



Request IPPs in Mentor EDC


The Permission Settings in Study Builder


Determine the Options That Display for the EDC User

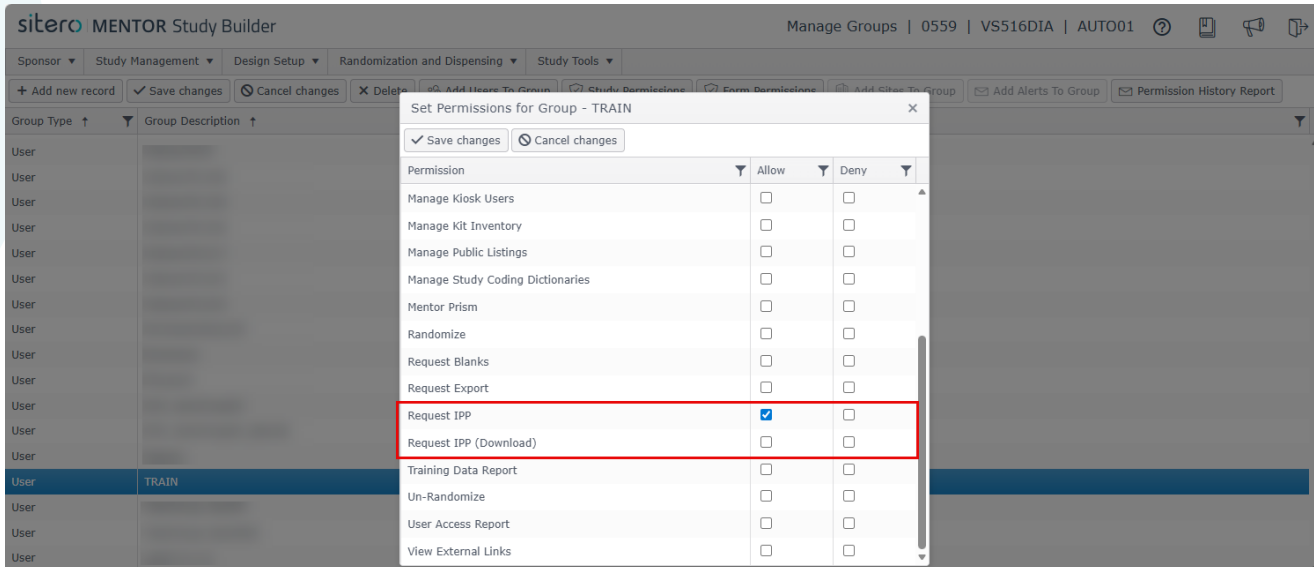
IPP Permissions Determine Available Actions in Mentor EDC

- Based on the Permissions assigned, the EDC user will have access as follows:
 - Assign both **Request IPP** and **Request IPP (Download)** in Study Builder and the EDC User can access:
 - Request IPP button (top left), to create the IPP
 - Download IPP (arrow in grid row)
 - Delete IPP (red can in grid row)
 - Assign only **Request IPP** in Study Builder and the EDC User can access:
 - Request IPP button (top left) to create the IPP
 - Delete IPP (red can in grid row)
 - Assign **Request IPP (Download)** only in Study Builder and the EDC User can access:
 - Download IPP button (arrow in grid row)

Request IPP

 Request IPP


Start	Requested Items	Options	Status	Status Message	Error Message	Expires
4/13/2026 7:49:08 PM	Site SITE_SDV_02, Subjects 01001, 01003, 01005, All Forms	Include Audit Trail Pages, Include Query Pages, Include Signature Pages	Running	Merging pages for [VS516DIA]. [SITE_SDV_02].[01001]		



The screenshot shows the 'Set Permissions for Group - TRAIN' dialog box in the sitero MENTOR Study Builder. The dialog has a table with columns for 'Permission', 'Allow', and 'Deny'. The 'Request IPP' row is highlighted with a red box, and its 'Allow' checkbox is checked. Other permissions listed include 'Manage Kiosk Users', 'Manage Kit Inventory', 'Manage Public Listings', 'Manage Study Coding Dictionaries', 'Mentor Prism', 'Randomize', 'Request Blanks', 'Request Export', 'Request IPP (Download)', 'Training Data Report', 'Un-Randomize', 'User Access Report', and 'View External Links'.

Request IPP (Download)

sitero MENTOR EDC [Change Context](#) | [Log Out \(validation 11val\)](#)

Start	Requested Items	Options	Status	Status Message	Error Message	Expires	
5/8/2026 3:04:30 PM	Site TRAIN, Subjects 0001, 00018, 00020, Form Visit 2 - Baseline	Include Audit Trail Pages, Include Query Pages, Include Signature Pages	Finished	Completed Successfully		06-Aug-2026	

sitero MENTOR Study Builder Manage Groups | 0559 | VS516DIA | AUTO01

Sponsor Study Management Design Setup Randomization and Dispensing Study Tools

+ Add new record ✓ Save changes ⌂ Cancel changes ✕ Delete

Group Type Group Description

User	Group Description	Permission	Allow	Deny
User		Manage Kiosk Users	<input type="checkbox"/>	<input type="checkbox"/>
User		Manage Kit Inventory	<input type="checkbox"/>	<input type="checkbox"/>
User		Manage Public Listings	<input type="checkbox"/>	<input type="checkbox"/>
User		Manage Study Coding Dictionaries	<input type="checkbox"/>	<input type="checkbox"/>
User		Mentor Prism	<input type="checkbox"/>	<input type="checkbox"/>
User		Randomize	<input type="checkbox"/>	<input type="checkbox"/>
User		Request Blanks	<input type="checkbox"/>	<input type="checkbox"/>
User		Request Export	<input type="checkbox"/>	<input type="checkbox"/>
User		Request IPP	<input type="checkbox"/>	<input type="checkbox"/>
User		Request IPP (Download)	<input checked="" type="checkbox"/>	<input type="checkbox"/>
User	TRAIN	Training Data Report	<input type="checkbox"/>	<input type="checkbox"/>
User		Un-Randomize	<input type="checkbox"/>	<input type="checkbox"/>
User		User Access Report	<input type="checkbox"/>	<input type="checkbox"/>
User		View External Links	<input type="checkbox"/>	<input type="checkbox"/>

Set Permissions for Group - TRAIN

✓ Save changes ⌂ Cancel changes