Instructions Project Coordinator

What is my role?

As the coordinator of a project, you invite participants, other coordinators and appraisers to the project.

You can view and appraise the declarations of interest of all participants and enter declarations of interest on their behalf (after the consent of the respective person).

In addition, you submit your declaration of interest like any other participant in the project.

How do I log on?

After your project has been created by the project manager of your society and you have been assigned as a coordinator, you will receive an e-mail to the address provided with a link for direct access to the project.
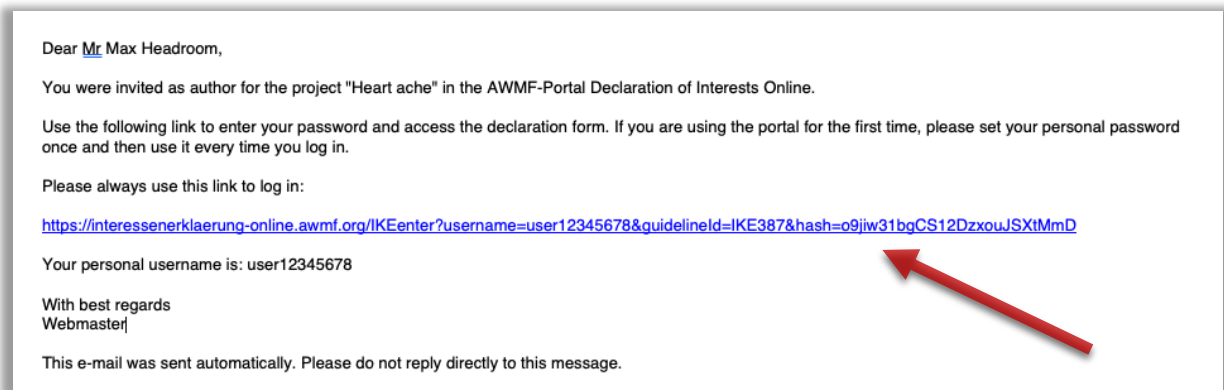

Dear Mr Max Headroom,

You were invited as author for the project "Heart ache" in the AWMF-Portal Declaration of Interests Online.

Use the following link to enter your password and access the declaration form. If you are using the portal for the first time, please set your personal password once and then use it every time you log in.

Please always use this link to log in:

https://interessenerklaerung-online.awmf.org/IKEenter?username=user12345678&guidelineId=IKE387&hash=o9jiw31bgCS12DzxouJSXtMmD

Your personal username is: user12345678

With best regards
Webmaster

This e-mail was sent automatically. Please do not reply directly to this message.

Figure 1: Invitation email

This link remains valid for the entire project and can be saved as a bookmark, for example. When logging in for the first time, you will be asked to create a personal password, which you must enter each time you log in again.
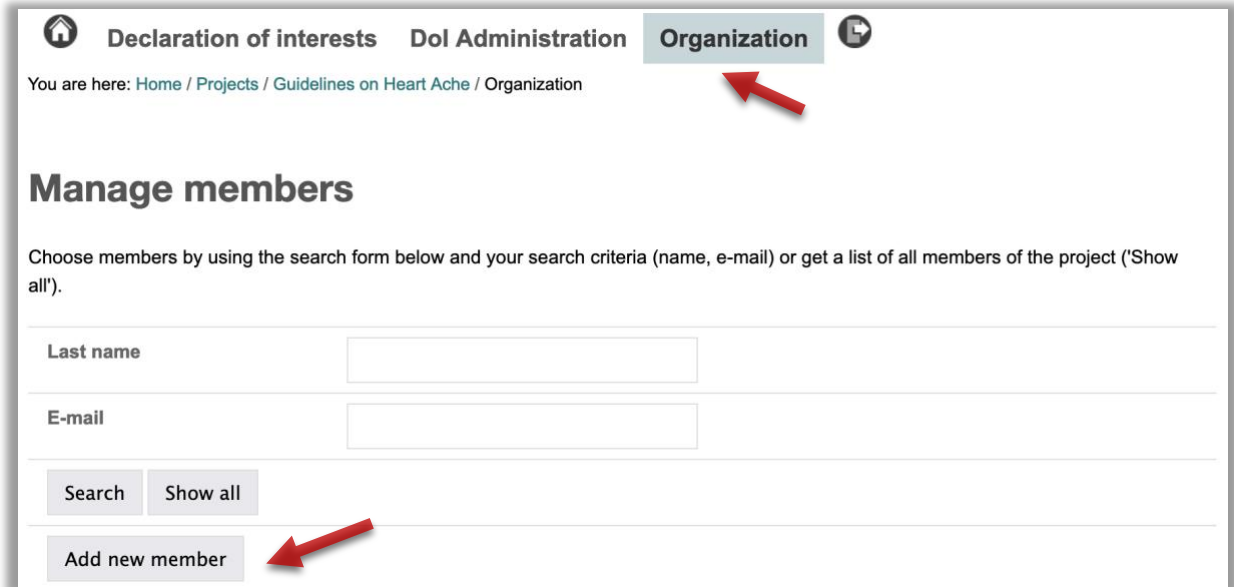

Figure 1: Log on

If you forget your password, you can request a new one using the link below the registration form. You will then receive an email with a link to create a new password.

How can I add and invite project participants?

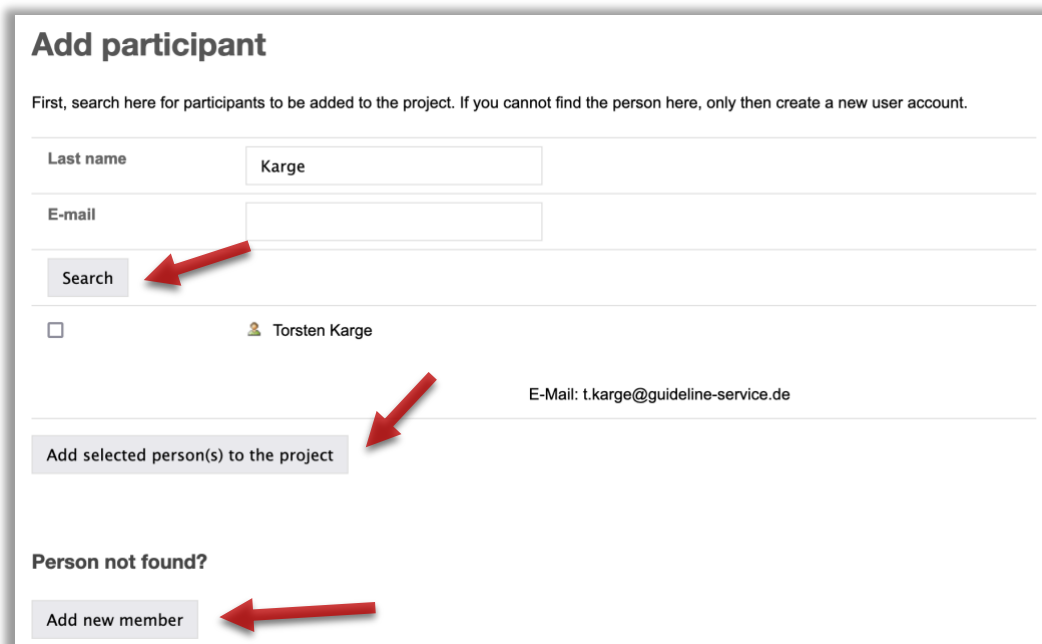Click on the link in your invitation email to go to the project.

Figure 2: Add participants

To add participants, select "Organization" => "Manage participants" in the header menu and click on "Add new participants".

Here you first check whether the new participants are already registered on the platform from other projects. If yes, add the existing participants to your project. Otherwise, create a new account.

This procedure allows the participants to access previous declarations of interest from other projects and use them as templates.
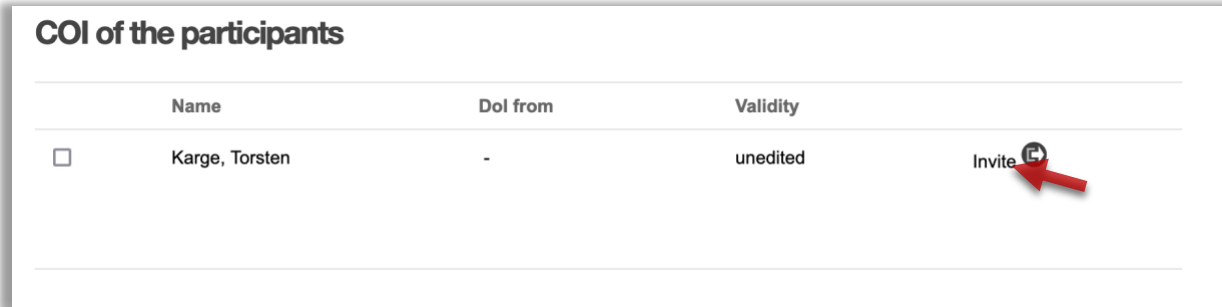

Figure 3: Add registered participants

Search by name or email address. If the person concerned is displayed, activate the checkbox and select "Add selected person(s) to the project".

Only if the person has not yet been registered on the portal, create a new account. To do this, select "Add new member" and fill out the registration form. Then click save.

Note that the participants have only been assigned to the project but have not received an invitation email, yet.

To invite the persons, select "DoI Administration" in the header menu and click on "Invite". An email will be sent to the stored address containing a link for direct access to the project.

Figure 4: Invite participants

How do I assign roles within a project?

Each participant can now use the link received to submit their personal declaration of interest.
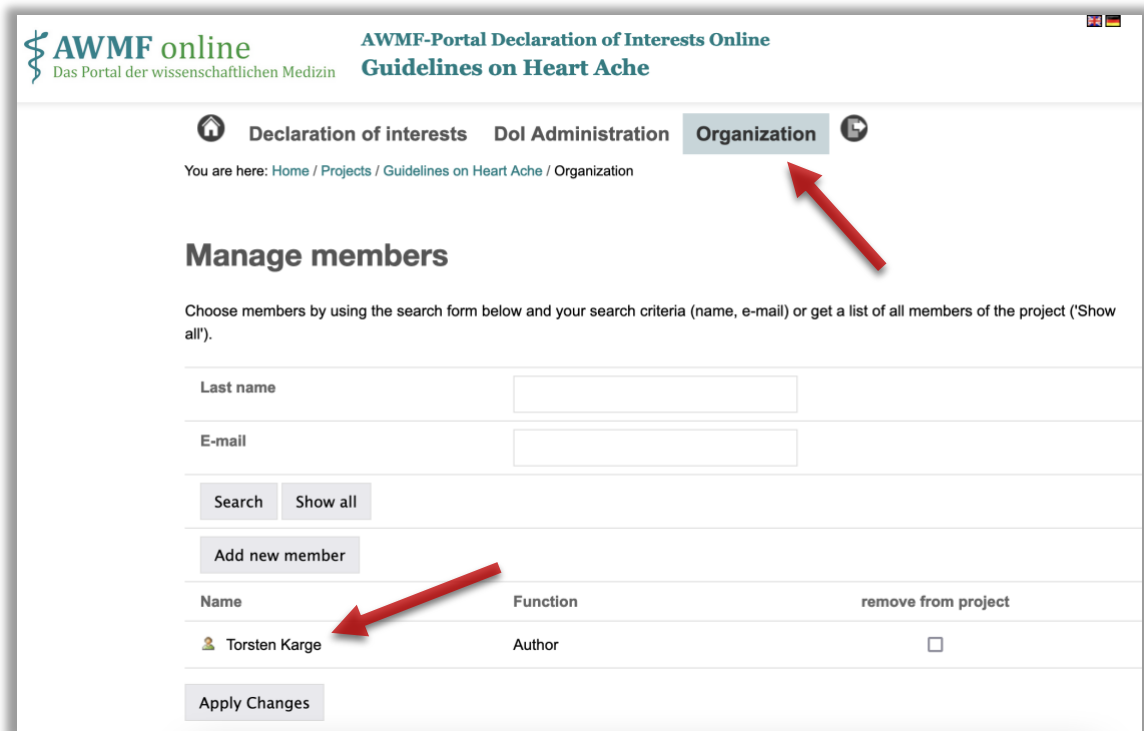
You can assign additional roles to project participants with advanced permissions:

• Coordinator: create, invite and manage additional participants as well as view and appraise all declarations of interest

• Appraiser: view and appraise all declarations of interest of the project

Every participant is automatically registered in the default role "author". To assign additional functions to participants, select "Organization" in the header menu.

Click on the person concerned and assign the corresponding role by activating the checkbox. Click on "Save". The desired role is immediately active for this person.

You can revoke roles in the same way.

Figure 5: Edite participants

Figure 6: Assign / revoke roles

How can I view and appraise declarations of interest?

To view declarations of interest from all participants in the project, select
"DoI Administration" in the header menu. Here you can see a list of all project participants.

If a participant has already submitted the declaration of interest, you can open it by clicking on "show/appraise". At the end, enter your assessment of the declaration of interest regarding conflicts of interest.

Current appraisal

not yet appraised

Appraisal | AWMF Guidance Manual

Add critical appraisal

Select topic:

General

Thematic scope:

Consequences:

If necessary, note the specifics of your conflict of interest management here.

○ **Approve: no thematic conflicts of interests**
○ **Low thematic conflicts of interests**
○ **Moderate thematic conflicts of interests**
○ **High thematic conflicts of interests**
○ **Declaration incomplete or unclear, revision necessary**

delete current appraisal

Save

Figure 7: Critical appraisal