Forum Users Guide

MHRA Forums page

Register

In order to post anything onto the forums you will need to be a registered user. Anyone can register by clicking on the Register link in the top right of the screen and filling in the registration form.

User Login

Once you have successfully registered for the forum you can log into the forum using the User Name and Password boxes in the top right of the screen.

Once logged in you will be able to submit topic threads and/or post replies to existing threads.

Forums

The available MHRA forums will be listed on this page. Each forum will be separated by a light blue strip with the forum title inside, followed by a description of that forum.

After clicking on the forum title that you would like to view, you will be taken to a list of topics contained within that forum.
Forum Topics

Each forum is split into topics to help keep conversations on track. Within each topic you will find threads. These threads will have been started by users of the forum.

Some threads may be closed sticky threads. These threads will have been set up by the MHRA. These threads will always appear at the top of the list and will be read only.

Forum: Good Clinical Practice (GCP) Forum

Welcome to the Good Clinical Practice (GCP) Forum. This forum has been created by the Medicines and Healthcare Products Regulatory Agency (MHRA) as a tool to help all those involved in the conduct of clinical trials of medicines/medical products to implement quality procedures that can ensure compliance with the clinical trials legislation and GCP requirements.

Please read the Moderation Policy before posting to this forum.

<table>
<thead>
<tr>
<th>Topics</th>
<th>Last Post</th>
</tr>
</thead>
<tbody>
<tr>
<td>PLEASE READ BEFORE POSTING ON THIS FORUM: Good Clinical Practice</td>
<td>Threads: 1 Posts: 1 Good Clinical Practice... by Martin MPH-Oct-2011, 11:02 AM</td>
</tr>
<tr>
<td>Discussion Forum Moderation policy</td>
<td></td>
</tr>
<tr>
<td>Clinical Laboratories</td>
<td>Threads: 1 Posts: 1 Frequently Asked Questions... by Martin MPH-Oct-2011, 09:41 AM</td>
</tr>
<tr>
<td>Clinical Trial Authorisations</td>
<td>Threads: 1 Posts: 1 Frequently Asked Questions... by Martin MPH-Oct-2011, 09:52 AM</td>
</tr>
<tr>
<td>Computer System Validation (CSV) &amp; IT systems</td>
<td>Threads: 1 Posts: 1 Frequently Asked Questions... by Martin MPH-Oct-2011, 10:51 AM</td>
</tr>
<tr>
<td>Contracts &amp; Agreements (including insurance)</td>
<td>Threads: 1 Posts: 1 Frequently Asked Questions... by Martin MPH-Oct-2011, 11:04 AM</td>
</tr>
</tbody>
</table>

Last post

This area displays basic information about the last post that was made to that topic. It will show the title of the thread, the username of the person that posted and the time and date the post was made.

Forum Search

You can use the search facility to search forums, topics, threads or posts.

It is good practice to try and find similar topics or threads before submitting new topics or threads. It could be possible that your thoughts or questions are already being discussed elsewhere on the forum.
Using the forum

Before posting any information on the MHRA forums please take a moment to think about what it is you want to say and how you want to say it.

Posting a reply to existing threads

To post a comment to an existing thread click the thread you wish to comment on and click on the + Reply to Thread button. If you are not logged in you will be prompted for your username and password before you can post a reply.

Before your reply is posted to the forum it will may need to be approved by a moderator, we aim to do this within one working day; however, depending on the circumstances this could take up to 72 hours.

Starting a new thread

Before starting a new thread it is always a good idea to search the forum to see if someone else has already posted an answer to your question, this will help avoid duplication of information and may help you get your answer quicker.

If after searching the forum and you do not find the relevant information you were looking for then it might be a good idea to start another thread. You can do this by clicking on the topic you would like to start the thread on and then click the + Post New Thread button. If you are not logged in you will be prompted for your username and password before you can post a thread.

As with posting replies, before your thread is posted to the forum it may need to be approved by a moderator, we aim to do this within one working day; however, depending on the circumstances this could take up to 72 hours.

Please ensure that you post any threads, comments or replies in the relevant area of the forum. This will help others locate the correct information and ensure that you get the best response.
Before starting a new thread it is always a good idea to search the forum to see if someone else has already posted an answer to your question, this will help avoid duplication of information and may help you get your answer quicker.
Adding resource material to a discussion

When you have started a thread, you will give it a heading then you will be able to add a commentary. Alternatively, you may have been advised of a thread, entered the forum site, located the thread and be adding your commentary to an existing thread. In either case you have the capacity to add files to your commentary. These are inserted in the text, but only on uploading. The process of ‘adding’ or uploading an attachment is not intuitive. And you can only import files that are held in directories close to the root directory of your system (often the c: drive). To be sure, copy the file(s) to your desktop and importing them from it. The following screens provide a guide to this specific process.

Attachments

You need to navigate towards the bottom of the thread, the manage attachments button. Clicking on this brings up the ‘Add Files’ facility. Clicking on this brings up the select and upload box. From the upload box you are able to select files, which brings up the directory structure of your system. From this you navigate to the file(s) you want to add.
**Adding attachments**

When you have selected all the file(s) you need, you then click on those you want to upload to your commentary, a cross appears in the box and clicking on the Upload Files brings them into the system.
**Dragging and Dropping**

Once the files you want to select from have been uploaded, you need to select the file(s) in the top window and drag each one to the bottom window. When all the file(s) have been dragged the final action is to click the 'insert inline' button. These will be transferred to the commentary page, but will only appear with the commentary text if you preview or submit the comments.