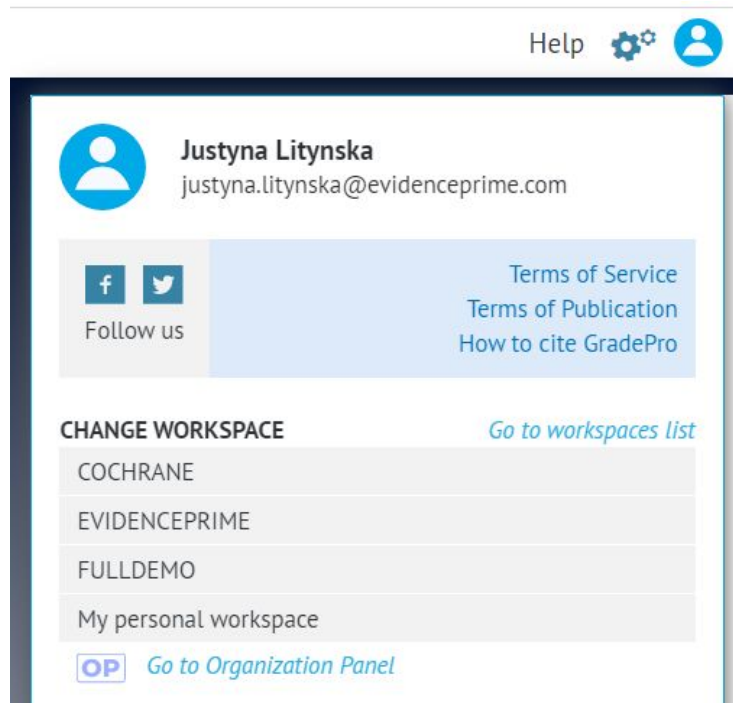


# ILCOR GRADEpro - manual

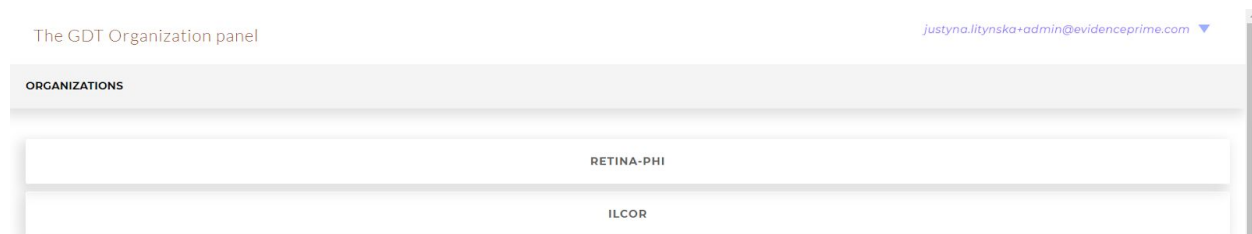
## Organisation Panel

In the Organisation Panel you can add more people to the Organisation Workspace, eg. if you want to add them to a project and they are not yet available on the Team members list.

To enter the organisation panel, please open the user menu in the top right corner of the GRADEpro website and click on the “Go to Organisation Panel” link.



You will see the list of organisations you are a member of. To enter the organisation, you need to click on it.



You will then be inside the organisation panel. You will see the list of all projects as well as all the members of the organisation. It will be marked, whether they are admins or not.

The screenshot shows the Evidence Prime ILCOR interface. At the top left, the logo for Evidence Prime is displayed with the tagline 'The tools for health care decisions'. The project name 'ILCOR' is visible. The user's email address 'justyna.litynska+admin@evidenceprime.com' is shown in the top right. Below the header, there is a 'SORT BY' dropdown menu set to 'A - Z' and a 'MEMBERS 33' indicator with a plus icon. The main content area features a project overview for 'ILCOR test project' with a star icon, a date '21 Sep 2020 Day', and a notification icon. Below this, there are four summary cards: 'QUESTIONS 0 / 1', 'EVIDENCE TABLES 0', 'RECOMMENDATIONS 0', and 'PRESENTATIONS 0'. The 'ADMINS' section lists 'dianne-atkins'. On the right side, there is a search bar and a list of members, including Richard Aickin (admin), Dianne Atkins (admin), Kate Berg (admin), Farhan Bhanji (admin), and Jestin Carlson (admin).

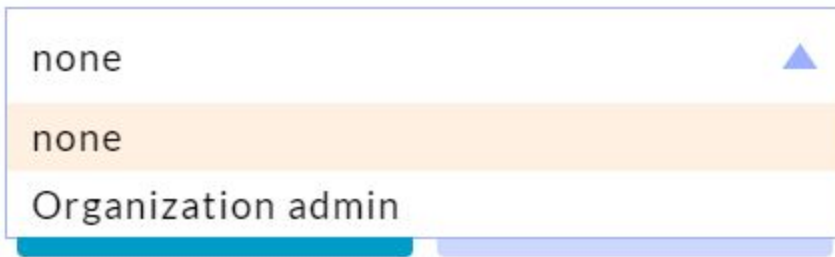
To add a new member, you need to click on the icon in the top right corner with a person and a plus. Such person should first have a GRADEpro account.

The screenshot shows a modal form titled 'ORGANIZATION MEMBER'. The form contains the following fields and options:

- Email**: A text input field.
- Last name**: A text input field.
- Given names**: A text input field.
- Title**: A dropdown menu with a downward arrow.
- Access rights**: A dropdown menu with 'none' selected and a downward arrow.
- Buttons**: A blue 'Cancel' button and a light blue 'Save' button.

You will have to enter their email address, name and surname as well as choose the access rights.

## Access rights



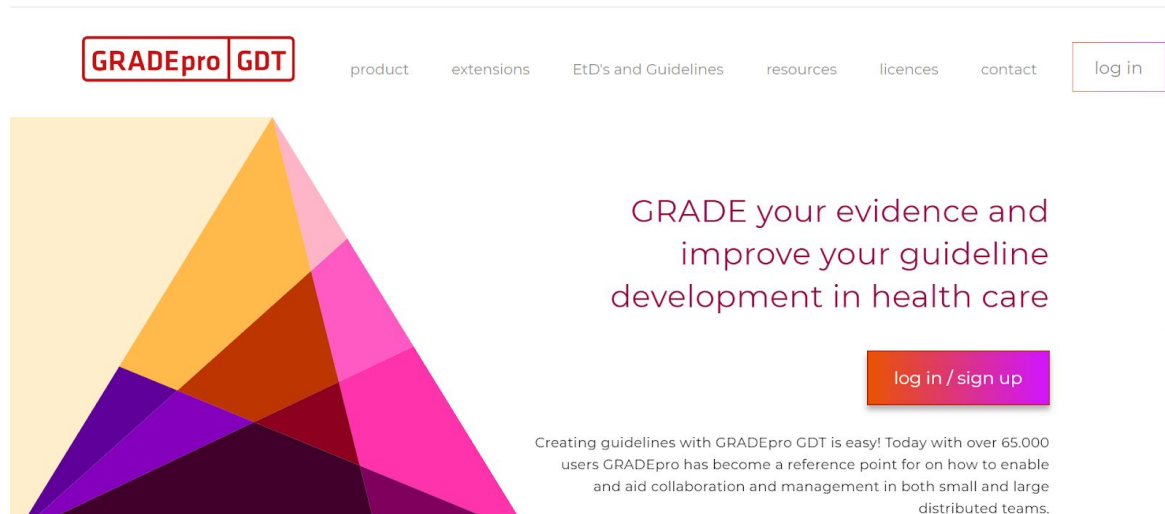
A dropdown menu titled "Access rights" is shown. It contains three options: "none", "none", and "Organization admin". The second "none" option is highlighted with an orange background. A blue triangle icon is visible on the right side of the first "none" option. The menu is set against a light blue background.

Organisation admin - such a person will then be able to create new projects and add new members to the organisation, as well as perform all other kinds of actions (manage projects, evidence tables, et cetera).

None - such a person will **not** be able to create new projects and add new members to the organisation. They will, however, be able to perform all other kinds of actions (manage projects, evidence tables, et cetera). They will just be a regular member of the organisation.

## Creating an account

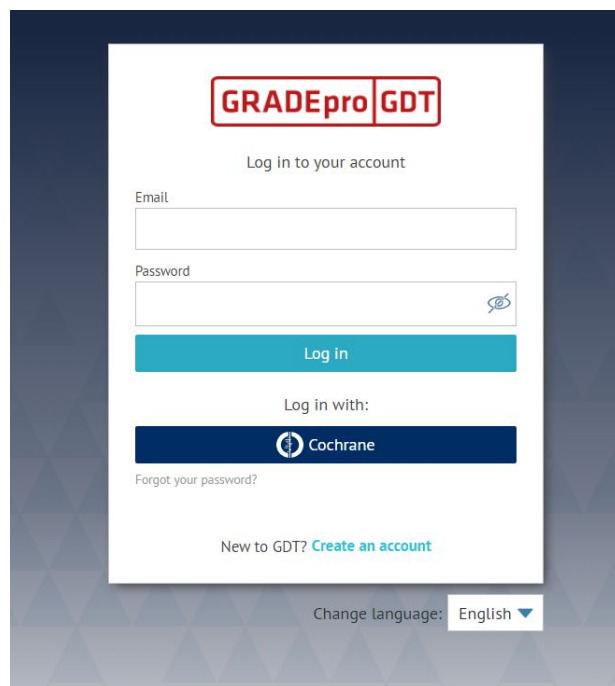
To create your GRADEpro account, you must go to the login site. You can do this with any of the log in buttons presented on our main site [gradepro.org](https://gradepro.org)



The screenshot shows the homepage of the GRADEpro GDT website. At the top left is the logo 'GRADEpro GDT'. To its right is a navigation menu with links for 'product', 'extensions', 'EtD's and Guidelines', 'resources', 'licences', and 'contact'. A 'log in' button is located in the top right corner. The main content area features a large graphic of overlapping triangles in shades of yellow, orange, pink, and purple. To the right of this graphic, the text reads 'GRADE your evidence and improve your guideline development in health care'. Below this text is a prominent orange button labeled 'log in / sign up'. At the bottom of the main content area, there is a paragraph of text: 'Creating guidelines with GRADEpro GDT is easy! Today with over 65,000 users GRADEpro has become a reference point for on how to enable and aid collaboration and management in both small and large distributed teams.'

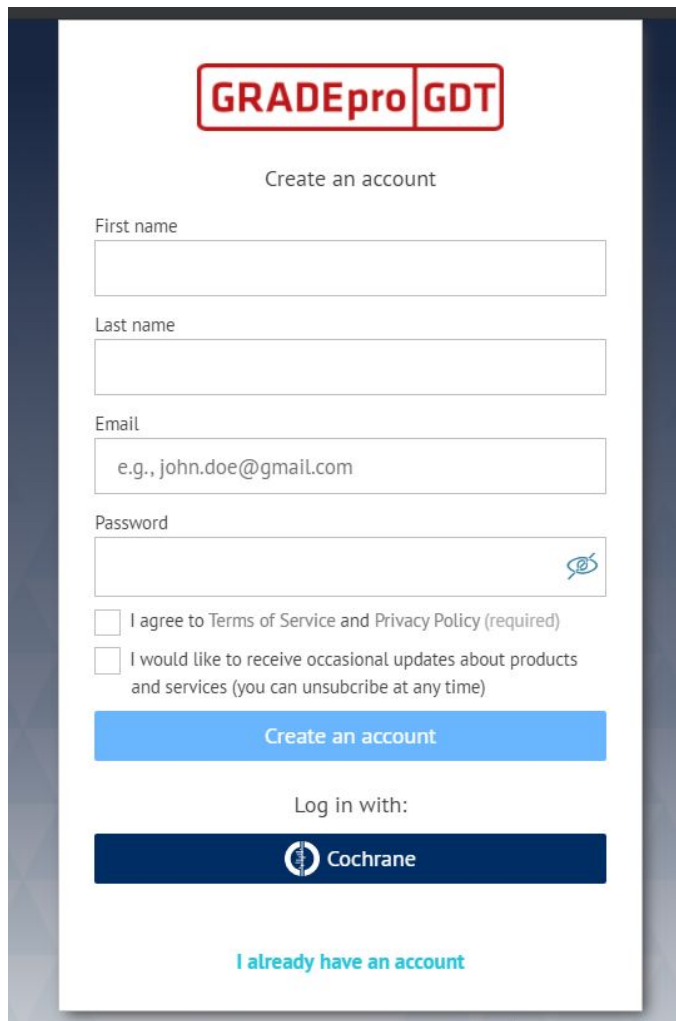
Or go straight to <https://gdt.gradepro.org/app/>

If what you see is log in window:



The screenshot shows the login window of the GRADEpro GDT website. At the top is the 'GRADEpro GDT' logo. Below the logo is the text 'Log in to your account'. There are two input fields: 'Email' and 'Password'. The 'Password' field has a small eye icon to its right. Below the input fields is a blue button labeled 'Log in'. Underneath the 'Log in' button is the text 'Log in with:' followed by a dark blue button with the Cochrane logo and the word 'Cochrane'. Below this is a link that says 'Forgot your password?'. At the bottom of the login window is a link that says 'New to GDT? Create an account'. At the very bottom of the page, there is a language selector that says 'Change language: English' with a dropdown arrow.

Then please use the “Create an account option” at the bottom.  
You will see this window:



The screenshot shows a web form for creating an account on the GRADEpro GDT platform. At the top, the logo 'GRADEpro GDT' is displayed in red text within a red-bordered box. Below the logo, the text 'Create an account' is centered. The form consists of several input fields: 'First name', 'Last name', 'Email' (with a placeholder 'e.g., john.doe@gmail.com'), and 'Password'. To the right of the password field is a small eye icon for toggling visibility. Below the input fields are two checkboxes: the first is for agreeing to the Terms of Service and Privacy Policy (marked as required), and the second is for receiving occasional updates. A prominent blue button labeled 'Create an account' is positioned below the checkboxes. Underneath the button, the text 'Log in with:' is followed by a dark blue button featuring the Cochrane logo and the word 'Cochrane'. At the bottom of the form, there is a teal link that says 'I already have an account'.

You must enter your details as requested (name, surname, email address, password) as well as agree to Terms of Service and Privacy Policy.

Then you click the “Create an account” button.

In the next screen you are asked to pick your licence:

## STANDARD

**Limited sharing with 2 Team Members**  
12 Questions per project

Includes basic functionality and Tools facilitating the assessment of GRADE certainty of evidence  
Email support

**Users are not required to cite GRADEpro in publications.**

**Need more?**  
**Check out our GROUP LICENCES**  
Contact us [sales@gradepro.org](mailto:sales@gradepro.org) or check our [Licence solution](#)

Secure checkout by Chargebee

Pay \$300 yearly (save \$48)

Pay \$29 monthly

## FREE

**Limited sharing with 2 Team Members**  
12 Questions per project

Includes basic functionality.

**Users are required to cite GRADEpro in publications that were created with use of the free Academic licence.**

Choose

Please choose free licence. Then you will be asked about your affiliation:

STANDARD
×

### You have selected the Free GRADEpro licence

This licence allows you to access the service to create evidence tables and do small guideline projects.

**Please state your affiliation:**

- students for their academic projects,
- teachers for teaching purposes,
- participants of workshops for the purpose of completing the course,
- Cochrane authors using GRADEpro to create Summary of Findings tables,
- individual researchers,
- other.

**University or institution name:**

Click 'Register' to create your GRADEpro account under the Academic license.

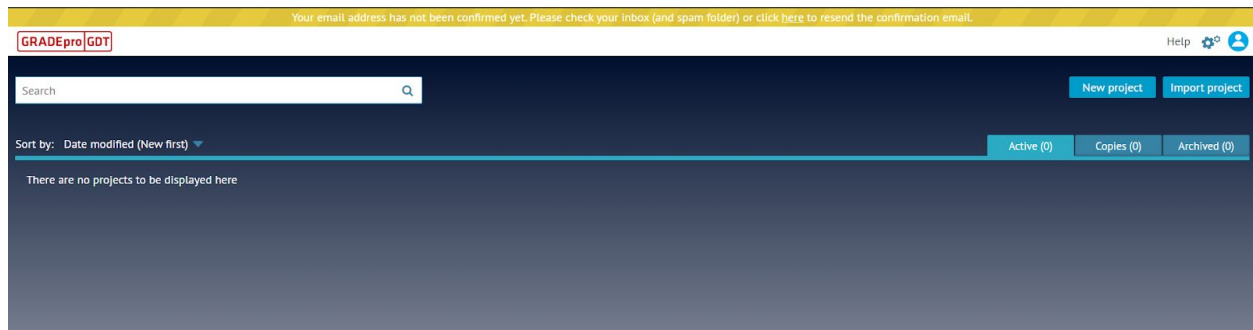
Back to the licences

Register

This is mostly to keep track of the affiliations of GRADEpro users for analytical purposes. If you have more than one affiliation, you can enter just the primary one or all of them - it is up to you.

You can also choose “Other” and write in “ILCOR”. However, you must enter at least one affiliation to proceed.

You will then find yourself in the home page of your GRADEpro account



There will be a yellow string notification on the top, stating that you should confirm your email. To do that, you need to go to the mailbox which address you used to create the account. There you will find an email:

Please confirm your email Inbox x

GRADEpro GDT <no-reply@gradepro.org>  
to justyna.litynska+6 ▾



Hello,

You are receiving this message, because this address has been used to create a GRADEpro account. Please confirm your address by clicking the button below. The link is valid for one week.

[Confirm Email Address](#)

If the button above doesn't work, please copy and paste the following link into the address bar of your browser:

[https://api.gdt.gradepro.org/accounts/confirm-email/  
6d07d0b6a2bf42593493296dbd8400e0e682](https://api.gdt.gradepro.org/accounts/confirm-email/6d07d0b6a2bf42593493296dbd8400e0e682)



To confirm the email address, you simply need to click on the button or the link provided in the message.

Your account is now created.

## Organisation vs. Team

This document is to explain the differences between Organisation and Project as well as their members within GRADEpro, to enhance the understanding of these subjects.

### DEFINITIONS

**Organisation** - a compartment in GRADEpro, separated for a group of people working together.

**Project** - a set of PICO questions, recommendations and SoF tables focused around a particular topic.

### MEMBERS

**Organisation** - any person with GRADEpro account can become a member of the ILCOR organisation

**Project** - to become a project member, you must first be a member of the ILCOR organisation

### ACCESS RIGHTS

Within ILCOR **organisation**

- a) Organisation admin - such a person is able to create new projects and add new members to the organisation, as well as perform all other kinds of actions (manage projects, evidence tables, et cetera).
- b) None - such a person is **not** able to create new projects and add new members to the organisation. They are, however, able to perform all other kinds of actions (manage projects, evidence tables, et cetera). They are just a regular member of the organisation.

Within a **project**

- a) Admin - This person can access and edit the project, eg. evidence tables or Evidence to Decision tables. They can also manage the Team, so add and remove team members. An Admin can also delete the project. Usually Admin would be the head of the project and/or their closest collaborator.
- b) Researcher - This person can access and edit the project, eg. evidence tables or Evidence to Decision tables. They **cannot** access the Team management section, therefore they cannot add or remove team members. They are also unable to delete the project. Usually a Researcher is a regular member of the project team.
- c) No access - A person with no access cannot enter the project, view it or change it in any way, nor can they manage the Team or delete the project. This could be used eg. to stop somebody from further accessing and editing the project.



**Please note that** the organisation access rights don't influence the project access rights. Whether somebody has the access rights of Organisation admin or None, within a project they can be either Admin, Researcher or have No access.