

🝯 Scheduling events

1 Introduction

- This lesson illustrates an example of scheduling the events in Viedoc Designer and how these look in Viedoc Clinic.
- For complete information about the event settings in Viedoc Designer, see Study workflow.

2 Study workflow

- In our study workflow, we have the following Scheduled events:
 - Screening the first scheduled event. Because this is the first event, the option to enable proposed date calculation is not available (as there is no previous event to base the proposed date calculation on).
 - Subject Diary this is a subject initiated (ViedocMe) event for which the settings are described in the following sections.

3 Diary event - General settings

- In the Study event settings > General we set the following:
 - Study event ID = Diary
 - Event name = Subject Diary
 - Short Summary Format = Diary : Day {StudyEventRepeatKey}
 - Long Summary Format = Diary : Day {StudyEventRepeatKey}, {EventDate}: {QSSF36.SF3601}

The {QSSF36.SF3601} is the value of the *SF3601* item in the *QSSF36 form* (see image)

• Source = Subject initiated.

🔶 Schedule	d Events > S	Subject Diary						Close
Churcher								
Study e	vent se	ettings t settings linked to	this event					
There you can spi	ieny un retevui	c sectings tinked to	una event.					
General	Visibility	Scheduling						
Study event	ID							
Diary		4 Set a unique ev	ent ID.					
Event name								
Subject Diary Aname of the event as seen in Clinic. Please observe that after 14 of box is faded out but visible in full on the actual event [sample].						characters the	name in t	he event
Study event	description							
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Diary event - Scheduling settings

- In the Study event settings > Scheduling we set the following:
 - Proposed date 5 days after the actual or planned date of the previous event in the workflow (*Screening*).
 - Time window 0 day(s) before or after the proposed date.
 - Enable recurrence 9 times in additional to the original event, i.e max 10 occurrences of the event.
 - Proposed event date 1 day after the actual or planned date of the previous event. This is because we want the event to reoccur on a daily basis.
 - Since we did not set a separate time window for the occurrences of this event, the time window set for the original event applies, in this case 0 days before/after the proposed date.

Study event settings Here you can specify all relevant settings linked to this event.
General Visibility Scheduling
Enable proposed date calculation Proposed event date: 5 day(s) after reference date.
Reference date: Actual or Planned * Screening * EventDate *
Time window before the proposed event date: 0 day(s) Time window after the proposed event date 0 day(s)
Enable recurrence Number of times: 9
Reference date: Actual or Planned * date of previous event
Set separate time window for recurring events



If we initiate the first event - Screening on 01 Jan 2018, for

· Looking at a subject page in Viedoc Clinic, considering the

example, then the first occurrence of the *Diary* event will have as proposed date 06 Jan 2018. This is according to the *Diary* event settings described above, having as proposed date 5 days after the actual or planned date of the previous event (*Screening*), with no time window.

Visit date

Thereafter, the following occurrences of the *Diary* event will have as proposed date 1 day after the proposed date of the previous occurrence, as illustrated in the image.

- Each of the occurrences of the *Diary* event are displayed in the subject details page by using the **Short summary format** according to the settings performed in the event general settings.
- After the event was initiated, the event is identified by the long summary format:
 - in the form header in Viedoc Clinic.
 - in the header of the form pdf.
 - in the pdf export for Viedoc versions 4.39 and higher.

6 Timing settings at activity level

How it looks in Viedoc Clinic

event settings, we have the following:

• For activities within subject initiated events, it is possible to enable proposed time calculation.

To do this, go to the **Study workflow** then click on the pen icon corresponding to the respective activity to open the **Activity settings** window. Click on the **Timing tab**, check **Enable proposed time calculation** (1) and set the proposed time (2) as well as the time windows ((3) and (4)) if needed.

 In the example in the image, we have set the proposed time at 8:00 with a time window of -2/+8 hours (2 hours before and 8 hours after the proposed time). This would make the activity to appear in ViedocMe as illustrated in the bottom of the image.

	Close
Activity settings	
Here you can specify the settings linked to this activity	
General Timing ViedocMe reminder	
1 🗹 Enable proposed time calculation for subject initiated activities	
2 At time • 08:00 ③	
3 Time window before the proposed time: 2 hour(s)	
Time window after the proposed time: 8 hour(s)	
ViedocMe	
Next scheduled event	1
Friday January 12, 2018 09:00 Proposed time	
12 SF36 Questionnaires	
Available 12 Jan 2018, 06:00-16:00 Time window >	1
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