

DUHS Investigational Drug Service Study Coordinator Vestigo Access

Last Updated 05/14/2025

Steps To Gaining Permanent Vestigo Access For Study Coordinators

1. Email IDS about requesting access to Vestigo for a protocol at ids.pharmacy@duke.edu. Please include at least the eIRB # and Protocol # in your email subject line.



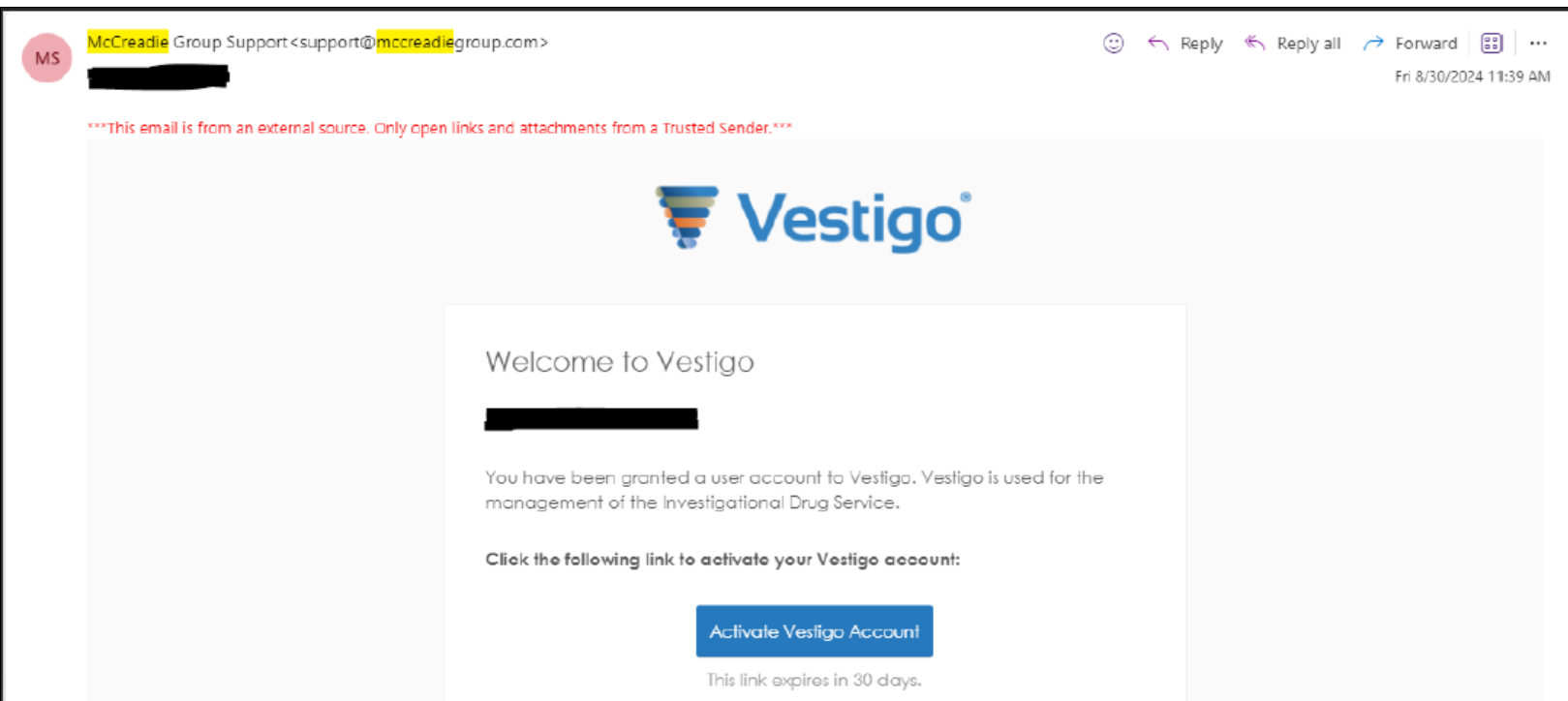
The screenshot shows an email composition interface. At the top, there is a red 'Send' button with a dropdown arrow. To the right are icons for help, a dropdown, delete, and attachments. The 'To' field contains a contact named 'Pharmacy-Grp_IDS' with a plus and minus icon. The 'Cc' field is empty. The subject line is 'IDS XXXX / eIRB XXXXXX / Protocol # - Study Coordinator Vestigo Access'. The bottom status bar indicates 'Draft saved at 12:49 PM' and a prompt to 'Type / to insert files and more'.

2. Make sure the following is true:*

- i. The person who will require access is **UNBLINDED**
- ii. It is an **OPEN LABEL STUDY**
- iii. IDS is also **BLINDED**

3. Having access to Vestigo is having access to unblinded information.

3. IDS Staff will add the study coordinator's information into Vestigo. Once entered, you will receive an email from the McCreddie Group to activate and setup your Vestigo login details.



4. Once you have been added to a protocol as a study coordinator with access, you will receive a **SEPARATE** email from Vestigo stating you have been added to that protocol.

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5. Similar to the example email below**, the email the detail out the protocol you've been granted access to and provide the Vestigo hyperlink for you to log in.

**This email is specific to providing MONITORING access. Coordinator access is permanent until IDS closes the study in Vestigo.

6. It is suggested to save the link for quick access.

 Outlook

[EXTERNAL] Vestigo - IDS Duke Clinic has scheduled [REDACTED]

From support@vestigo.biz <support@vestigo.biz>
Date: Fri 10/4/2024 11:28 AM
To: [REDACTED]

This email is from an external source. Only open links and attachments from a Trusted Sender.



[REDACTED]

IDS Monitor Contact: Duke Medical Center (IDS.pharmacy@duke.edu)

You have been scheduled And granted access for a [REDACTED] at IDS Duke Clinic for Protocols:

- [REDACTED]

Your UserName	Visit Type / Purpose	Added By	Visit Start and End	Access Begin and End
[REDACTED]	Fully Remote - Other	[REDACTED]	04 Oct 2024 11:00:00 through 04 Oct 2024 13:00:00	04 Oct 2024 11:00:00 through 04 Oct 2024 13:00:00

About Vestigo

Vestigo is a software solution used by leading Investigational Drug Services to help maintain their records, track inventory, and record dispensing of investigational drugs.

About Vestigo Verify

Vestigo Verify is the monitoring module of Vestigo. With Vestigo Verify you will be able to:

- Review the pharmacy records for approved protocol(s)
- Acknowledge inventory and dispense transactions
- Generate Drug Accountability Records
- Authorize/Cosign IP for Destruction or Return to Sponsor
- Create Action Items and Comments
- View documents

Vestigo Verify Link	[REDACTED]
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Access to Vestigo Verify:

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7. Login to Vestigo using your credentials you setup.



Login

User Name:

User Name is required.

Password:

Password is required.

Log In

[Forgot Password](#)

ALL TRANSACTIONAL RECORDS, REPORTS, EMAIL, SOFTWARE AND OTHER DATA GENERATED BY OR RESIDING UPON THIS SYSTEM, ARE THE PROPERTY OF THE MCCREADIE GROUP AND MAY ONLY BE USED BY AUTHORIZED PERSONNEL. ACTIVITIES ON THIS SYSTEM ARE MONITORED AND ALL OF THE DATA AND FUNCTIONALITY IS STRICTLY PROHIBITED OUTSIDE OF THIS SYSTEM.

8. On the homepage, click “**view protocol**” for access.



[Billing Portal](#) | [My Account](#) | [Help Center](#) | [About](#)

Home			
Protocol	Title	Lead Sponsor	
TEST - 1627	Monitor view TEST	Monitor view TEST	View Protocol

9. To access most of the IDS documents, click the “**Documents**” tab for the dropdown menu.

Home Protocol

Protocol Numbers: TEST | P1627
Title: Monitor view TEST

PI: No PI Recorded.

Protocol

Inventory

Patient Dispenses

Returns

Documents ▼

Accountability

Visit Notes

Temperature Documents

Reports

Protocol Status:

Enrolling by invitation

Lead Sponsor:

Monitor view TEST

Phase:

N/A

Intervention Type:

Drug

Blinded Study:

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Protocol Numbers: TEST | P1627
Title: Monitor view TEST

PI: No PI Recorded.

Protocol	Inventory	Patient Disposes	Returns	Documents ▾	Accountability	Visit Notes	Temperature Documents	Reports
▼ Drugs				Protocol Documents Transaction Documents Facility Documents Competency Documents				
Drug	Dose	Inventory Units	QOH					
ADASDAD FROZEN	1,000 AMPULE	VIAL	15					
Monitor view TEST	100 ML	KIT	1					Show DARF Notes (1)
Monitor view TEST	100 BAG	BAG	0					
SPC/DCT Kits	1 KIT	KIT	7					
Study Drug or PBO Kits	1 BLISTERPAK	KIT	0					

10. Under the Documents tab, you can find the following:

Protocol Documents – you can find some IDS trainings and protocol specific documents

Transaction Documents – paperwork for dispenses to subjects

Facility Documents – you can find IDS SOPs, IDS staff licenses, GCP trainings

Competency Documents – you can find IDS trainings

ACTIONS YOU DO NOT PERFORM

1. Subject Returns
2. Provide documents to monitors/sponsor representatives**
(e.g., IDS trainings, accountability logs, preparation worksheets, etc.)

****The only documents you can provide to monitors/sponsors are **TEMPERATURE** documents**

Additional questions or clarifications can be directed to ids.pharmacy@duke.edu