VIEDOC eLearning

Icons

1 Icons

- Viedoc uses a variety of icons for identification and status of a data entry page, also called a form.
- The icons are clearly described at the bottom of all pages where they are used.
- To open a form simply click the status icon.

Icon	Form status
	Blinded data
	Not initiated
	Awaits signing
	Value out of range (forced check)
	Value out of range (soft check)
	Mandatory value missing
	Illegal value
	Awaits query resolution
	Complete (Signed)
	Partially complete.
	Reviewed by monitor
	Read only

2 Variable types and symbols

- Enter data by filling out forms as shown here. This table summarizes the ways to enter data in the system.

Symbol	Explanation
	Click to enter comment or query
	Click to show/add comment
	Unresolved query
	Clarified/corrected query
	Resolved query
	Click to add another row in a visit form
	Click to open searchable registry
	Click for more information
	Click to delete something
	Click to view translation/coding
	Click to view a PDF

Variable type	Description
No Yes	Option button. Select one option.
Adverse event Medical history Prophylaxis Other	Check box. Select one or several options.
< Select > < Select > g/L - mg/mL mg/dL mmol/L	Drop-down list. Select one option in the list.
Demo	Free text. Enter text.
1980 Jan 22	Numeric date. Enter a date by selecting from the year, month and day drop-down lists.
1990 Mar NK	Free text date allows NK (Not Known). For historic dates.
kg	Numeric field. Enter numeric value.
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