



MonTe

Monitoring Temperature of Clinical Study Drugs

MonTe Portal User Guide

Shipment webLogger Upload

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1. Introduction

This user guide describes how to upload a webLogger (USB temperature logger) to MonTe. The user guide is relevant for Depot and Site users who are receiving shipments.

2. Upload webLogger

Before upload of a shipment logger, ensure that at least one storage logger is registered for the site (see the User guide Storage Temperature Logger Registration on how to add a logger).

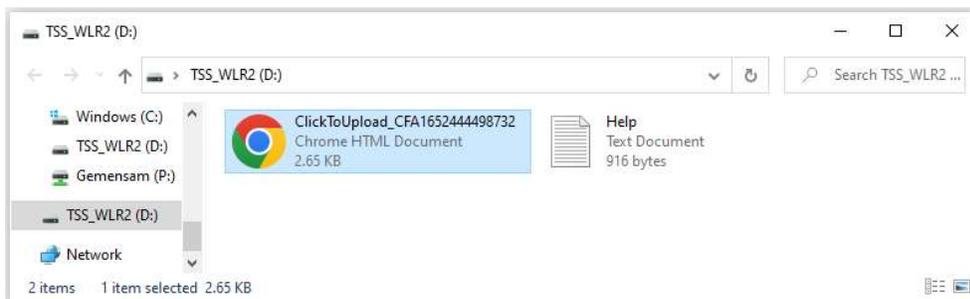
2.1 Shipment receipt

As soon as the shipment is received and the shipment logger is removed from the product, press and hold the STOP button on the logger until the red light turns on (3 seconds).



2.2 Upload loggers

To upload temperature data from a shipment logger, connect the logger to the computer USB port and wait for a dialog box to open on the screen. (If the dialog box doesn't open automatically, browse for "TSS_WLR2" in the file explorer).



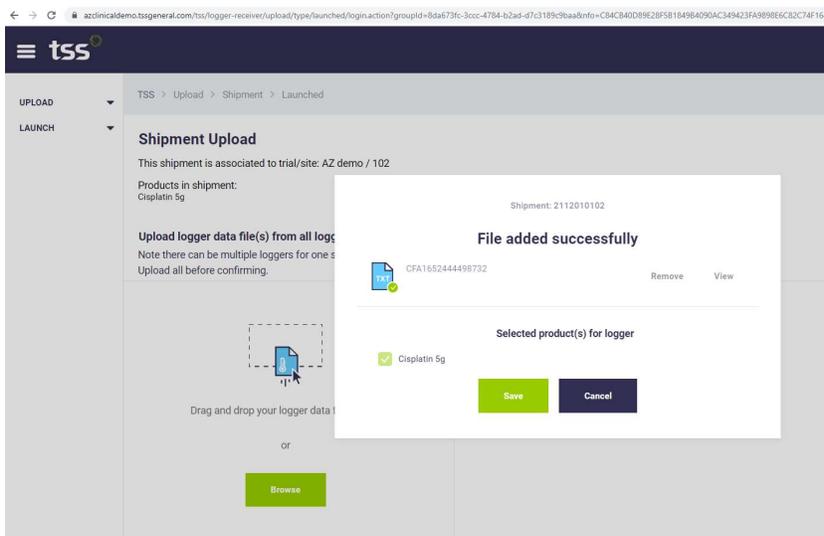
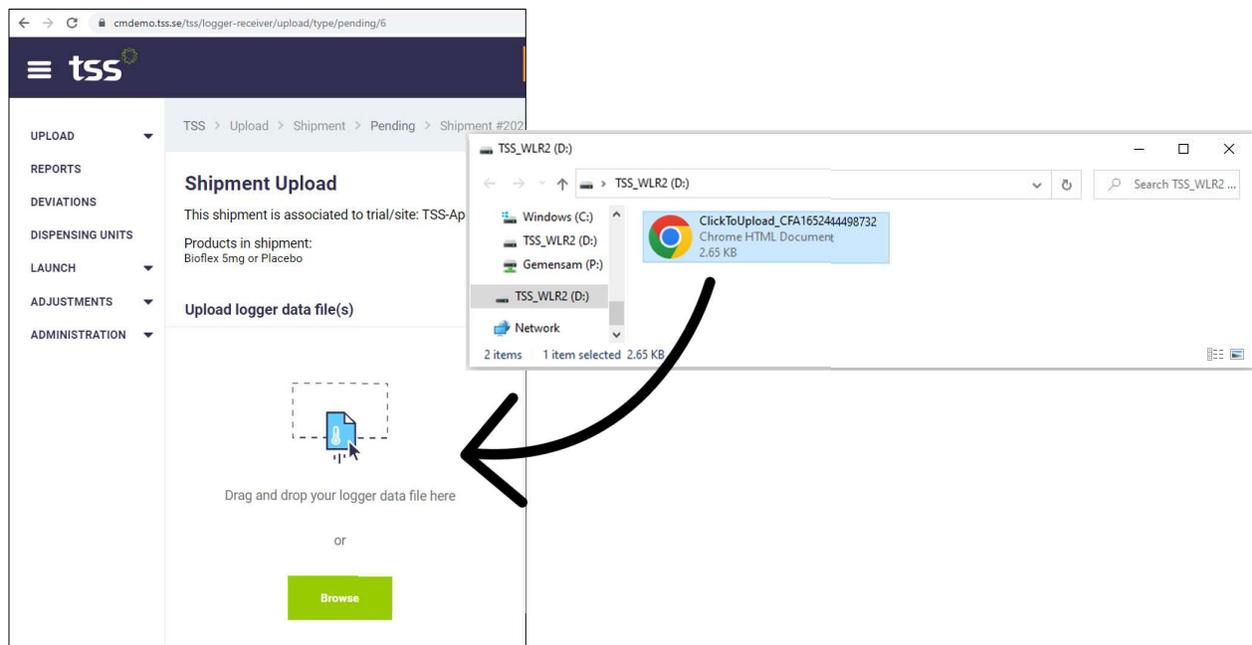
Double click on the "ClickToUpload" file. This will open your web browser, where you need to login to the MonTe system.



Drag and drop the file from the shipment logger or click **Browse** to locate the file.

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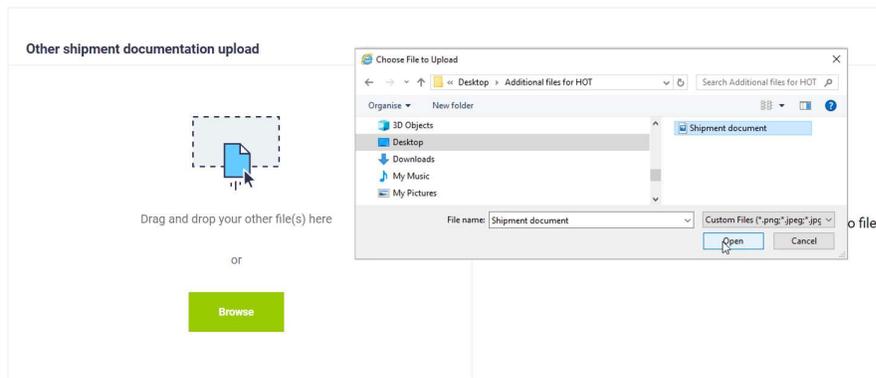
When the file has been successfully uploaded, a new window will appear. Click **Save**, when you are done.

If the shipment included several shipment loggers, drag and drop the file from the next shipment logger or click **Browse** to locate the file and repeat the steps above for all loggers.

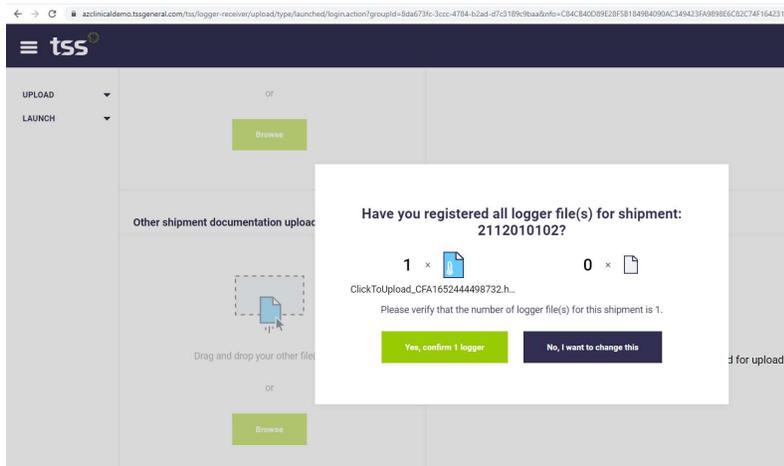
If you need to upload other shipment documentation, drag and drop the file or click **Browse** to locate the file, to the **Other shipment documentation upload** section. You can upload additional files of type pdf, jpeg and png. This is not mandatory.

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Scroll down and click **Confirm** when you have uploaded data from *all* shipment loggers in the shipment. This will prompt a confirmation box, where you confirm the number of files you have uploaded data for by clicking **Yes, confirm (name) logger**.



2.3 Shipment upload result

When the shipment logger upload is successfully submitted, the system will analyse (calculate/evaluate) the data and conclude if any temperature event (excursion or deviation) was generated during shipment and if any actions are required.

A conclusion page is shown with product name, batch number and conclusion. A notification of upload and result is also sent by email to site / depot users and monitors.

- **"No excursions detected" (green)** means the temperature was in range for the entire period.
- **"Excursion detected, no action required" (orange)** means the temperature was partly outside of the ideal temperature range for the product but based on the stability data, the product is determined by the system to be ok to use.
- **"Temperature deviations have been detected and relevant resources have been informed. Please refer to your user instructions for further information." (red)** means that the product must be quarantined (both physically and in IRT/RTSM if applicable) and that the sponsor will investigate the temperature deviation and come back with information on how to handle the product.

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If a deviation has occurred, the system will automatically notify the relevant people to initiate further evaluation. You must, however, refer to your user instructions for further information to assess next steps.

You can add a comment and include the next dispensing visit date to help the Monte team define criticality and review the deviation data. Click the underlined sentence to open the comment and date selector field. It is not a mandatory field and can be left blank.

The screenshot shows the tss system interface. At the top, there is a navigation menu with 'tss' logo and user information for 'Söderström, Hanna' at 'AstraZeneca, Sweden'. The main content area displays a red warning icon and the text 'Upload successful'. Below this, a message states: 'Temperature deviations have been detected and relevant resources have been informed. Please refer to your user instructions for further information.' A link is provided: 'Click here to enter a deviation comment and next dispensing visit date if applicable.' Underneath, it says 'Uploaded files:' followed by a file path. A table lists deviations:

TRIAL / SITE	PRODUCT NAME	BATCH NO.	CONCLUSION
D9670C00001 / 1001	DS-8201a	9A010A	Quarantine - All Kits (DUNs)
MEDI4736 or PTM	HE1066-CJ2900		Quarantine - All Kits (DUNs)

The 'Add deviation comment' form includes a text area for the comment, a 'TRIAL/SITE' field with 'AZ demo/102', a 'DEVIATION TYPE' field with 'TEMPERATURE', and a 'NEXT DISPENSING VISIT' date field with '16-Jun-2022 00:00'. There are 'Submit' and 'Cancel' buttons at the bottom.

On all conclusion pages you can expand the view to Kit ID (DUN) level by clicking **View Kit ID (DUN)**. Please note individual kits may have different status.

The screenshot shows a detailed view of a deviation. At the top, a red warning icon and text state: 'Temperature deviations have been detected and relevant resources have been informed. Please refer to your user instructions for further information.' Below this, a table shows the deviation details:

TRIAL / SITE	PRODUCT NAME	BATCH NO.	CONCLUSION
AZ demo / 102	Cisplatin 5g	0C0164B01	Quarantine - All Kits (DUNs)

Below the main table, there is a section for 'KIT ID (DUN)' and 'CONCLUSION':

KIT ID (DUN)	CONCLUSION
18064102	Quarantine product - await manual deviation handling
18064202	Quarantine product - await manual deviation handling
18064302	Quarantine product - await manual deviation handling
18064402	Quarantine product - await manual deviation handling

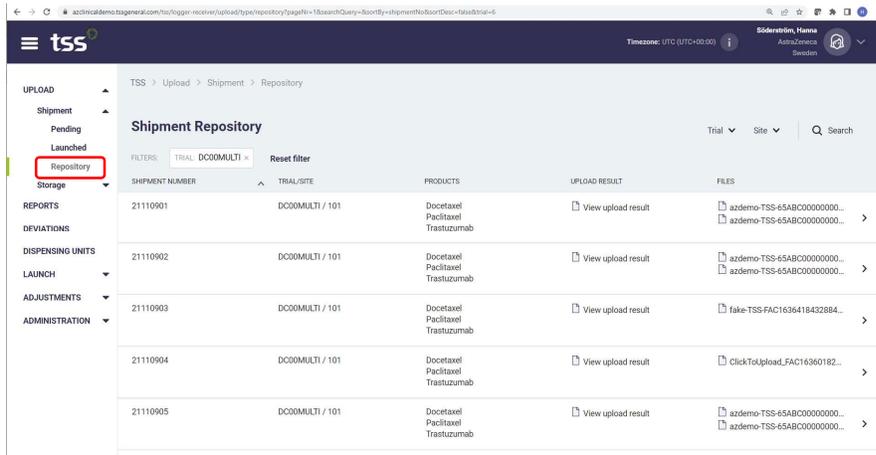
For further support please contact the **MonTe Help Desk** montehelp@tss.se

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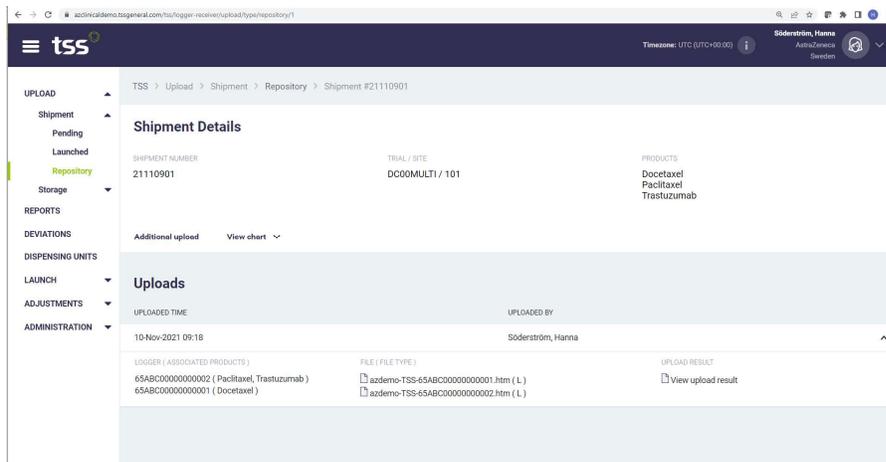
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2.4 Shipment upload repository

To access the shipment upload repository of already processed shipment uploads go to **Upload → Shipment → Repository** in the left-hand side menu. From here you can view the shipment upload reports or add additional documentation to a specific shipment.



To view a processed shipment, click on the shipment row. This will open the shipment details page, where uploads for that particular shipment will be listed at the bottom.



From the Shipment details page you can:

1. View the result report by clicking the **View Upload result**. This will open a PDF file.
2. Open the temperature data files by clicking the link under FILE. Temperature data files are preceded by (L) Open additional files by clicking the link under FILE. Additional files are preceded by (A)
3. Add additional webLoggers or files to the shipment by clicking **Additional Upload**
4. View a temperature graph by clicking **View Chart**.

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3. Product information

Do not dispose of the WebLogger until at least 48 hours have passed after upload of data should there be any issues. DO NOT return the WebLogger. Kindly discard the monitor device at your site in line with local recycling requirements. Please note that the product contains a lithium battery.

Please find product specifications and other documentation related to the webLogger on the MonTe support portal help.monte.az.tssab.com