

# UCB MAP Process Training User Guide



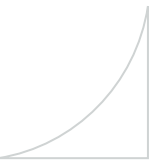
Inspired by **patients.**  
Driven by **science.**





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# Basic External Portal Navigation

# Create Account

- Navigate to the UCB MAP external portal: <https://ucb-map-portal.anaquaconfig.com>
- Click “Create Account”
- Fill out the required fields for profile creation
- Complete the captcha code and click “Create Account”

Already have an account?

Home Create Account Create Submission My Submissions User Guidance Contact Us

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### Create New Account

Please fill out the necessary information below to create an account for this Portal.

First Name\* Last Name\*

Email Address\* e.g. +99 999 999999

Country\*

If you are associated to an Institution, type in the field below and select from the popup.

Type in your Institution, select from the dropdown (Optional)

Pharmacy/Physician Details

Are you a physician or a pharmacy?  Physician  Pharmacy

Password

\* Required

Re-type Password

Enter the code shown:

Create Account

At UCB, we want to give people with severe diseases the freedom to live the best life they can - as free as possible from the challenges and uncertainty of disease. We work in a way that is sustainable as we care for the patients who need our solutions, for our employees, for the communities where we live and work.

# Contact Validation

- The MAP Admin will receive an email with a list of contacts who have Registered and need validation to access the portal
- The MAP Admin will need to Validate Portal contacts as they create their account for the ability to Submit a MAP Request.

Account Validation Required

no-reply@idea-point.com

To: [redacted], George Hill, [redacted], [redacted], [redacted]

Cc: [redacted], George Hill, [redacted]

You replied to this message on 02/12/2024 19:19.

Dear User,

New accounts on the portal require validation, please see details below:

ContactID	Name	Email Address	Type
<a href="#">62</a>	Christopher McCauley	<a href="mailto:abc@gmail.com">abc@gmail.com</a>	New
<a href="#">65</a>	Bob Johnson	<a href="mailto:123456789@123.com">123456789@123.com</a>	New
<a href="#">68</a>	Paddy Russillo	<a href="mailto:anaqua@idea-point.com">anaqua@idea-point.com</a>	New
<a href="#">90</a>	Test Hill	<a href="mailto:georgeophill@outlook.com">georgeophill@outlook.com</a>	New

Thank you

**Note - Please do not reply to this email as it is only used for outbound notices and the email box is not monitored.**

Carwell, Andrew

Listing Details Submissions History Security Log Notes

Save Expire Password **Validate Account**

**Details**

Prefix

\*First Name

\*Last Name

Suffix

Title

Address

City

\*Country / Region

Postal Code

Website Address

Validation Comments

Institution

Modified By

Modified

**Account**

Disabled

\*Email Address

Phone Number

Created By Andrew Carwell

Created 04/02/2025 17:23:29

Last Login never

**Profile**

Pharmacy/Physician Details

Are you a physician or a pharmacy?  Physician  Pharmacy

Institution

Institution Address

City

Post/Zip Code

Are you affiliated with more than one  Yes  No

# Account Validation

- A user will need to wait for their account to be validated by the UCB Admin team.
- Press "Click here" to return to the homepage where you can read about the MAPs until account it validated.
- Once your account has been validated you will receive an email, click the link in the email.

Send

From ▾ no-reply@idea-point.com

To ○ john.doe@UCB.com

Cc

Bcc

Subject Your Account Has Been Validated

Dear User,

Your account has been validated by UCB. Please click the following link to access the Managed Access Portal: <https://dev-ucb-map-portal.anaquaconfig.com/>

Thank you

Note - Please do not reply to this email as it is only used for outbound notices and the email box is not monitored.

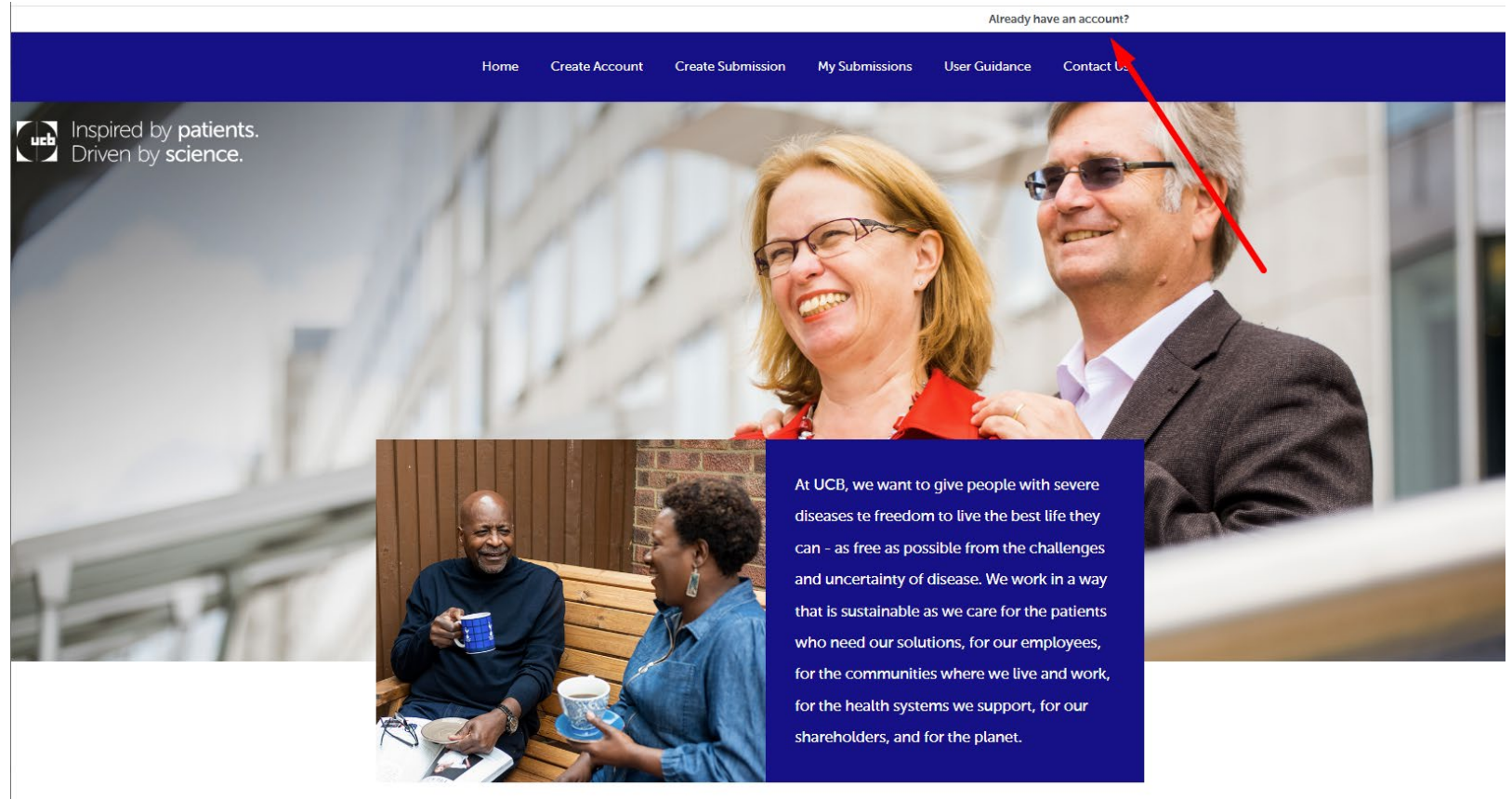
**Account Validation**

Your account requires UCB to validate your information before you can submit your MAP request.

Please [click here](#) to go back to the Home page.

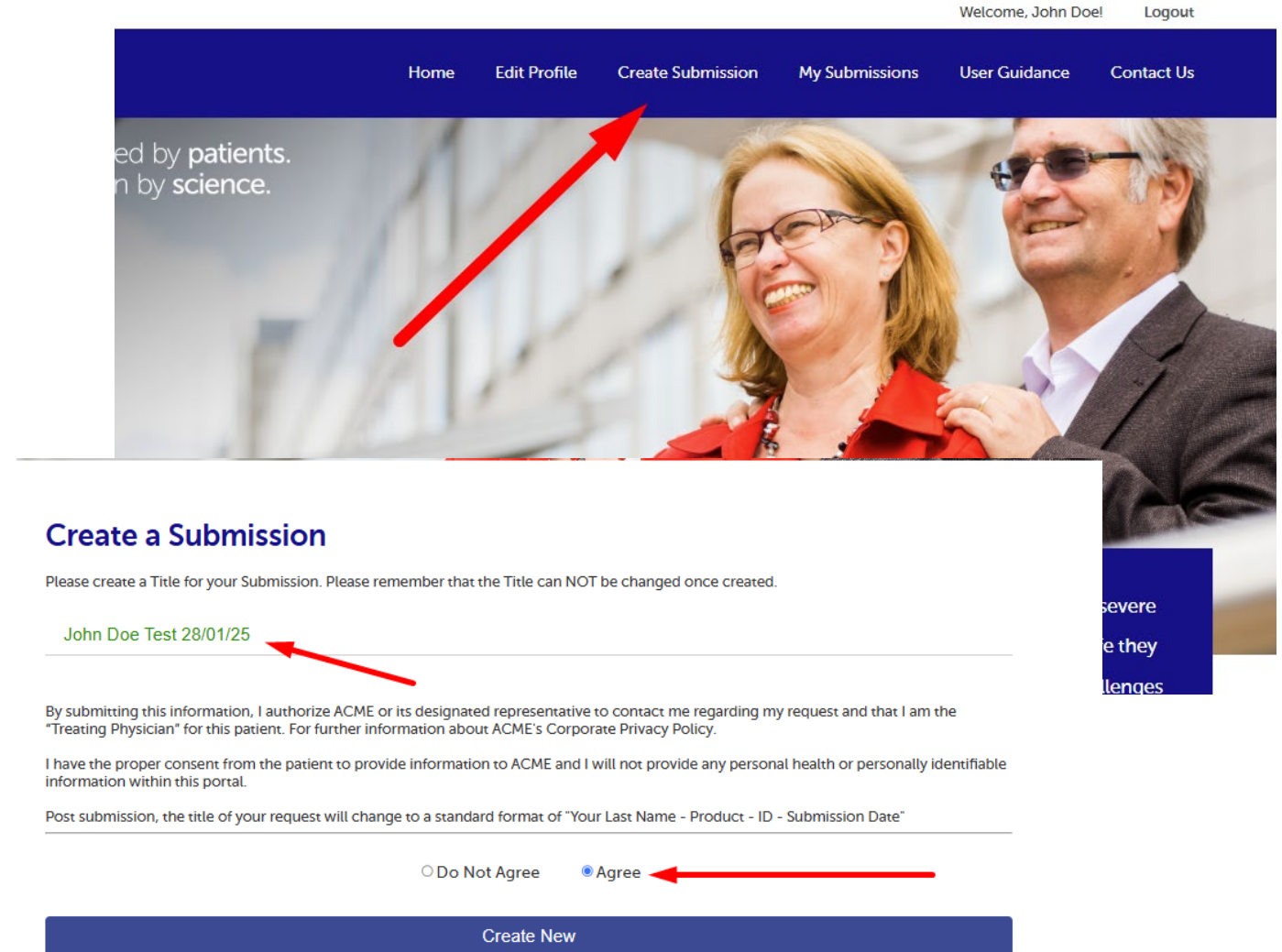
# Login

- The link will navigate you to the homepage, click "Already have an account" and login



# Create a Request

- To submit a request, click on the “Create Submission” at the top of the Site Map
- Enter a Title for your Submission
- Once you read and "Agree" to the attestation statement, click “Create New”



Welcome, John Doe! Logout

Home Edit Profile **Create Submission** My Submissions User Guidance Contact Us

ed by patients.  
n by science.

## Create a Submission

Please create a Title for your Submission. Please remember that the Title can NOT be changed once created.

John Doe Test 28/01/25

By submitting this information, I authorize ACME or its designated representative to contact me regarding my request and that I am the "Treating Physician" for this patient. For further information about ACME's Corporate Privacy Policy.

I have the proper consent from the patient to provide information to ACME and I will not provide any personal health or personally identifiable information within this portal.

Post submission, the title of your request will change to a standard format of "Your Last Name - Product - ID - Submission Date"

Do Not Agree  Agree


Create New

# Submit Request

- Required fields are marked with a red asterisk. You can hit the “Save” button at any time to save the progress of your request.
- Continue to fill out the request form and click "Submit".

**John Doe Test 28/01/25**

ID  
2373

Name	Title	Role
 Doe, John john.doe@UCB.com		Is Creator

< Page 1 of 1 > >1 Rows shown 10 1 to 1 of 1 Results

**Submission Form**

## Form

Fill out the form below then Click Save or Submit to save your progress.

**Request Details**

\* Product

Study Number of clinical trial

**Patient Details**

\* Patient Initials

\* Patient DOB

# Portal Teams

- Submitters can invite other users to view, edit, and submit their current request
- Click the “Add” button, enter the desired invitee’s email address or look their name up, add "Title", and "Role"
- The invited user will receive an email notifying them of the invite. Users who do not have a profile created on the portal will need to create an account before they can be added to the team
- Roles:
  - Can View: the user can view the request, but cannot edit or submit
  - Can Edit: the user can view and edit the request, but cannot submit
  - Can Submit: the user can view, edit and submit the request

John Doe Test 28/01/25

ID  
2373

ADD

Name	Title	Role
test		
Test test@ideapoint.com		Is Creator
Test test@test.com		
George test@ghill.com		
Test georgeophill@outlook.com		
Test ghill@test.com		

Rows shown 10 1 to 2 of 2 Results

ADD

Name	Title	Role
Doe, John john.doe@UCB.com		Is Creator

None  
Delegate  
Pharmacist  
Primary HCP

Rows shown 10 1 to 1 of 1 Results

# My Submissions

- Displays all pending and active requests. Users can switch between the “Submitted” and “Not yet submitted” tabs to view requests
- Clicking the title of the request will bring the user to the details
- Within a submission, users can continue to upload files, view emails, and request Drug supply orders. \*Note\* requesting drug supplies is only available for requests that have been approved (see the status column)

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Home Edit Profile Create Submission My Submissions User Guidance Contact Us

### My Submissions

Here is a collection of all your Submissions

Submitted In Process/Editable

Submission Title	Current Status	Date Submitted	Group Name
<a href="#">Doe-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2373</a>	Submitted	2025-01-28	Managed Access Programs

# Main Application Navigation

# Login Screen

- At the [login screen](#), users can utilize the Single Sign-On button to access the main application

The screenshot shows a login interface with the following elements:

- Login** (Section Header)
- Username:**  Username is required.
- Password:**  Password is required.
- Login** (Button)
- Forgot Password?** (Text)
- Single Sign-On** (Button) - A red arrow points to this button.

---

Authorized access only. This site is continuously monitored and all activity is logged.

ideaPoint Version: 9.2.3

# Dashboard

- Once user signs in, they can default to various starting pages but will typically start on the Dashboard. The dashboard will contain any requests that have an item assigned to the user that is logged in.

The dashboard features a navigation bar with the following menu items: MANAGED ACCESS PROGRAMS, HOME, SUBMISSIONS, RELATIONSHIPS, POSTINGS, REPORTS, ADMIN, and CONFIGURATION. A search bar and a user profile icon labeled 'System Admin...' are also present.

### Dashboard

#### My Activities

ID	TYPE	NAME	GROUP	TITLE	DUE DATE ↑
1139	Review	Committee Decision	MAP	Tempesta-IDP-532-1139-23/Nov/2020	
2318	Review	Committee Decision	MAP	Venancio-IDP-521-2318-24/Sep/2024	
2321	Review	Committee Decision	MAP	Venancio-IDP-243-2321-25/Sep/2024	
2330	Review	Committee Decision	MAP	Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-23...	
2330	Review	Committee Decision	MAP	Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-23...	
2330	Review	Request Approval	MAP	Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-23...	
2334	Review	Request Approval	MAP	Venancio-Product Error-2334-28/Oct/2024	
2349	Review	Regulatory Review	MAP	Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-23...	

Items per page: 30 1 - 18 of 18

#### Metrics

My Activities

Upcoming: 2  
Past Due: 1

#### Bookmarks

ID	GROUP	TITLE ↑	INTERNAL STATUS
2378	MAP	Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-23...	Withdrawn
2374	MAP	Venancio-Cimzia-Juvenile Idiopathic Arthritis (JIA)...	Withdrawn

# My Account

- The My Account screen displays general information about your account. You can update your info from this screen at any time by clicking the “Update Profile” button
- Under the “Privileges” section, you can see all the group and team level roles assigned to your account. All users will see the “MAP\_VIEW” role as this is the default role in the system.

eaPoint MANAGED ACCESS PROGRAMS HOME SUBMISSIONS RELATIONSHIPS POSTINGS REPORTS ADMIN CONFIGURATION Search System Adminis...

## My Account

Update Profile

### Basic Profile

Prefix

First Name

Middle Name

Last Name

Suffix

Department

Email Address no-reply@idea-point.com

Add a Photo

### About My Session

Enabled Two-Factor Authentication for Simple Login

Time zone: UTC (Etc/GMT)  
Detected Locality: Europe/London

Culture:  
English (United Kingdom) (en-GB)

Browser:  
Chrome/132.0 (Mozilla/5.0 (Windows NT 10.0; Win64; x64) AppleWebKit/537.36 (KHTML, like Gecko) Chrome/132.0.0.0 Safari/537.36) on Desktop (WinNT)

If the dates/times in the system are not reflecting the current timezone you are viewing this application, click [Update Profile](#) so your account can be updated. You will need to re-login for the change to take effect.

### Delegation

Delegation affects Team Member assignment (which may either happen manually or automatically through Auto-Routing) and email addressing, so if you are going to be out and need to have another User stand in for you, add that User here.

Delegation does not work for review or task assignments. If you delegate to another User and that User also has a delegate, that person will not be delegated to.

Lookup User

Expires

When your delegate is given a role, this value will indicate when that assignment will expire. If you do not enter a value, then the role assignments must be manually removed.

### Privileges

Group Level Roles:

- Administrator
- MAP\_View

Team Roles:

- Committee Member
- MAP Lead
- MAP\_View

SET AS START PAGE  
EDIT PROFILE  
LOGOUT

# Site Map

- Once within the group, users can access various pages on the site map based on their role
- Each tab will open menu options for the user to choose from


The screenshot displays the 'All Submissions' page in the ideaPoint system. The navigation bar at the top features several tabs: 'MANAGED ACCESS PROGRAMS', 'HOME', 'SUBMISSIONS', 'RELATIONSHIPS', 'REPORTS', and 'ADMIN'. A search bar and user profile 'George Hill' are also present. A dropdown menu is open under the 'SUBMISSIONS' tab, showing options: 'All Submissions', 'My Submissions', 'Archived Submissions', 'All Reviews', and 'My Reviews'. Below the navigation, a table lists submission records with columns: ID, Title, Contact, Institution, Status, Submitted, and Days Elapsed. The table contains five rows of data, including submissions for 'venile Idiopathic Arthritis (JIA)' and 'venancio-Cimzia-Juvenile Idiopathic Arthritis (JIA)'. A 'Columns' panel on the right shows 'ADVANCED FILTERS'. At the bottom, there is a 'Rows per Page' dropdown set to 25 and a status 'Displaying Records 1 - 25 of 81'.

ID	Title	Contact	Institution	Status	Submitted	Days Elapsed
	<a href="#">venile Idiopathic Arthritis (JIA)-2378</a>	<a href="#">Hill, George</a> <a href="#">Venancio, Andreas</a>	<a href="#">Boston Medical Center</a>	Withdrawn	29 Jan 2025 15:11:55	5
	<a href="#">venile Idiopathic Arthritis (JIA)-2377</a>	<a href="#">Hill, George</a> <a href="#">Venancio, Andreas</a>	<a href="#">Boston Medical Center</a>	Accepted	29 Jan 2025 14:03:29	5
	<a href="#">venile Idiopathic Arthritis (JIA)-2376</a>	<a href="#">Hill, George</a>	<a href="#">Boston Medical Center</a>	Withdrawn	29 Jan 2025 12:26:01	5
	<a href="#">venile Idiopathic Arthritis (JIA)-2375</a>	<a href="#">Hill, Test</a> <a href="#">Hill, George</a>		Under Request Approval - More Information Needed	29 Jan 2025 12:08:40	5
2374	<a href="#">venancio-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2374</a>	<a href="#">Venancio, Andreas</a> <a href="#">Hill, Test</a>	<a href="#">Boston University Research Institute</a>	Withdrawn	28 Jan 2025 16:17:44	6
2373	<a href="#">Doe-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2373</a>	<a href="#">Doe, John</a>	<a href="#">ideaPoint</a>	Under Request Approval	28 Jan 2025 13:41:34	6

# All Submissions

- The All Submissions tab displays all requests within the system. There are various columns on the data view that display different information related to the request. Users can sort by column by typing in data at the top of each column, and sort by descending/ascending order
- Click the Submission Title to view the request details

## All Submissions

 Default ▼ ⋮

ID	Title	Contact	Institution	Status	Submitted	Days Elapsed
					dd/mm/yyyy	
2378	<a href="#">Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2378</a>	<a href="#">Hill, George</a> <a href="#">Venancio, Andreas</a>	<a href="#">Boston Medical Center</a>	Withdrawn	29 Jan 2025 15:11:55	5
2377	<a href="#">Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2377</a>	<a href="#">Hill, George</a> <a href="#">Venancio, Andreas</a>	<a href="#">Boston Medical Center</a>	Accepted	29 Jan 2025 14:03:29	5
2376	<a href="#">Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2376</a>	<a href="#">Hill, George</a>	<a href="#">Boston Medical Center</a>	Withdrawn	29 Jan 2025 12:26:01	5
2375	<a href="#">Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2375</a>	<a href="#">Hill, Test</a> <a href="#">Hill, George</a>		Under Request Approval - More Information Needed	29 Jan 2025 12:08:40	5
2374	<a href="#">Venancio-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2374</a>	<a href="#">Venancio, Andreas</a> <a href="#">Hill, Test</a>	<a href="#">Boston University Research Institute</a>	Withdrawn	28 Jan 2025 16:17:44	6
2373	<a href="#">Doe-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2373</a>	<a href="#">Doe, John</a>	<a href="#">ideaPoint</a>	Under Request Approval	28 Jan 2025 13:41:34	6

# MAP Request / Review Process

# Request Notification/Acknowledgement

- Once a request is submitted, the appropriate UCB users will be notified based on the requested investigational medicine. Those users will automatically be added as PMs to the request
- In addition, the HCP/submitter(s) of the request, will be notified via email once their request has been received by the system.

Subject      Request Approval Assigned

---

Dear Reviewer,

The review form Request Approval has been assigned to you for the Request titled, "GH Test 29/1".

To view the request details, please click the following link: <https://dev-ucb-site.anaquaconfig.com/Submissions/Details.aspx?SubmissionID=2378>

To access the review form directly, please click the following link: [Review](#)

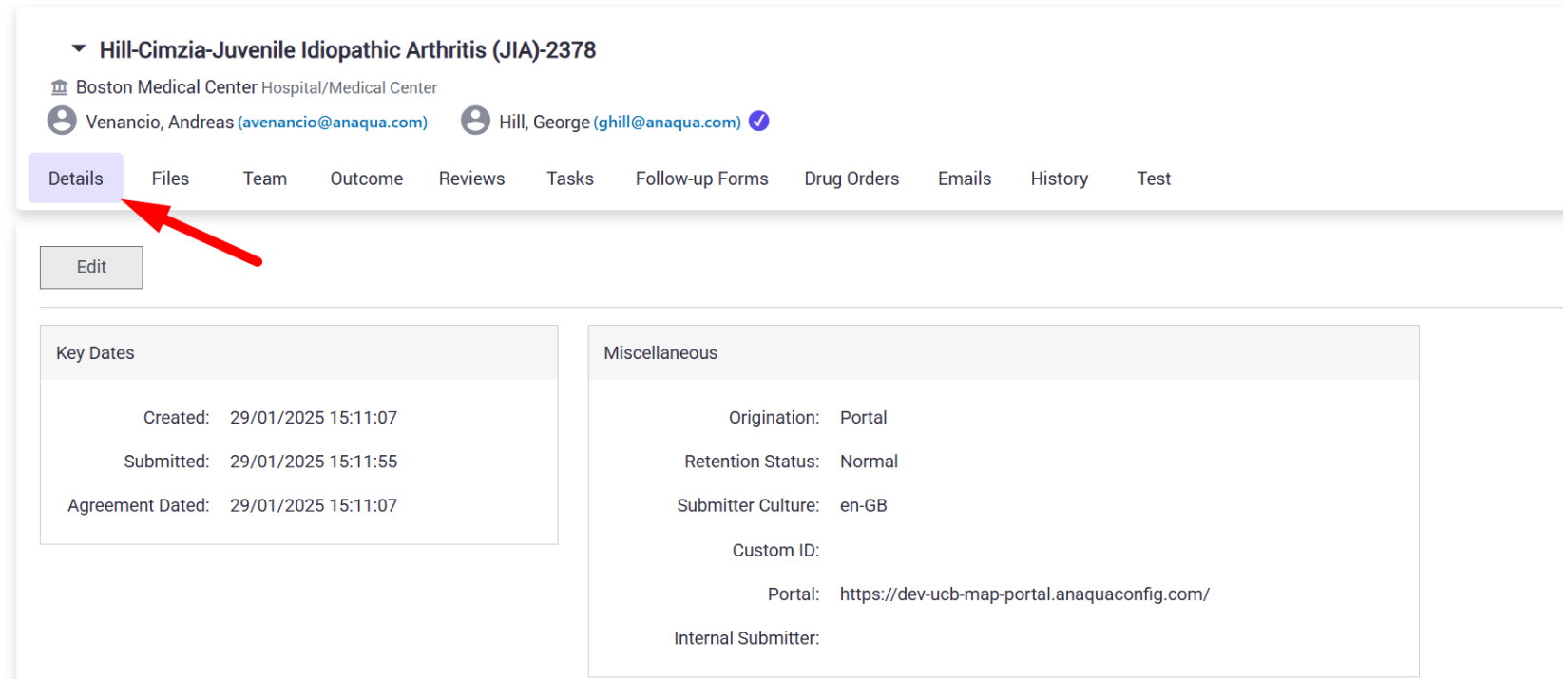
Summary information for the Request:

**Title:** GH Test 29/1  
**Requestor:** George Hill, Andreas Venancio  
**Institution:** Boston Medical Center  
**Product Requested:** Cimzia  
**Study Number of clinical trial, if applicable:** 6  
**Patient's Country of Residency:** Bahamas  
**Patient Clinical Trial ID:** hg44543  
Patient Weight: 10 to <44lb)  
**Product Quantity:** 6


*Note - Please do not reply to this email as it is only used for outbound notices and the email box is not monitored.*



# Reviewing A New Request

- Users can access the new request by clicking the URL provided in the notification email that is sent to them. This link will bring the users directly to the details of the request in the system
- Users can review the details of the request by scrolling through the “Details” tab to view the information provided by the HCP



▼ Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2378

 Boston Medical Center Hospital/Medical Center

 Venancio, Andreas (avenancio@anaqua.com)  Hill, George (ghill@anaqua.com) ✓

Details Files Team Outcome Reviews Tasks Follow-up Forms Drug Orders Emails History Test

Edit

**Key Dates**

Created: 29/01/2025 15:11:07

Submitted: 29/01/2025 15:11:55

Agreement Dated: 29/01/2025 15:11:07

**Miscellaneous**

Origination: Portal

Retention Status: Normal

Submitter Culture: en-GB

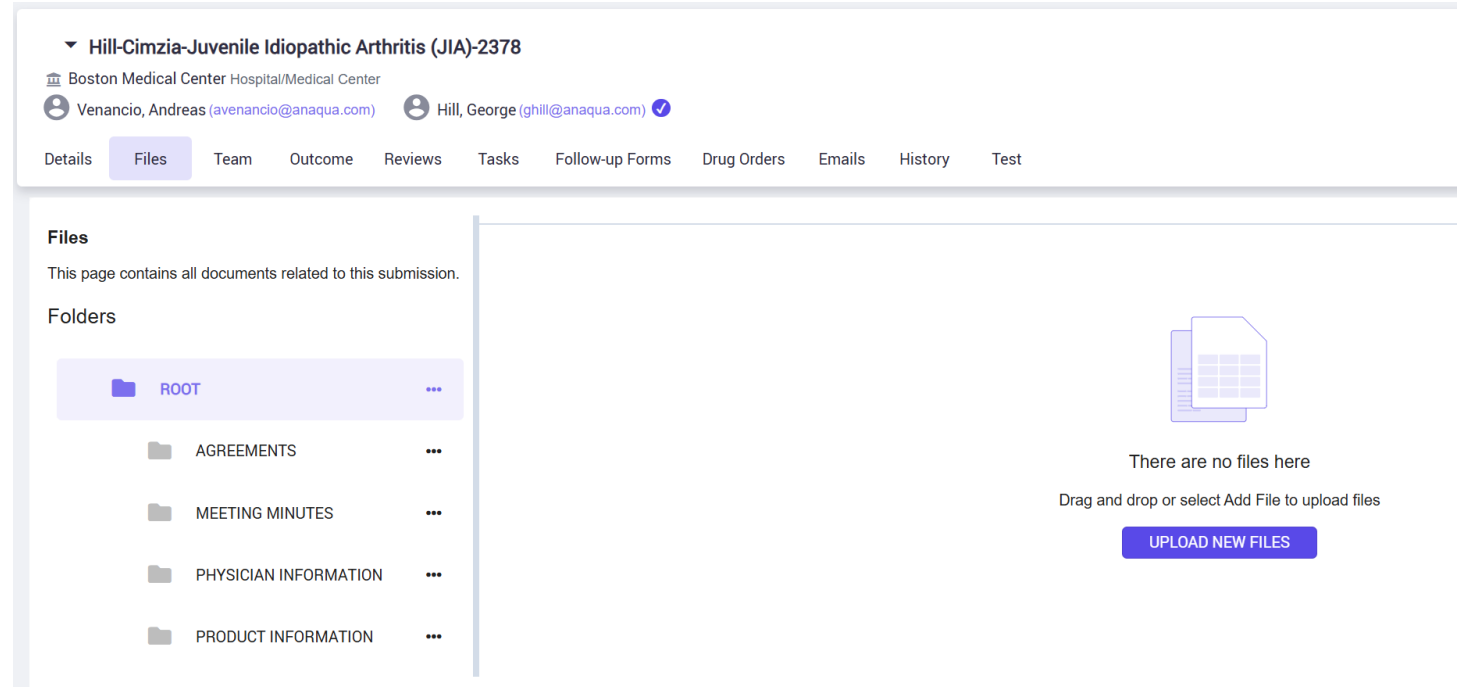
Custom ID:

Portal: https://dev-ucb-map-portal.anaquaconfig.com/

Internal Submitter:

# Uploading Related Documents

- Navigate to the Files tab, click Upload New Files, then Select file(s) to upload
- Once you've selected the file, choose a folder and file type if desired. Be sure to update the "Portal Visible Until" date if you'd like the HCP/Pharmacist to have access to the document
- Set an appropriate date to grant the HCP/Pharmacist access. Once the date has expired, the user will no longer be able to view/download the file



## Upload Files

ADD ADDITIONAL FILES

ideaPoint Abbreviations.docx

Folder: Root

Portal Visible Until: Portal Visible Until

Always Visible on Portal  View Only  Hidden

# Updating A Request Status

- To update the current status of a request, click on the “Edit” button at the top of the Details page
- From here, the Admin can update the internal and external statuses to notify the HCP of the update in real time
- Based on the statuses set, different email notifications will trigger

The screenshot shows the 'ideaPoint' interface for editing a request. The title is 'Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2378'. The 'External Status' dropdown is open, and a red arrow points to the 'Submitted' option. Other fields include Internal Status (Under Request Approval), Related Portal (Submitted), Submitted Date (Accepted), Editable Until (Under Review), Custom ID (Pharmacy Acceptance - Required), and Retention Status (More Information Needed). A 'Save Changes' button is visible in the top right.

# Drug Orders

- MAP Admin can review the request details in the “Drug Orders” section

▼ Venancio-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2425

Boston University Research Institute Academic

Tester, George (test@ghill.com) Venancio, Andreas (avenancio@anaqua.com)

Details Files Team Reviews Follow-up Forms **Drug Orders** Emails History

---

**Drug Orders** SAVE

▼ Please click the edit button above to update a row

ADD ACTIONS FIL

<input type="checkbox"/>	Product Details	Quantity	Request Date	Product	Target Delivery Date	Completed Date	Assigned To	Completed
<input type="checkbox"/>	10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)	2	03/19/2025	Cimzia	01/22/2025	03/19/2025	Test MAP Lead	<input checked="" type="checkbox"/>

Page 1 of 1 | Rows shown 10 | 1 to 1 of 1 Results

# Approving a Request

- To approve the initial stage of the request, the MAP Lead will need to fill out the “Request Approval” form and click “Submit”.
- Email is sent to the HCP asking to upload necessary documents.
- MAP Lead manually updates the external status of the Request to “Under Regulatory Review”

## Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2378

 Boston Medical Center (Hospital/Medical Center)

### Request Approval

---

Decision

**\* Based on information reviewed, do you approve this request?**

Yes

No

More Information Needed


# Post Initial Approval

- The requestor will be notified via email, and they can click the link provided in the email to navigate to their request on the portal.
- From here, they will now have access to the Files and Drug Orders tabs on their request
- The HCP will also be able to see the current external status of their request


## Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2376

Submitted Date	ID
01/29/2025	2376

[ADD](#)

Name	Title	Role
 Hill, George ghill@anaqua.com	Primary HCP	Is Creator

Page 1 of 1 | Rows shown 10 | 1 to 1 of 1 Results

 SUBMITTED

[Files](#) [Follow-Ups](#) [Drug Orders](#)

### Form

# Requesting More Information

- If a request is received for a drug that does not include the certain information and the MAP Lead would like to request the details, “More Information Requested” status will notify the HCP to provide the additional information on their MAP Request, they have two weeks to do so.
- Once the statuses are set, the HCP will be notified to navigate back to the request form to fill out the additional details on the Portal.

**Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2375**

Current Status  
**More Information Needed** ←

Submitted Date  
01/29/2025

ID  
2375

[ADD](#)

Name	Title	Role
Hill, Test georgehill@outlook.com	Pharmacist	Is Creator
Hill, George ghill@anaqua.com	Primary HCP	Can Edit

## Form

Fill out the form below then Click Save or Submit to save your progress.

**Request Details**

\* **Product**

\* **Indication**

**Study Number of clinical trial**

**Patient Details**

\* **Patient Initials**

\* **Patient DOB**

\* **Patient Gender**

\* **Patient's Country of Residency**

\* **Patient Clinical Trial ID**

\* **Patient Weight (KG)**

# Declining the Request

- Requests that are declined will automatically notify the HCP and any other contacts on the Request via email.
- The explanation for provided in the review will be displayed in the email.

## Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384


Boston Medical Center (Hospital/Medical Center)

### Request Approval

Decision

**\* Based on information reviewed, do you approve this request?**

Yes

No 

More Information Needed

**\* Please provide a reason the request is being rejected:**

Being rejected

TO: ghill@anaqua.com, avenancio@anaqua.com  
CC: mariaa.rocha@ucb.com  
BCC:

Dear George Hill, Andreas Venancio,

UCB has unfortunately decided to deny your Managed Access Program request.

Reason the request is being rejected: Being rejected

Thank you

*Note - Please do not reply to this email as it is only used for outbound notices and the email box is not monitored.*



# Drug Order Supply / Resupply Process

# Date of Order

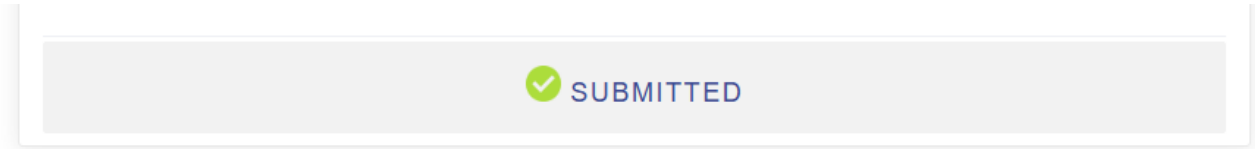
- When the Regulatory review is complete and the Pharmacist details have been verified, the MAPs DS Courier will update the Drug Order row
- A Date of Order will then get entered into the row for the requested Drug Order.
- Click the “Edit” button, and click into the “Target Delivery Date” cell.
- Once done, click “Save”.

The screenshot shows a web interface for 'Drug Orders'. At the top, there are navigation tabs: Details, Files, Team, Reviews, Follow-up Forms, Drug Orders (selected), Emails, and History. Below the tabs, there are buttons for 'EDIT' and 'COLLAPSE ALL'. A message says 'Please click the edit button above to update a row'. Below this is a table with columns: Product Details, Quantity, Request Date, Product, Target Delivery Date, Completed Date, Assigned To, and Completed. The table contains one row with the following data: Product Details: '10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)', Quantity: '2', Request Date: '03/19/2025', Product: 'Cimzia', Target Delivery Date: (empty), Completed Date: (empty), Assigned To: (empty), Completed: (checkbox). A small calendar icon is visible in the Target Delivery Date cell. At the bottom, there are navigation controls: 'Page 1 of 1', 'Rows shown 10', and '1 to 1 of 1 Results'.

This screenshot is similar to the one above, but it shows the 'ADD' button and 'ACTIONS' dropdown menu. The 'Target Delivery Date' cell is highlighted with a blue border, and a red arrow points to it from the right. The 'SAVE' and 'CANCEL' buttons are now visible at the top right. The table data remains the same as in the previous screenshot.

# Date of Order - Proposed

- The Pharmacist receives an email with the anticipated "Date of Order" form
- Within the Follow-Up Form assigned to the Pharmacist they can accept or provide a new date.



Name	Created	Due	Editable Until	Completed	
Date of Order	05/02/2025 17:08:03	19/02/2025	19/02/2025	<input type="checkbox"/>	<a href="#">View/Edit</a>

**Follow-Up Forms**

Edit Follow-Up

Save Submit Cancel

Date of Order Acceptance

Requested Date of order: 10/20/2025

\* Please confirm that it is possible to accept the shipment on the date provided

Yes

No

\* Please provide an alternative date for the pharmacy to accept the order

\* Please provide a reason for the alternative date

# Date of Order - Accepted

- MAP Lead and DS Courier will receive an email to notify them that the Pharmacy has either accepted or provided a new date. Nonetheless, the Status will be updated to "Date of Order – Accepted" and "Pending Shipment" and the new date will be displayed in the Drug Orders tab in the "Date of Order" column.

Drug Orders

Please click the edit button above to update a row

Product Details	Quantity	Request Date	Product	Target Delivery Date	Completed Date	As
10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)	2	03/19/2025	Cimzia	03/27/2025		

< > Page 1 of 1 >> Rows shown 10 1 to 1 of 1 Results

TO: ghill@anaqua.com, mariaa.rocha@ucb.com  
CC:  
BCC:

Dear MAP Lead,

The "Date of Order" Follow up form has been completed and the date for the drug to be shipped has been finalized by the Pharmacist.

# Drug Shipped

- Once the "Date of Order" is equal to today's date and the "Complete" checkbox is marked complete, the status of the Request will be updated to "Drug Shipped".
- Once this status is reached an email will be sent to inform the Pharmacist.

Drug Orders EDIT

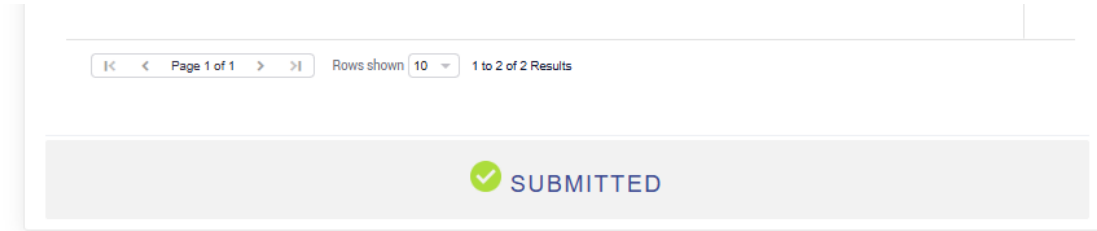
▼ Please click the edit button above to update a row

Product Details	Quantity	Request Date	Product	Target Delivery Date	Completed Date	Assigned To	Completed
10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)	2	03/19/2025	Cimzia	03/27/2025	03/19/2025	Test MAP Lead	<input checked="" type="checkbox"/>

Page 1 of 1 | Rows shown 10 | 1 to 1 of 1 Results

# Drug Refills

- Once the shipment date is completed and provided to the HCP/Pharmacist, a resupply form will be scheduled to be sent to the Physician/Pharmacist 8 weeks after the "Date of Order"
- The HCP/Pharmacist will be automatically reminded via email to submit a resupply based on the initial shipment date of their specific drug requested
- This process of an HCP/Pharmacist submitting a drug supply order and the PMs updating the shipment date can be repeated indefinitely until the request is discontinued or withdrawn



Files Follow-Ups Drug Orders

### Follow-Up Forms

Name	Created	Due	Editable Until	Completed	
Date of Order	05/02/2025 17:08:03	19/02/2025	19/02/2025	<input checked="" type="checkbox"/>	<a href="#">View/Edit</a>
Date of Order	05/02/2025 17:19:26			<input checked="" type="checkbox"/>	<a href="#">View/Edit</a>
Resupply Form	05/02/2025 17:28:37			<input type="checkbox"/>	<a href="#">View/Edit</a>

TO: ghill@anaqua.com;avenancio@anaqua.com  
 CC:  
 BCC:

Dear George Hill, Andreas Venancio,

You have been assigned the following form to complete on the MAP Portal: Resupply Form

To complete this form, go to your request on the portal (<https://dev-ucb-map-portal.anaquaconfig.com/Details.aspx?ID=2384>) and click the "Follow-Ups" tab to view your assigned form.

Due date (if applicable):

Thank you

*Note - Please do not reply to this email as it is only used for outbound notices and the email box is not monitored.*

# Drug Resupply Form – Patient Not eligible

- If the Physician/Pharmacist marks "No" on the resupply form then this will update the Status of the Submissions to "Withdrawn" and also Assign another Follow Up Form called "Resume MAP Request" which will allow the HCP to resume the request at any point.

Files | **Follow-Ups** | Drug Orders

### Follow-Up Forms

Edit Follow-Up

Save | Submit | Cancel

Resupply Form

**\* Eligibility Criteria: I confirm that the patient is experiencing benefit from the treatment and wants to continue receiving the medication. I agree to this request from a medical and safety perspective**  
*Please tick the boxes that apply to this Patient, in relation to eligibility for inclusion on the PTA. It is Your responsibility to ensure that the Patient is and remains eligible for inclusion in the PTA. This section is applicable for Patients already being treated with the Product (resupply orders) only.*

Yes  
 No

Submission Form | Files | Emails | **Follow-Ups** | Drug Orders

### Follow-Up Forms

Name	Created	Due	Editable Until	Completed	
Date of Order	05/02/2025 17:08:03	19/02/2025	19/02/2025	<input checked="" type="checkbox"/>	<a href="#">View/Edit</a>
Date of Order	05/02/2025 17:19:26			<input checked="" type="checkbox"/>	<a href="#">View/Edit</a>
Resupply Form	05/02/2025 17:28:37			<input checked="" type="checkbox"/>	<a href="#">View/Edit</a>
Resume MAP Request	05/02/2025 17:35:25			<input type="checkbox"/>	<a href="#">View/Edit</a>

# Resume MAP Request

- The Resume MAP Request follow up form allows the HCP to make the request again at any point after their initial treatment.
- Updated patient details can be inputted.

## Drug Orders

Please click the edit button above to update a row

Product Details	Quantity	Request Date	Product				
10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)	2	03/19/2025	Cimzia	01/22/2025	03/19/2025	Test MAP Lead	<input checked="" type="checkbox"/>
20 to <40kg (44 to <88lb) - 50mg Q2W (1.25-2.5mg/kg)	4	03/19/2025	Cimzia	03/19/2025			<input type="checkbox"/>

Page 1 of 1 | Rows shown 10 | 1 to 2 of 2 Results

Submission Form
Files
Emails
Follow-Ups
Drug Orders

### Follow-Up Forms

Edit Follow-Up

Save
Submit
Cancel

**Resume MAP Request**

**\* Would you like to resume the MAP request with the current patient?**

Yes  
 No

**\* Eligibility Criteria: I confirm that the patient is experiencing benefit from the treatment and wants to continue receiving the medication. I agree to this request from a medical and safety perspective**  
*Please tick the boxes that apply to this Patient, in relation to eligibility for inclusion on the PTA. It is Your responsibility to ensure that the Patient is and remains eligible for inclusion in the PTA. This section is applicable for Patients already being treated with the Product (resupply orders) only.*

Yes  
 No

**\* Has any patient/product information changed since your initial submission?**

Yes  
 No

**Patient Updates**

**\* Patient Weight (KG)** Please choose weight ▾

**\* CZP Dose Regimen**

10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)  
 20 to <40kg (44 to <88lb) - 50mg Q2W (1.25-2.5mg/kg)  
 >40kg (>88lb) - 100mg Q2W (<2.5mg/kg)

**\* Quantity Required for 12 weeks treatment (Packs & Injectors included)**

# Submission Sections

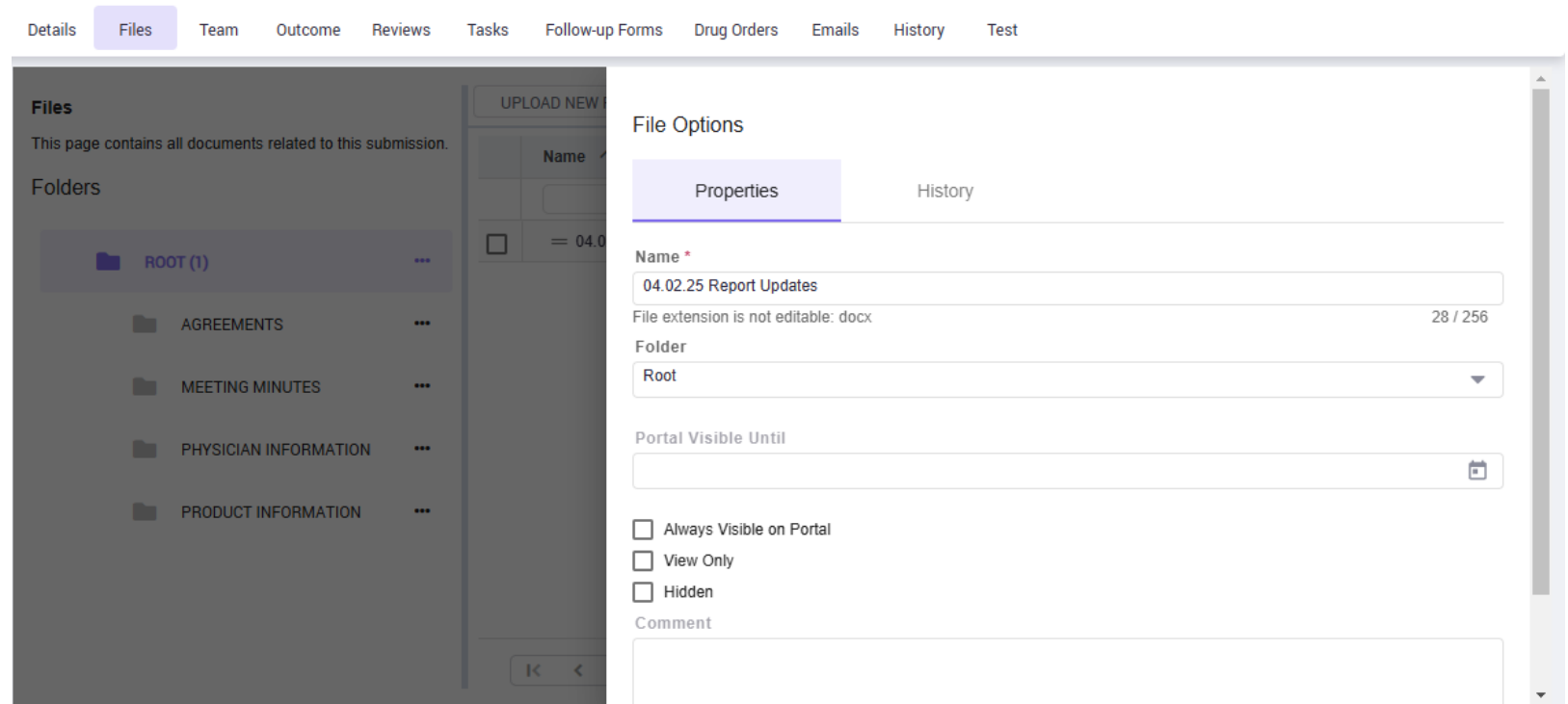
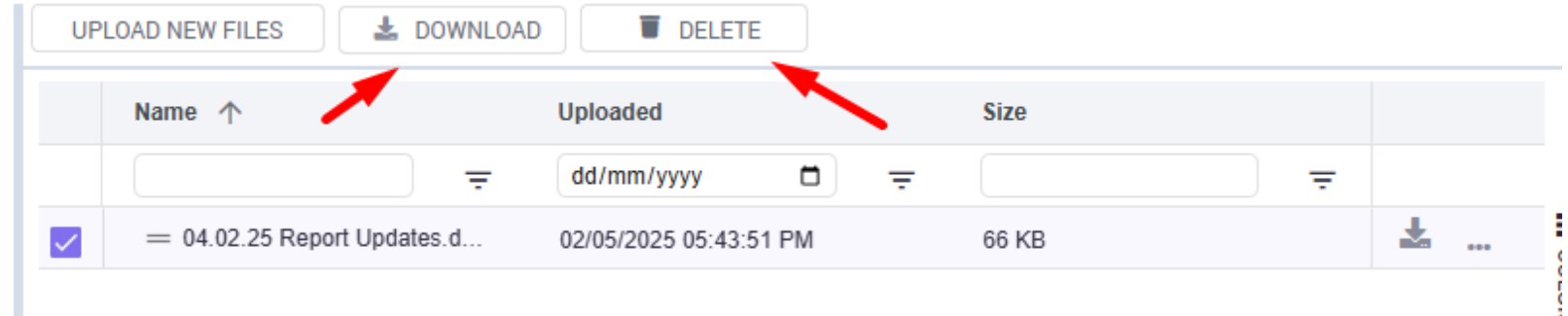
# Files

- Click the “Upload New Files” button to add a Document.
- To view a Document, click on the title
- To move a Document, click and drag the folder icon onto one of the folders to the left (when applicable)
- Click the arrow to **view file details** to have more edit options around the document you uploaded

The screenshot shows a web interface for a clinical submission titled "Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384". The interface includes a navigation bar with tabs for "Details", "Files", "Team", "Outcome", "Reviews", "Tasks", "Follow-up Forms", "Drug Orders", "Emails", "History", and "Test". The "Files" tab is active. Below the navigation bar, there is a header for "Files" with the text "This page contains all documents related to this submission." and a "Folders" section. The "Folders" section lists four folders: "ROOT", "AGREEMENTS", "MEETING MINUTES", "PHYSICIAN INFORMATION", and "PRODUCT INFORMATION". Each folder has a folder icon and a three-dot menu icon. To the right of the folders, there is a large area with a document icon and the text "There are no files here" and "Drag and drop or select Add File to upload files". Below this text is a blue button labeled "UPLOAD NEW FILES".

# File Details

- You can Delete or Download selected Document by using the corresponding buttons at the top of the page
- Visible on Portal
- Add/Change the file type using this screen
- Add comments using the text box
- Make the document hidden from team member roles user by clicking the “Hidden” check box
- Document history also displayed



# Uploading Files

- Once the desired file(s) has been selected, there are multiple columns that can be completed prior to saving the file(s)
- Users can select the desired folder, file type, sub-type (if configured), and the portal visible until date
- The Portal Visible Until date allows for the file to display on the portal for the specific request
- The date specifies how long the file will be available for the HCP/Pharmacist to view/download



The screenshot shows a web interface titled "Upload Files". At the top left is a button labeled "ADD ADDITIONAL FILES". Below it, a file entry is shown: "04.02.25 Report Updates.docx". To the right of the file name are two input fields: "Folder" with a dropdown menu currently set to "Root", and "Portal Visible Until" with a calendar icon. Further right are three checkboxes: "Always Visible on Portal", "View Only", and "Hidden". A horizontal purple progress bar is visible to the right of the "Hidden" checkbox, ending with a green checkmark and a close button (X). At the bottom right of the interface are two buttons: "CANCEL" and "UPLOAD".

# Team Member Assignment



- To add any additional team members to a submission, click on the “assign” drop down to select which team role you would like to assign the user
- Type the name of the desired user in to the “To:” look-up box and click the “Add” button in the bottom right corner
- By adding an expire date you can chose when that user will expire at that role.
- When a user is assigned to a request as a team member, the request will then appear in their “My Requests” screen

Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384  
Boston Medical Center Hospital/Medical Center  
Venancio, Andreas (avenancio@anaqua.com) Hill, George (ghill@anaqua.com) ✓

Details Files **Team** Outcome Reviews Tasks Follow-up Forms Drug Orders Emails History Test

Assign    
To    
Committee Member  
Committee Member  
MAP Lead  
MAPs DS Courier CRO Reviewer  
MAPs DS CRO Regulatory Reviewer

Quick Add User Expiring at

Role	User	Expires
MAP Lead (all rights granted)	 Administrator, System no-reply@idea-point.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
MAPs DS Courier CRO Reviewer (all rights granted)	 Hill, George	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

# Reviews

- The reviews section is where formal evaluations of MAP requests will be assigned, documented, and displayed
- Select the type of review you'd like to assign/complete (writing a review yourself is a licensed policy) from the dropdown at the top of the section
- Type in the user you'd like to assign in the lookup box, and select their name
- Any users that are already on the team will appear in the "Current Team Members" box on the right-hand side
- You can assign a due date for the review if desired. Click "Assign Selected" to send out the review

▼ Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384

Boston Medical Center Hospital/Medical Center

Venancio, Andreas (avenancio@anaqua.com) Hill, George (ghill@anaqua.com)

Details Files Team Outcome **Reviews** Tasks Follow-up Forms Drug Orders Emails History Test

Select Review Form -- Please Select -- Write

To Lookup Users

Profile Matches

Assignment Rules

Current Team Members

Administrator, System  
 Hill, George  
 Rocha, Maria A.

Quick Add User Due: Date Assign Selected

All Reviews

Toggle All

Name	Reviewer	Created	Modified	Due	Completed	Completed Date	Decision
Request Approval	Administrator, System	05/02/2025 16:58:09			<input type="checkbox"/>		Delete Edit
Request Approval	Rocha, Maria A.	04/02/2025 17:25:10	04/02/2025 17:25:54		<input checked="" type="checkbox"/>	04 Feb 2025	Delete Edit

# Drug Orders

- The Drug Orders submission section displays all of the data from the Drug Order Requests
- This section is where the MAPs DS Courier will update the "Date of Order" once a Regulatory Review has been approved
- The rest of the columns are automatically populated once MAP Request is submitted via the portal

▼ Venancio-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2425

Boston University Research Institute Academic

Tester, George (test@ghill.com) Venancio, Andreas (avenancio@anaqua.com)

Details Files Team Reviews Follow-up Forms **Drug Orders** Emails History

### Drug Orders

▼ Please click the edit button above to update a row


Product Details	Quantity	Request Date	Product	Target Delivery Date	Completed Date	Assigned To
10 to <20kg (22 to <44lb) - 50mg Q4W (2.5-5mg/kg)	2	03/19/2025	Cimzia	01/22/2025	03/19/2025	Test MAP Lead
20 to <40kg (44 to <88lb) - 50mg Q2W (1.25-2.5mg/kg)	4	03/19/2025	Cimzia	03/19/2025		



Page 1 of 1 | Rows shown: 10 | 1 to 2 of 2 Results

# Outcome

- The Outcome Submissions section will display the outcome details surrounding the Request

▼ Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384


 Boston Medical Center Hospital/Medical Center

 Venancio, Andreas (avenancio@anaqua.com)  Hill, George (ghill@anaqua.com) ✓

Details Files Team **Outcome** Reviews Follow-up Forms Drug Orders Emails History Tasks Test

Save Changes

Outcome

**Date Request Resolved:**  
12/02/2025 

**Outcome:**  
Provided ▼

**Please provide any additional details around decision if needed:**

This could include why the decision was reached or the plan for the request (i.e. individual request, managed access program, other)

# Emails

- The Emails section is where you can view, add, or edit all types of emails related to the submission. Any system generated email from ideaPoint for this specific submission will automatically be listed here. New emails can be uploaded from the “Compose New” button
- Ability to export and upload any .msg files to this section for documentation
- Clicking on the blue hyperlink subject line will expand the email details for easy review

▼ Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384

Boston Medical Center Hospital/Medical Center

Venancio, Andreas (avenancio@anaqua.com) Hill, George (ghill@anaqua.com) ✓

Details Files Team Outcome Reviews Follow-up Forms Drug Orders **Emails** History Tasks

Export All Compose New Upload

From	Subject	Created ▼		
no-reply@idea-point.com	<a href="#">Follow-Up Form Completed for Submission "Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384"</a>	05/02/2025	Export	Delete
no-reply@idea-point.com	<a href="#">You Have Been Assigned A Follow-Up Form for Submission "Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384"</a>	05/02/2025	Export	Delete
no-reply@idea-point.com	<a href="#">You Have Been Assigned A Follow-Up Form for Submission "Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384"</a>	05/02/2025	Export	Delete
no-reply@idea-point.com	<a href="#">Follow-Up Form Completed for Submission "Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384"</a>	05/02/2025	Export	Delete
no-reply@idea-point.com	<a href="#">Follow-Up Form Completed for Submission "Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384"</a>	05/02/2025	Export	Delete

# History

- Documented history for all updates/changes to the specific submission
- Ability to export the data as formatted data in an excel or as raw data

▼ Hill-Cimzia-Juvenile Idiopathic Arthritis (JIA)-2384 📄 🗨️ 📌

🏢 Boston Medical Center Hospital/Medical Center

👤 Venancio, Andreas (avenancio@anaqua.com) 👤 Hill, George (ghill@anaqua.com) ✓

Details Files Team Outcome Reviews Follow-up Forms Drug Orders Emails **History** Tasks

Export All  Raw Format

Logged ▼	Details	User	Contact	Follow Up
05/02/2025 17:48:36	Submission File Deleted File Name: 04.02.25 Report Updates.docx	Administrator, System		
05/02/2025 17:41:24	Row Completed on "Drug Orders"	Administrator, System		
05/02/2025 17:40:49	FollowUp Completed		Hill, George	
05/02/2025 17:40:49	Submitting the following FollowUp Submission form fields: BRZ_CRITERIA_1_ATTESTATION=Yes;UPDATE_RESUPPLY_DETAILS_YN=Yes;MAP_PATIENT_WEIGHT_RESUPPLY=>40kg (>88lb);MAP_PATIENT_CZP_DOSE_RESUPPLY=>40kg (>88lb) - 100mg Q2W (<2.5mg/kg);MAP_PATIENT_QUANTITY_REQUIRED_FOR_TREATMENT_RESUPPLY=10		Hill, George	
05/02/2025 17:40:18	Portal Follow Up "test" added.	Administrator, System		
05/02/2025 17:38:51	FollowUp Completed		Hill, George	
05/02/2025 17:38:51	Submitting the following FollowUp Submission form fields: BRZ_CRITERIA_1_ATTESTATION=Yes;UPDATE_RESUPPLY_DETAILS_YN=Yes;MAP_PATIENT_WEIGHT_RESUPPLY=>40kg (>88lb);MAP_PATIENT_CZP_DOSE_RESUPPLY=>40kg (>88lb) - 100mg Q2W (<2.5mg/kg);MAP_PATIENT_QUANTITY_REQUIRED_FOR_TREATMENT_RESUPPLY=10;MAP_RESUME_REQUEST_FOLLOW_UP=Yes		Hill, George	

# Relationship Management

# Institutions

- Under the “Relationships” tab Institutions and Contacts can be managed in the system. Click the “+” button and fill out the respective form for both Institution and Contact
- You can also export the data view into an Excel spreadsheet for quick reporting by clicking the three dots in the top right-hand corner of the data view

Name ↑	Website ≡	Institution Type ≡	Country ≡
<a href="#">ABC R&amp;D</a>	<a href="#">abcrd.com</a>	Research Center	Japan
<a href="#">Adams College</a>		Academic	United Kingdom
<a href="#">Adison University</a>		Academic	Germany
<a href="#">Ahmedabad Civil Hospital</a>		Hospital/Medical Center	India
<a href="#">American Brain Coalition</a>		Charitable Foundation	United States

# Contacts

- Contacts are the HCPs and Pharmacists that UCB works with
- After filling out either the Contact of Institution form make sure that you click the save button to add it to the database
- Once added to the system, each user will be able to find the Institution/Contact in lookup boxes throughout the main application

Contacts

+ [Filter Icon] Group

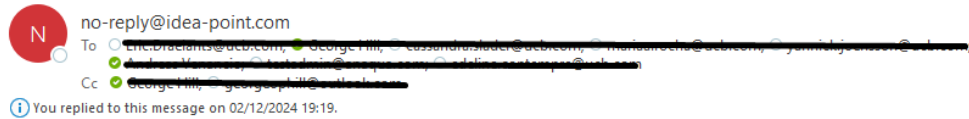
LastName ↑	FirstName ≡	Email ≡	Phone ≡
<a href="#">Acosta</a>	<a href="#">Areli</a>	acostadq@gmail.com	
<a href="#">Akari</a>	<a href="#">Ari</a>	akari@idea-point.com	
<a href="#">Alexander</a>	<a href="#">Miya</a>	malex@idea-point.com	
<a href="#">Anzelc</a>	<a href="#">RJ</a>	ranzelc1@anaqua.com	

⋮ COLUMNS | ADVANCED FILTERS

# Contact Validation

- The MAP Admin will receive an email with a list of contacts who have Registered and need validation to access the portal
- The MAP Admin will need to Validate Portal contacts as they create their account for the ability to Submit a MAP Request.

## Account Validation Required



Dear User,

New accounts on the portal require validation, please see details below:

ContactID	Name	Email Address	Type
<a href="#">62</a>	Christopher McCauley	<a href="mailto:abc@gmail.com">abc@gmail.com</a>	New
<a href="#">65</a>	Bob Johnson	<a href="mailto:123456789@123.com">123456789@123.com</a>	New
<a href="#">68</a>	Paddy Russillo	<a href="mailto:anaqua@idea-point.com">anaqua@idea-point.com</a>	New
<a href="#">90</a>	Test Hill	<a href="mailto:georgeophill@outlook.com">georgeophill@outlook.com</a>	New

Thank you

**Note - Please do not reply to this email as it is only used for outbound notices and the email box is not monitored.**

**Carwell, Andrew**

Listing Details Submissions History Security Log Notes

Save Expire Password **Validate Account**

**Details**

Prefix

\*First Name

\*Last Name

Suffix

Title

Address

City

\*Country / Region

Postal Code

Website Address

Validation Comments

Institution

Modified By

Modified

**Account**

Disabled

\*Email Address

Phone Number

Created By Andrew Carwell

Created 04/02/2025 17:23:29

Last Login never

**Profile**

**Pharmacy/Physician Details**

Are you a physician or a pharmacy?  Physician  Pharmacy

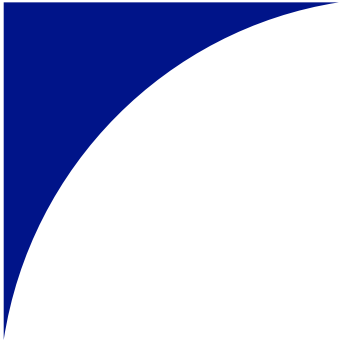
Institution

Institution Address

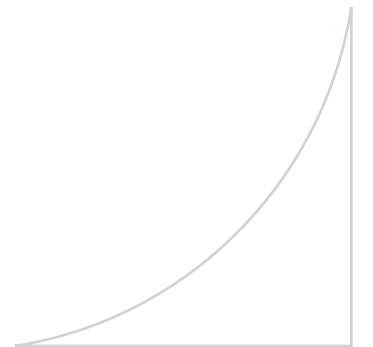
City

Post/Zip Code

Are you affiliated with more than one  Yes  No



**This is a section divider without an image.**





## Thanks. Any feedback?

Feel free to contact the Access+ team  
([accessplus@ucb.com](mailto:accessplus@ucb.com))