



SYSTEM OVERVIEW

Achiever is available to researchers and biobanking staff who are required to store relevant material under the University's Human Tissue Act Research Sector Licence no. 12534.

Access is usually facilitated through the appropriate Person Designated, and granted following completion of Achiever training. Users will have access to a Training environment in addition to the Live system, which may be used to test functionality before working on live data.

LOGGING IN

- Achiever can be accessed using Edge or Chrome web browsers.
 - Remote access (off-campus) requires a University-managed laptop with Direct Access enabled, however see below for alternative URLs.
- Users may access the Live system at https://www.achiever.ncl.ac.uk/live (Direct Access users use https://achiever.campus.ncl.ac.uk/live)
- The training environment is available at https://www.achiever-training.ncl.ac.uk/training (Direct Access users use https://achiever-training.campus.ncl.ac.uk/training (Direct Access users use https://achiever-training.campus.ncl.ac.uk/training (Direct Access users use https://achiever-training.campus.ncl.ac.uk/training (Direct Access users users use https://achiever-training.campus.ncl.ac.uk/training)
 - Users may use the training environment as they wish, no changes will impact the Live environment.
 - The training environment is periodically refreshed, to incorporate changes made to the Live environment. When this occurs the previous edits on Training are lost
- You will be given a username and password to access the Training environment. The Live environment uses single sign-on and you will be logged on automatically providing you are using a Windows PC connected to campus.





INTERFACE LAYOUT

The Achiever interface consists of a number of elements, as shown in the image below

A Chris Humphreys	🌱 Marketing Queries 🛛 🚇 Query	Builder					Samples	
😚 Home					Search C	ount <u>R</u> eset	Hide filter	
A Samples	Sample.Sample ID	Contains						
- Junpics	And Collection.Collection ID	Contains			-	_		
	And Collection.Title	Contains	earch Grid		Search I	Bar		
	And Participant.Second Referen	Contains			_			
	And Sample.Internal Reference	Contains						
	And Sample.Additional Referen	e Equal To						
ea Menu	And Sample Form.Sample Form	ls in					~	
	And Sample.Tissue Type	ls in					~	
	And Sample.Derivative	ls in					~	
	And Sample.Site	ls in					~	
	And Sample.Sub site	ls in						
	Samples					Page: 1 >	> ⊕ #	
	Sample ID External	Records G	Additional Reference	Sample Form	9 Tissue Type 9	Derivative	9 Site	
	S-00000004073-001	8	135-8-1	Frozen	Bone marrow aspirat	e Bone Marrow Aspir	ate	
	S-00000004074-001	945	135-9-1	Frozen	Bone marrow aspirate Bone Marrow Aspirate			
	S-000000004075-001 S-00000004076-001		135-10-1	Frozen	Bone marrow aspirate Bone Marrow Aspirate			
			135-11-1	Frozen	Bone marrow aspirate Bone Marrow Aspirate			
	S-000000004077-001	136	135-1-1	Frozen	Bone marrow aspirat	e Bone Marrow Aspir	ate	
Samples (linical Institutes	Activities Colle	ctions Storage M	anagement	Administration			

Functional Menu

Functional Menu	Each functional area is indicated by a button on the bottom of the interface, each functional menu has its own area menu
Area Menu	Shown on the left of the screen, each option will determine what is shown elsewhere on the page
System Area Name	The name of the selected functional area and area menu combined is displayed
Search Grid	Most area menu screens comprise of a search grid and a records grid. The search lists the fields which can be used to search for records. Operators can be set and the values entered for each search field
Search Bar	The buttons on this bar are used to trigger searches, count records or to reset the search criteria and records grid
Records Grid	Results of the search are displayed here. Hyperlinks within the results allow you to click-through to open relevant records





When opening a record, a screen is presented which typically includes a navigation menu. Similarly to the area menu on the main screen, each option will affect what is shown in the main window. However the main details window of the record will always be displayed. In the below image, the navigation menu is highlighted. The top half of the remaining screen shows the main record details, while the bottom half displays the selected navigation menu item, which is Notes.

<u>W</u> orkflow									Donor:* *
🔒 Save 🛛 😽 Save & Close									
Details									
🗭 Notes	Donor Information	on							
🔗 Relationships	Donor ID	D099293		Extern	al Ref* TKS.	-JS-0012	Hospital ID		Archived
Clinical Information	Additional Reference	s							Active Participations 1
📒 Clinical Data	First Name	Joe		Su	rname Swa				Total Participations 1
🌱 Diagnosis	Title	Mr	~			Maiden Nar	ne		
💴 Therapies	Date of Birth	20/01/1982	117	-	Gender	Male	~		
Interaction	Deceased?		~	Date o	f Death		🔣 Age at De	ath	
Activities	Cause of Death		_						
🖬 Informed Consent	Date of Last Contact		12	Weigh	t (Kg)				
👜 Linked Documents	Ethnic Group Overall Survival			~					
Collections	Overall Survival								
🖼 Collections	Clinician				~				
Samples	Referring Institution				~				
🐣 Samples	B Notes New								
Auditing									
🛅 Consent History									
💆 Chronology									

SEARCHING RECORDS

For details on searching records and applying filters to grids, see the training guide titled Searching.