



## STOP Program Online Portal Step by Step Start-Up Instructions

Welcome! These are your step-by-step instructions to get you launched on the STOP Program Online Portal. More detailed instructions for how to use the portal have been sent separately and will be included in the Practitioner's Resource Binder.

- 1** Check to make sure that all site implementers have received two emails from the STOP Study ([stop.study@camh.ca](mailto:stop.study@camh.ca)). The first email contains a link to the portal and a temporary password. The second email contains a login PIN to be entered for verification purposes. This is only required during the initial login. Once you have logged in, you will be asked to change your password. Please note that you may not change your password more than once in a 24 hour period.
- 2** Check to make sure all site implementers have read through the training manual and/or watched the online training videos. As the site contains all real client data, **do not** practice entering test clients in order to familiarize yourself with the portal.
- 3** If possible, please download Google Chrome as a browser. The STOP Online Portal works best in Google Chrome. Click on this link to download: <https://www.google.com/intl/en/chrome/browser/>
- 4** Turn off your negative inventory notifications in the Administration Tab under "User Notifications" until your site is finished entering all visit forms online and you are using the online Inventory Log to track all inventory in stock.
- 5** When your site is ready to track all inventory through the online portal, an initial inventory adjustment will need to be made. All sites will show negative inventory if paper visit forms were sent to STOP staff prior to launch. When making an Inventory Adjustment to enter the accurate amount of NRT at a site, the amount that is present at the site is entered plus the amount in the negative for each type of NRT.  
  
e.g. if the inventory shows **-24** 21 mg patches and the actual amount in the inventory is **12** 21 mg patches, then the an Inventory adjustment of **36** is entered for 21 mg patches
- 6** Before enrolling a client in person, we suggest that you first enroll a few using their paper-based consent, registration and baseline forms in the event that there are any questions or you are unsure of any of the steps.