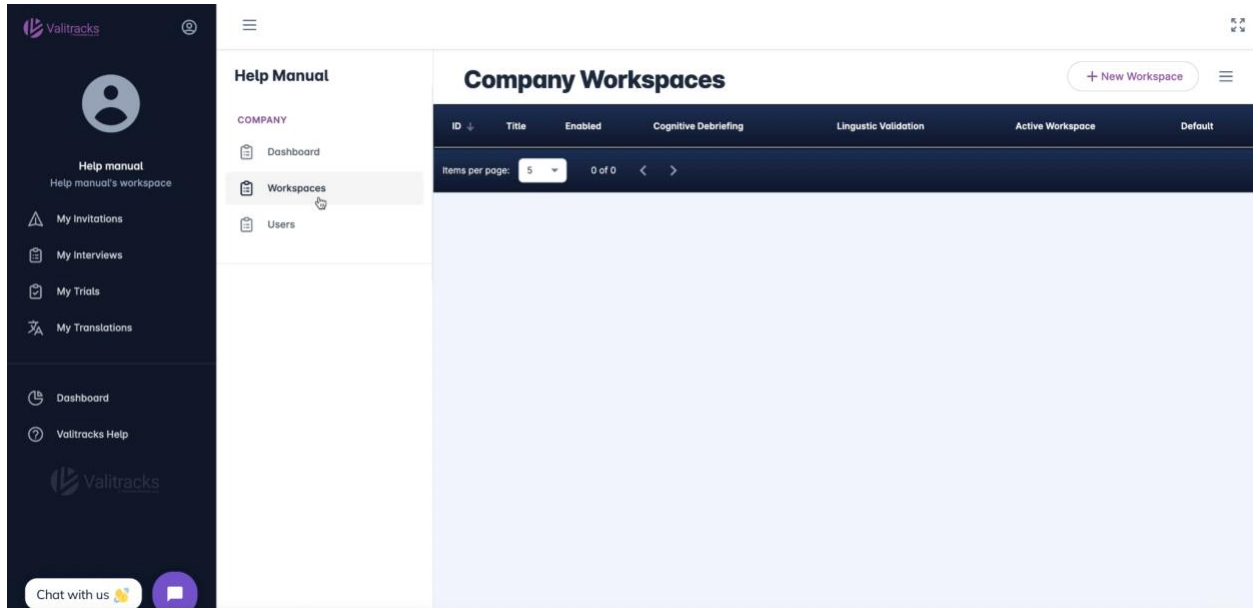
☐ Is Translator

User does not exist. Add new user instead

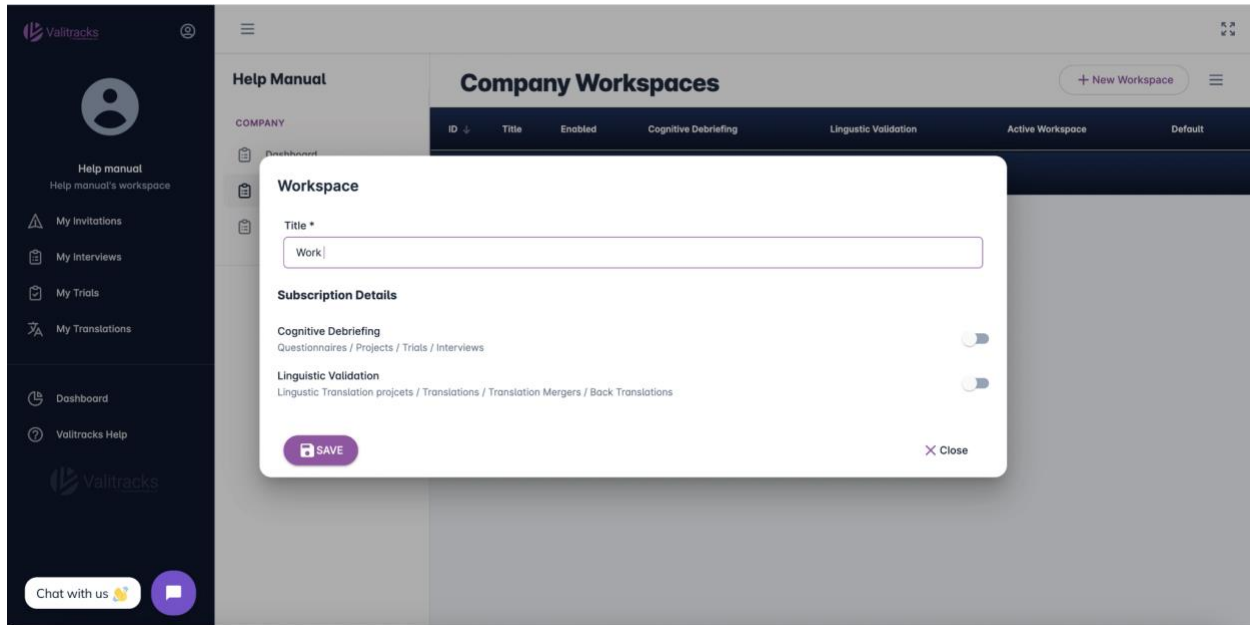
You can add functionalities to each profile so they appear in the relevant steps as internal vagus users of your company. You can choose clinician, patient, interviewer, translator and reviewer.

You can also not tick any box, tick multiple boxes or change the functionalities you grant to any user at any given time.

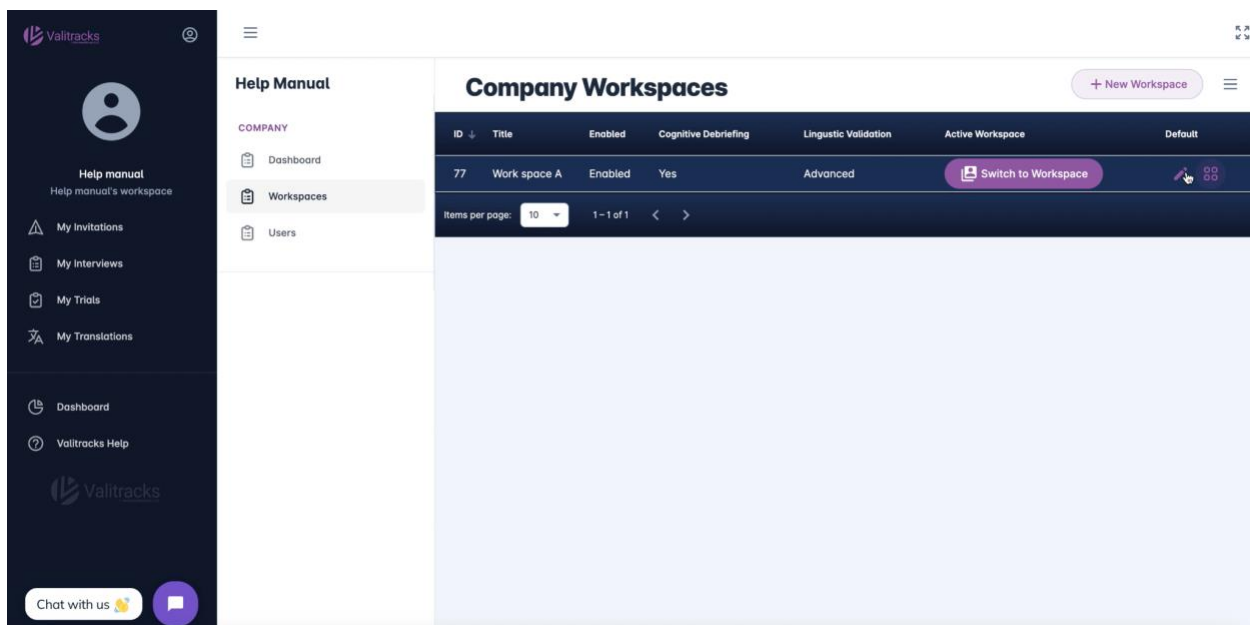
2- Second step is to create a working space for your current project, click on workspaces.



Click on new workspace and fill the form by choosing a title for your working and choosing the subscriptions for that working space. For example for a traditional linguistic validation process we would choose cognitive debriefing and linguistic validation advanced subscription.



After saving your work space in work spaces, you can see the working spaces of your company. Use the switch to work space button to move to the relevant working space.



After switching to the working space press on the 4 square icons on the right side to access the working space

Company Workspaces

ID	Title	Enabled	Cognitive Debriefing	Linguistic Validation	Active Workspace	Default
77	Work space A	Enabled	Yes	Advanced	Current Workspace	

Items per page: 10 1 - 1 of 1

After clicking on them you will be inside the working space.

Company Workspaces

Title	Has Cognitive Debriefing	Has Linguistic Validation	Linguistic Validation Type
Work space A	Yes	Yes	Advanced

Disabled
Activated

[Edit](#) [Disable](#)

Access Details
User access details will be displayed here

Access Invites
User invite details will be displayed here

Click on the plus on the right side near the access invites so you can allocate “managment roles” to some of your company’s users (that you already imported to the system as users).

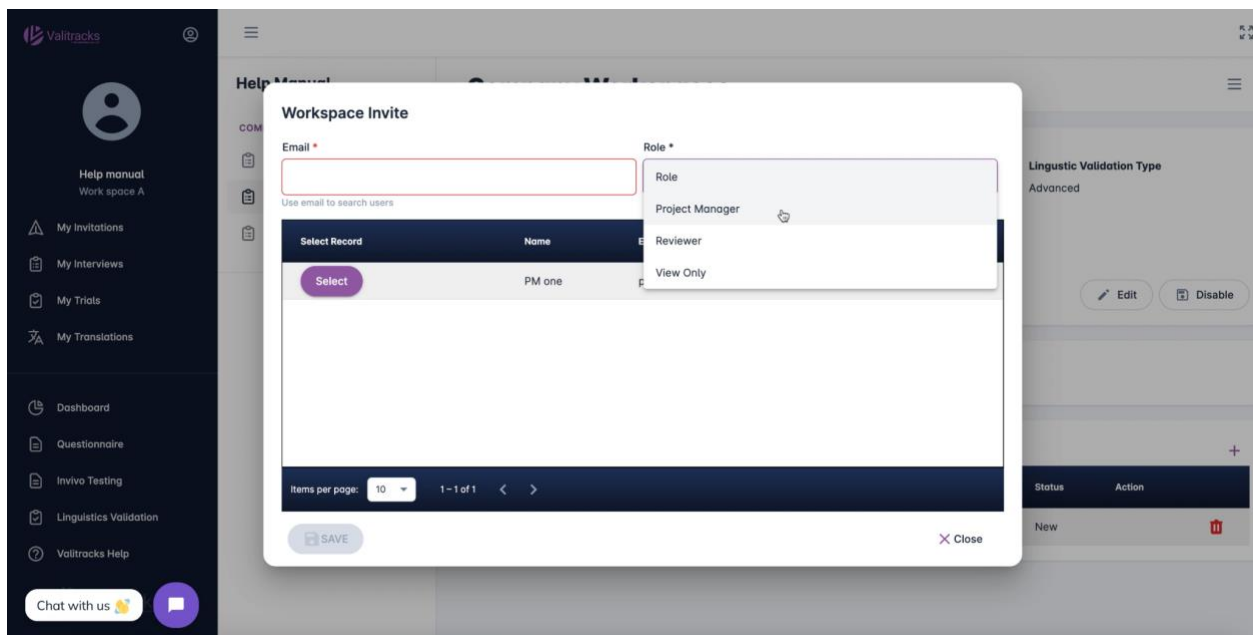
Avaiable roles are:

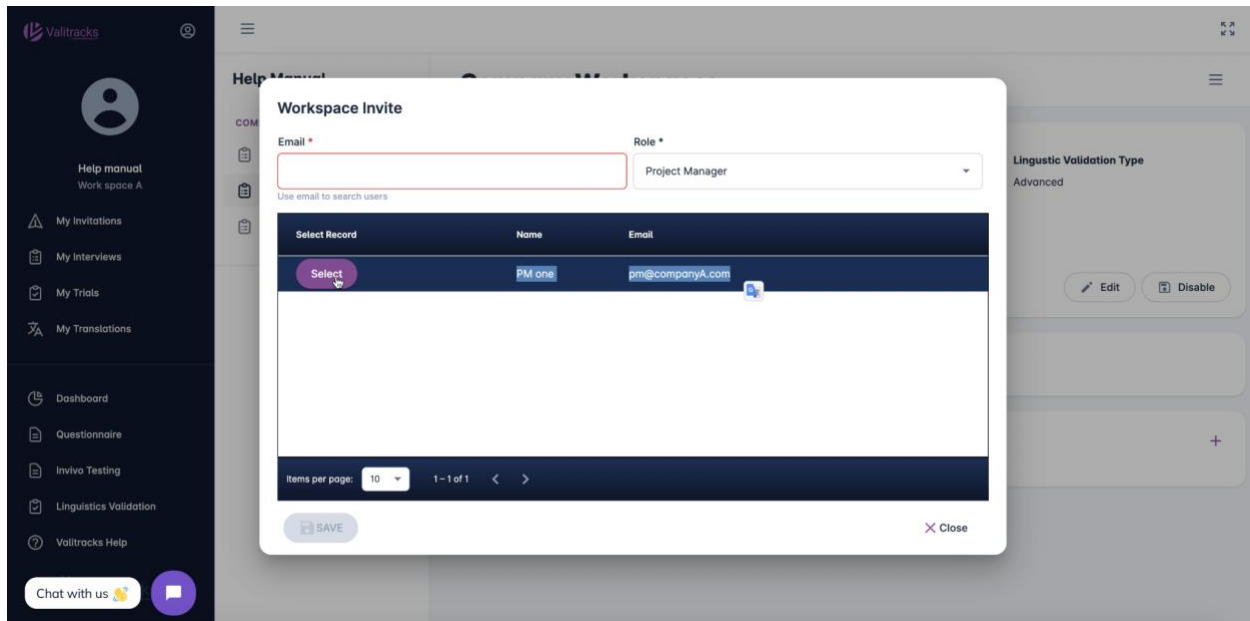
Project manager- Can edit the workspace create new projects and manage everything, assign tasks ,invite, comment and more.

Reviewer can view and comment and assign commenting tasks to anyone in the working space.

View only can view everything in the working space but not do any actions.

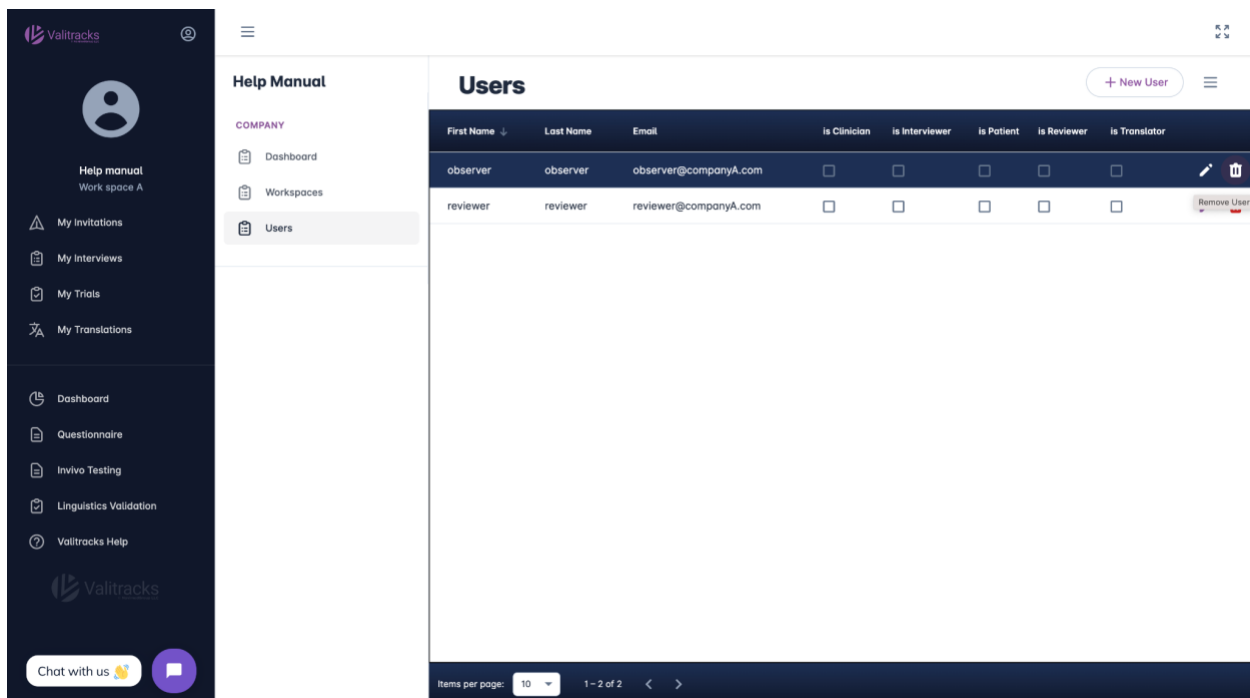
***Choose the role you want to allocate in the list on the right side and click on select.**

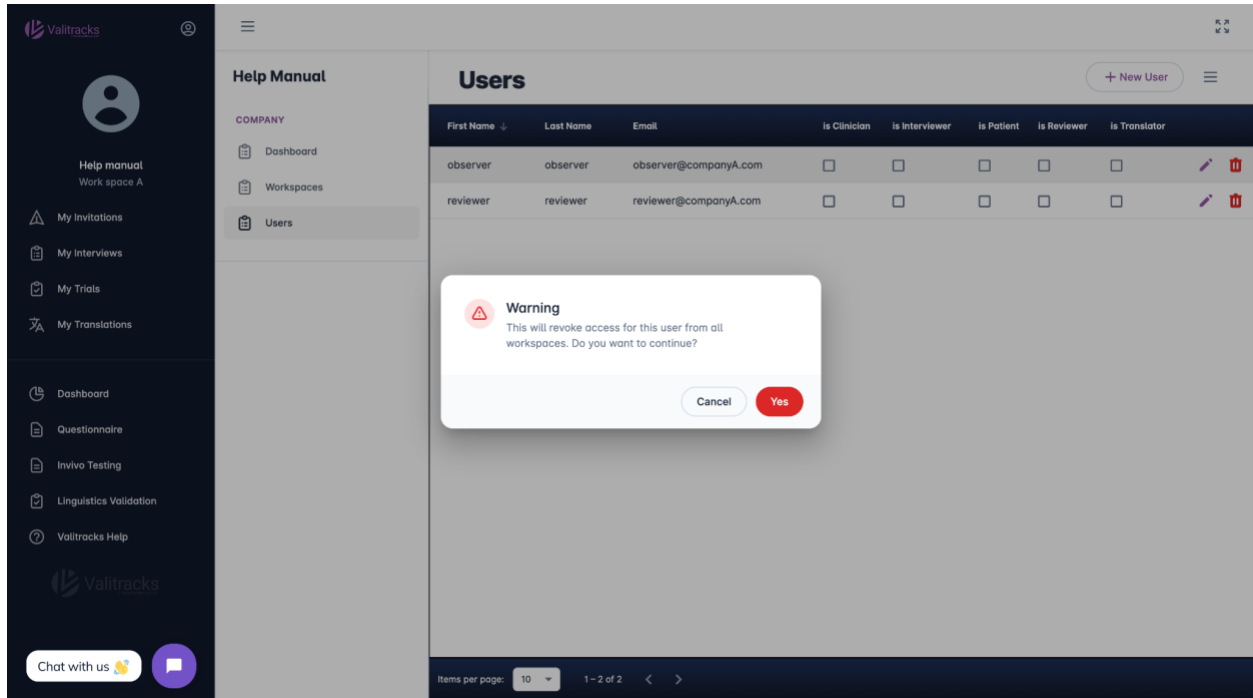




In order to delete a user from your company click on the red trash ban icon on the right side of the users profile.

Approve you want to delete the profile by clicking on Yes in the warning popup message.





In order to delete a user from a specific working space, click on the workspaces tab.

Click on the 4 squares to access the relevant working space you want to edit.

Company Workspaces

ID	Title	Enabled	Cognitive Debriefing	Linguistic Validation	Active Workspace	Default
77	Work space A	Enabled	Yes	Advanced	Current Workspace	

Items per page: 10 1 - 1 of 1

Company Workspaces

Title	Has Cognitive Debriefing	Has Linguistic Validation	Linguistic Validation Type
Work space A	Yes	Yes	Advanced

Disabled
Activated

[Edit](#) [Disable](#)

Access Details
User access details will be displayed here

Access Invites

Email	Role	Status	Action
reviewer@companyA.com	Project Reviewer	New	Delete
observer@companyA.com	Project Reader	New	Delete

If you want to revoke access to any of the user's click on the trash ban and the user will be deleted from that specific working space.

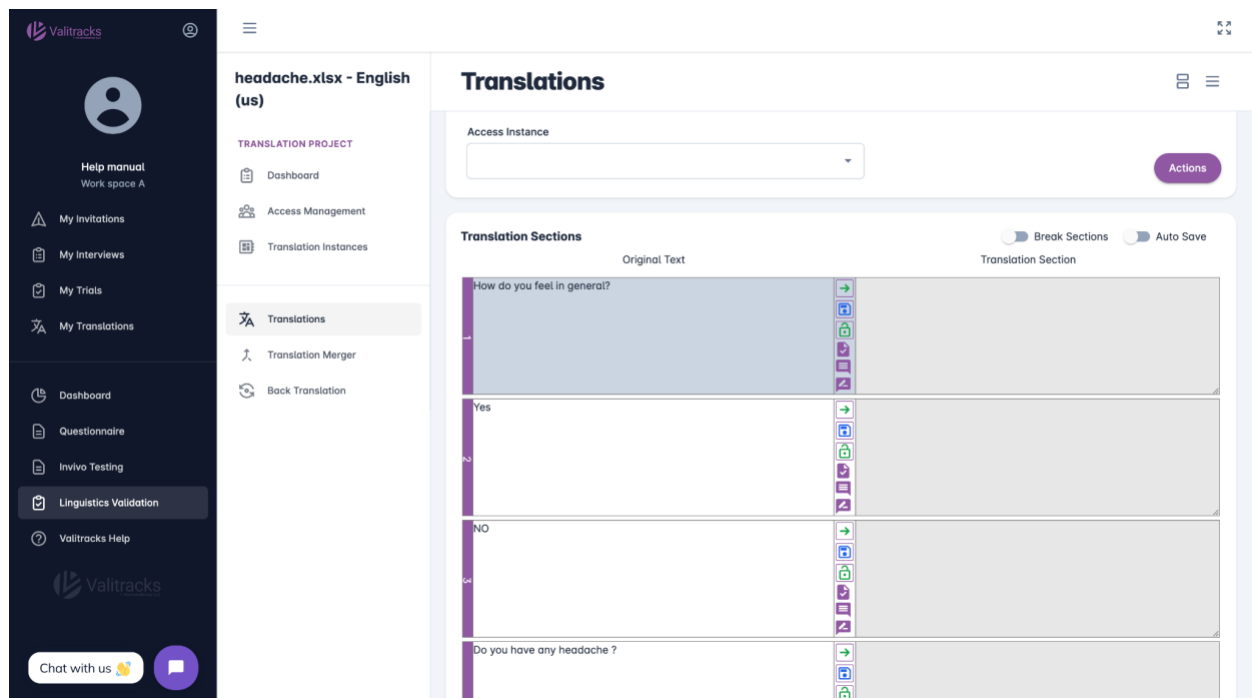
9.0 UPDATES TO THE COMMENTING SYSTEM

WATCH THE VIDEO GUIDE [HERE](#).

As part of our Valitracks 1.1 system update we added a tasking system to separate it from the commenting system included in all of the steps of the system.

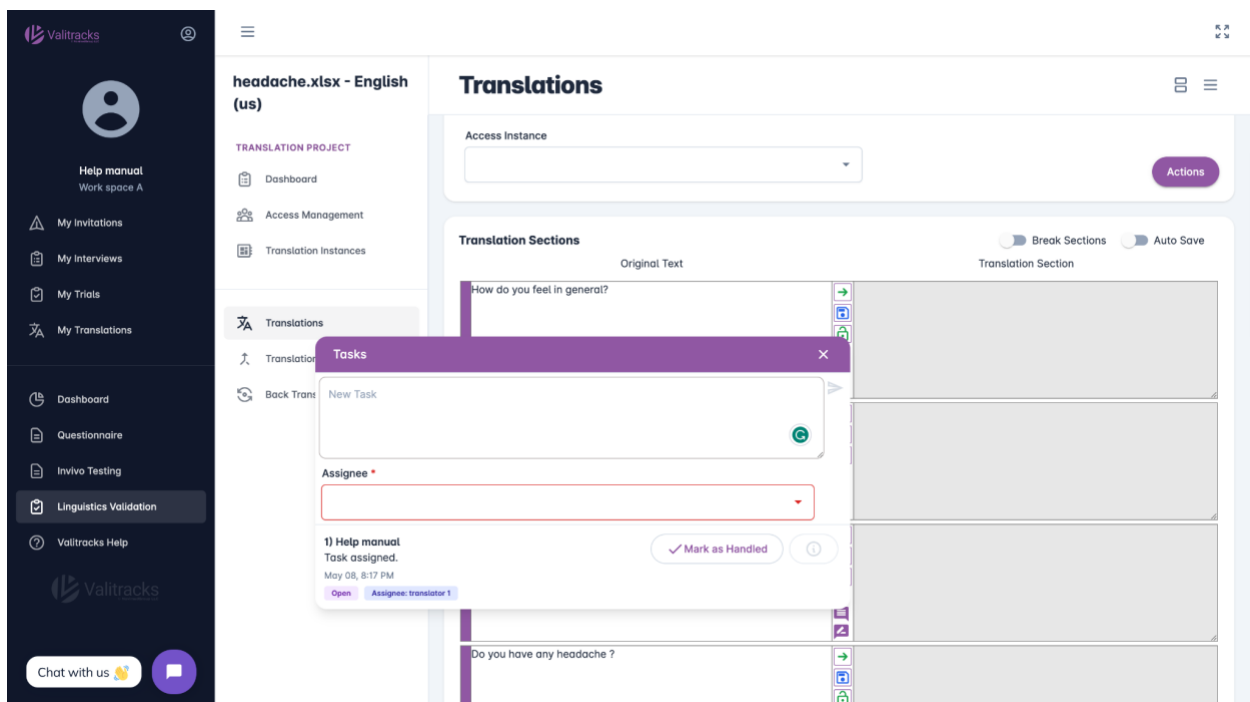
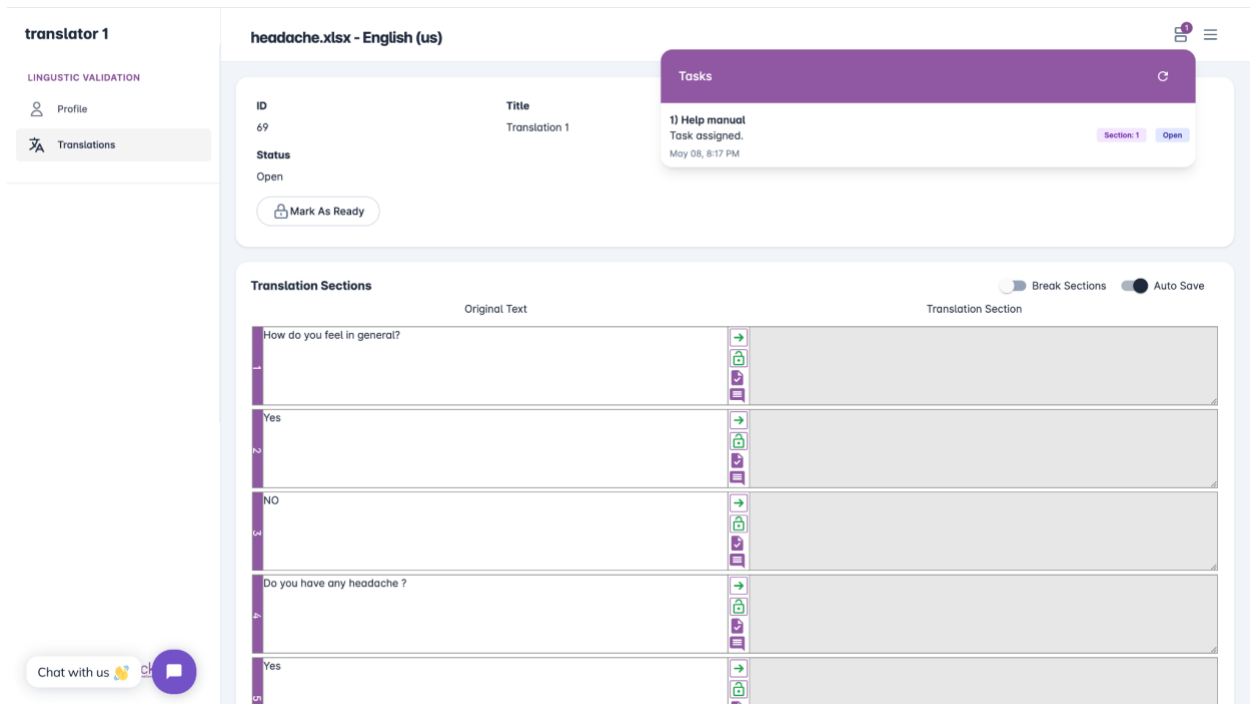
- We have added an icon with a check sign for creating tasks.

In order to add tasks click on the the tasks sign within the task - translation/review/cognitive debriefing.



Add your task and assign it to the relevant participant using the assignee list.

Click on the purple arrow to create the task.



After the task was assigned, it appears to the relevant participant as a task.

There are many options for you as task administrator to change the status of the task as handled, mark it as closed, reopen it. depending on the status you can click on the relevant tab.

- Tasks assigned to you.

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

ID

69

Title

Translation 1

Status

Open

Mark As Ready

Tasks

1) Help manual

Task assigned.

May 08, 8:17 PM

Section: 1

Open

Translation Sections

Break Sections

Auto Save

Original Text		Translation Section
How do you feel in general?		
Yes		
NO		
Do you have any headache ?		
Yes		

Chat with us

When you receive a task you will have a notification sign on the right top of side of the task (translation/ interview/review).

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

ID

69

Title

Translation 1

Translation Language

Afar (af)

Status

Open

Mark As Ready

Translation Sections

Break Sections

Auto Save

Original Text		Translation Section
How do you feel in general?		
Yes		
NO		
Do you have any headache ?		
Yes		

Chat with us

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

ID

69

Title

Translation 1

Status

Open

Mark As Ready

Tasks

1) Help manual

Task assigned.

May 08, 8:17 PM

Section: 1

Open

Translation Sections

Break Sections

Auto Save

Original Text		Translation Section
How do you feel in general?		
Yes		
NO		
Do you have any headache ?		
Yes		

Chat with us

Click on the task and it will redirect you to the relevant section.

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

How do you feel in general?

Yes

NO

Do you have any headache ?

Yes

NO

Do suffer from migraine?

Yes

Tasks

1) Help manual

Task assigned.

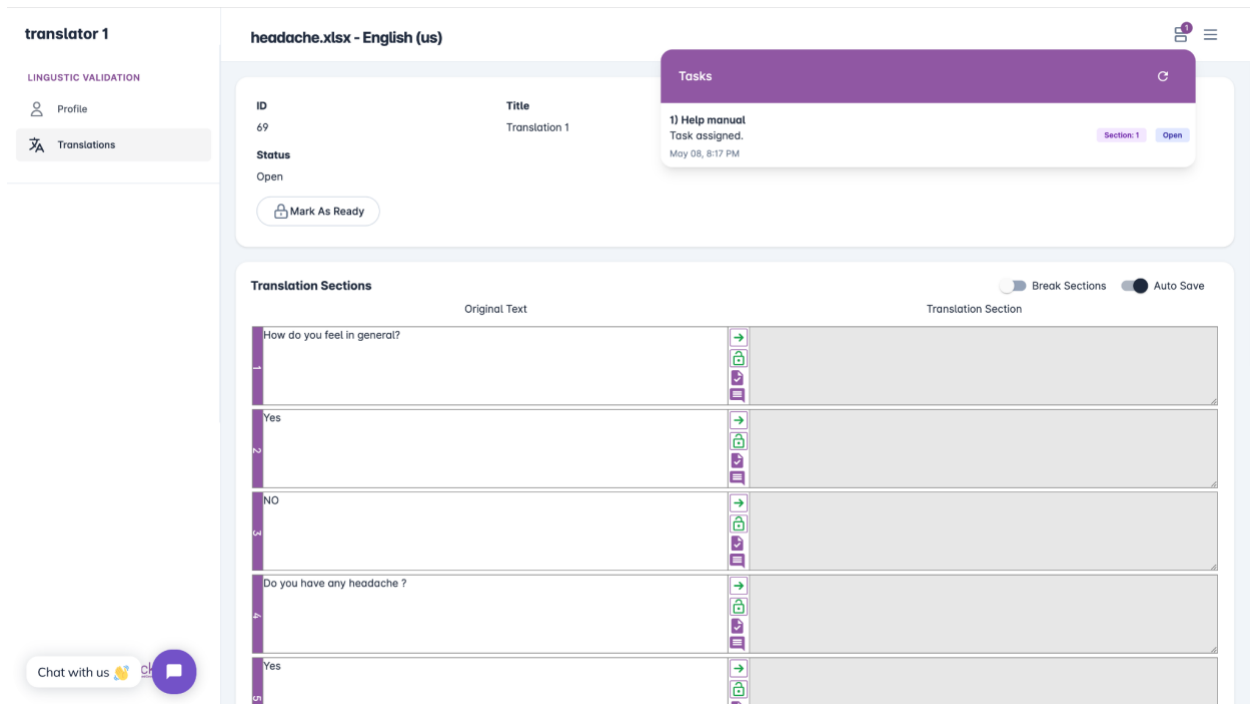
May 08, 8:17 PM

Open

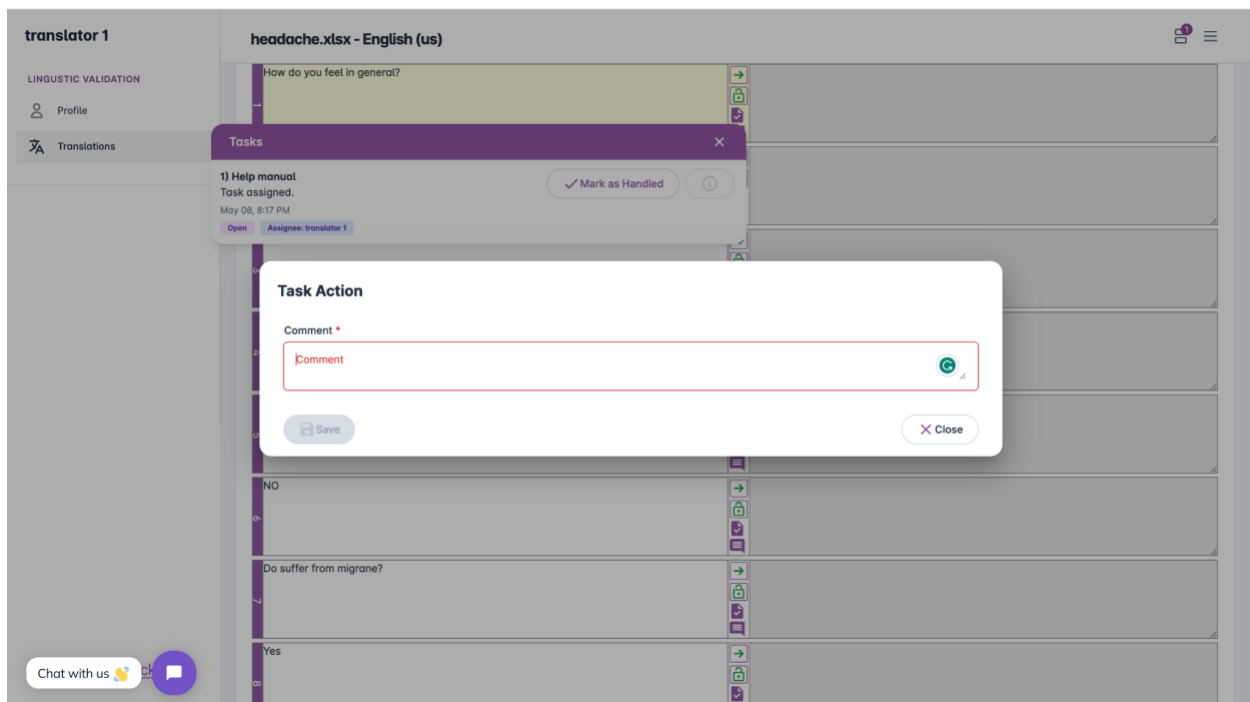
Assignee: translator 1

Mark as Handled

Chat with us



After performing the task you will mark it as handled and add your comment.



Using the i icon you can see the history of the task edits and answers.

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

ID

69

Title

Translation 1

Status

Open

Mark As Ready

Tasks

1) Help manual

Task assigned.

May 08, 8:17 PM

Section: 1

Open

Translation Sections

Break Sections

Auto Save

Original Text		Translation Section
How do you feel in general?		
Yes		
NO		
Do you have any headache ?		
Yes		

Chat with us

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

Tasks

1) Help manual

Task assigned.

May 08, 8:17 PM

Handled

Assignee: translator 1

Handled By: translator 1 on May 08, 8:44 PM

Comment: done

Task Hisotry

Date	Name	Action	Comment
May 08, 8:44 PM	translator 1	Handled	done

Close

Chat with us

translator 1

LINGUISTIC VALIDATION

Profile

Translations

headache.xlsx - English (us)

ID

69

Title

Translation 1

Status

Open

Mark As Ready

Tasks

1) Help manual

Task assigned.

May 08, 8:17 PM

Section: 1 Open

Translation Sections

Original Text

Translation Section

How do you feel in general?

→

Yes

→

NO

→

Do you have any headache ?

→

Yes

→

Break Sections

Auto Save

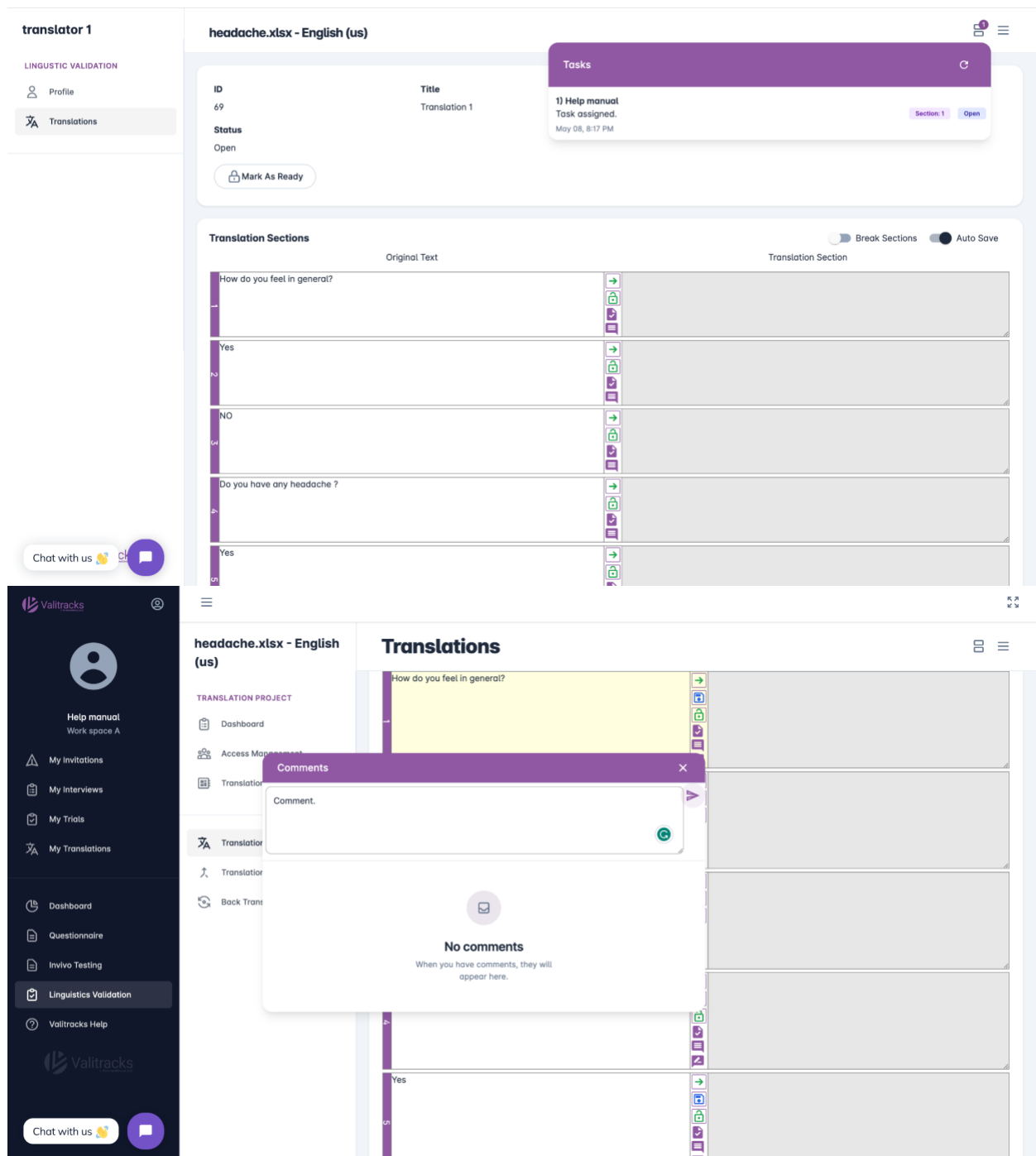
Chat with us

In case you have any comment to add press on the notebook and add the comment.

Click on the purple arrow to submit your comment.

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Comments appear on the alarm icon, on the top right sign of the screen of every project (translation, interview, review).

translator 1

LINGUISTIC VALIDATION

Profile

Translations

Chat with us

headache.xlsx - English (us)

ID

69

Title

Translation 1

Status

Open

Mark As Ready

Tasks

1) Help manual

Task assigned.

May 08, 8:17 PM

Section: 1

Open

Translation Sections

Original Text

Translation Section

How do you feel in general?

Yes

NO

Do you have any headache ?

Yes

Break Sections

Auto Save

headache.xlsx - English (us)

ID

69

Title

Translation 1

Status

Open

Mark As Ready

Translation Language

Comments since May 08, 1:13 PM

1) Help manual

Comment.

May 08, 9:28 PM

Translation Sections

Original Text

Translation Section

How do you feel in general?

Yes

NO

Do you have any headache ?

Yes

Break Sections

Auto Save

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