



Tips for Working in the ClinicalTrials.gov PRS Beta Site

Contents

1. Purpose	1
2. Log into PRS Beta or PRS Classic	1
3. Switch between PRS Beta and PRS Classic	1
4. Navigating the PRS Beta Home Page	2
5. Entering Registration Information in PRS Beta	4
6. Submitting Registrations in PRS Beta	5
7. Questions / Need Help?	5

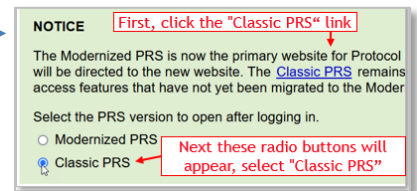
1. Purpose

Beginning August 28, 2024, users will land on the modernized Beta site when logging into the ClinicalTrials.gov Protocol Registration and Results Reporting System (PRS; <https://register.clinicaltrials.gov/>)

This document can help users manage the switch from PRS Classic to PRS Beta. Some items identified here may change while development of the PRS Beta site is ongoing.

2. Log into PRS Beta or PRS Classic

- To log into PRS Beta, enter your credentials and click *Login*. 👍
 - The Organization is UArizona
 - To request an account or if you have forgotten your credentials, email regulatory@arizona.edu
- To log into PRS Classic, first click the links in the *Notice* on the sign in page, then enter your credentials and click *Login*.
- PRS Beta can only be used to enter and submit *registrations*.
- Use PRS Classic to enter *study documents* or *results*.



3. Switch between PRS Beta and PRS Classic

The landing page when logging into PRS is called the *home page*.

- To switch between homepages (PRS Beta/PRS Classic), click the link at the top of the page.
- Changes made on one site are seen on the other (both sites save to the same database).



Link from PRS Beta to PRS Classic (home page)

Welcome to the modernized PRS. [Back to classic PRS](#)

(CTgov record)

People ▾ Actions ▾

[Go to record in classic site](#)

Link from PRS Classic to PRS Beta (home page)

[New PRS Beta Home Page](#)

4. Navigating the PRS Beta Home Page

The PRS Beta home page opens with the *Record List* in *Default View* (displaying default columns).

Record List—Default View

Customize Columns

- Add columns to see more information about your records when viewing the record list.

Record List—Default View

[Quick Start Guide](#) [Problem Resolution Guide](#)

[Customize Columns](#) [Saved Views ▾](#)

- You can rearrange the order in which the columns appear (either use arrows, or drag-and-drop).
- Once columns are added and in the desired order, click *Save*.

Customize Column Display

Select or deselect columns to view in the record list table. Click and drag the labels or use the arrows to reorder the columns in the table.

Select All 1. Check boxes to display additional columns **Selected Columns: (12)**

<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 🔒 01 Unique Protocol ID ⓘ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 🔒 02 ClinicalTrials.gov ID ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> 03 Overall Recruitment Status ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> 04 Primary Completion Date ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> 🔒 05 Problems ⓘ ↑ ↓ </div>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> 12 Record Status ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> 13 Last Update ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="checkbox"/> 14 Last Updated By ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input type="checkbox"/> 15 Record Owner ⓘ ↑ ↓ </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px;"> <input checked="" type="checkbox"/> 16 Responsible Party ⓘ ↑ ↓ </div>
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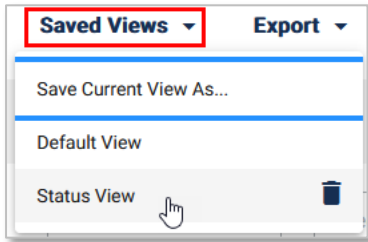
2. Use arrows (or drag-and-drop) to reorder columns 3. Click Save

NOTE: To access these columns in this order again, you will need to create a “Saved View” (next page).

Saved Views

After customizing the columns, you have the option to create a *Saved View*, which allows you to access this view again in the future.

You can create multiple saved views. Toggle between different views using the same drop-down menu.



NOTE: Saved views are stored in the computer / web browser you are using. If you sign into a different computer or use a different web browser, you will need to create new saved views.

An example of a custom Saved View (named “**Status View**” in this example) includes the columns *Overall Recruitment Status*, *Primary Completion Date*, and *Problems* on the left where they are easy to see and status is easy to assess.

A screenshot of a web application interface titled 'Record List—Status View'. The interface includes a search bar, navigation links, and a table of records. The table has columns for 'View Record', 'Unique Protocol ID', 'ClinicalTrials.gov ID', 'Overall Recruitment Status', 'Primary Completion Date', and 'Problems'. The 'Problems' column for two records is highlighted with a red box, showing a list of issues: 'Entry Not Completed' and 'Update Not Released' for the first record, and 'Entry Not Completed' and 'Never Released' for the second.

View Record	Unique Protocol ID	ClinicalTrials.gov ID	Overall Recruitment Status	Primary Completion Date	Problems
Open	992229s		Not yet recruiting	2025-12 Anticipated	<ul style="list-style-type: none">Entry Not CompletedUpdate Not Released
Open	992229t		Enrolling by invitation	2025-07 Anticipated	<ul style="list-style-type: none">Entry Not CompletedNever Released

Custom Saved View

Scrolling the Record List Left to Right

Some columns are hidden from view (initially on the right; scroll to see them).

If you can't locate a scroll bar, click anywhere in the list of studies then use arrow keys to scroll.

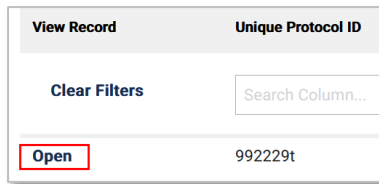
A diagram showing a portion of the record list table. A red starburst icon labeled '1.' is positioned over the first row, indicating a click. A red arrow labeled '2.' points to the right from the second row, indicating the direction of scrolling.

Open	992229s		Not yet recruiting
Open	992229t		Enrolling by invitation

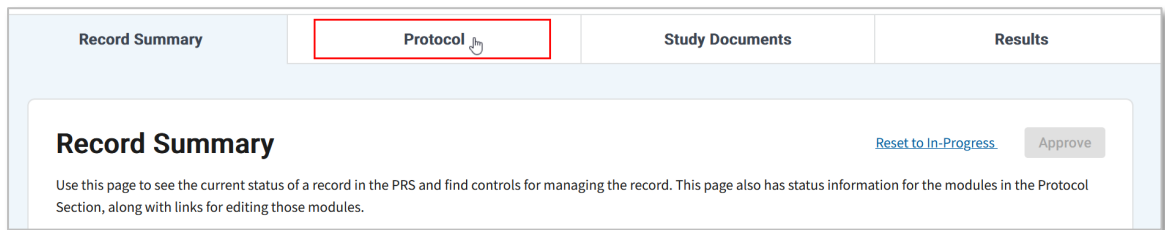


5. Entering Registration Information in PRS Beta

- On the PRS Beta home page, click *Open* (located next to the record you want to edit), to navigate to the *Record Summary* tab.



- Once you reach the Record Summary tab, click the *Protocol* tab.

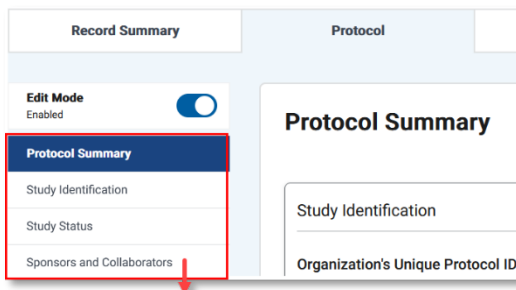


The Protocol Tab is the registration portion of the CT.gov record.

- Toggle *Edit Mode* to *Enabled* (top of the left-hand navigation pane).



- Use the left-hand pane to navigate to sections you want to edit.



- As you edit, you can learn more about what ClinicalTrials.gov expects for a given entry by clicking on the information symbol (i) next to each data element to open a right-hand pane with *Data Element Definitions* and *Additional Information*.
- Click *Save Changes* when finished editing a section (at the bottom of page).
- To discard edits, click *Clear Unsaved Changes*.

See <https://research.uahs.arizona.edu/regulatory/clinicaltrials.gov> for additional registration resources



Resolving Errors

Errors are displayed at the top of the protocol section module you are editing.

Scroll down to find the data element that you need to edit to resolve the error.

Errors must be resolved before submitting information to CTgov.

Incorrect Errors and Problem Messages

You may encounter errors and/or problem messages in PRS Beta that are artifacts of PRS Beta and not true record errors.

If you suspect an error you see in PRS Beta is such an artifact, switch to PRS Classic, where errors and problem messages populate correctly.

The screenshot shows a 'Study Status' window with a 'Definitions' button. An error banner at the top reads 'Error Found (1)' with a sub-message: 'Anticipated Primary Completion Date cannot be in the past'. A red arrow points from this error to the 'Primary Completion Date' field. Below the field, there is a description: 'Final data collection date for the primary outcome measures. The Day field is optional for anticipated dates.' The form includes three input fields: 'Month' (a dropdown menu showing 'Jul'), 'Day' (an empty text box), and 'Year' (a text box showing '2024' with a close 'x' button). Below the form, a 'Type' section has two radio buttons: 'Anticipated' (which is selected) and 'Actual'.

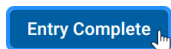
6. Submitting Registrations in PRS Beta

After entering information in the ClinicalTrials.gov record, you must submit the record to PRS and pass their QC review before the information you have entered is posted to the public website.

The process for submitting registrations is the same in PRS Beta as PRS Classic.

1. Go to the *Record Summary* tab

2. Click *Entry Complete*



- Can be done anyone with access to the record
- Button appears once the required information is entered and any errors are resolved

3. Click *Approve*



- Can only be done by the Responsible Party
- Verifies the information is accurate and complete

4. Click *Release*



- Can only be done by the Responsible Party
 - Need to click *release* twice on 2 screens
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7. Questions / Need Help?

Non-cancer studies:

- UAHS Research Administration Regulatory Team: regulatory@arizona.edu

Cancer studies:

- UACC IIT Team: UACC-IIT@uacc.arizona.edu

