

🍯 Visit calendar

1 Visit calendar

- When a patient has been successfully added to the system the user is taken to the visit calendar for that patient. The visit calendar displays the first visit(s) for the patient.
- In some studies, the date of the first visit is default set to the same date as date of informed consent. Click the date if you want to change the date.
- The patient header displays the patient information. The Patient ID is automatically assigned by the system.

2 Visit calendar sections

- The Visit calendar page consists of a visit dependent and a visit independent section. You access the forms by clicking the status icon. The different status icons are explained at the bottom of the page.
- The **visit dependent** section displays the scheduled visits and their forms. Click the status icon to open a specific visit form.
- The visit independent section displays the available log forms. Click the status icon to open a specific log form and view or add new log entries.

Visit calendar				Z Add comment I A		
	Visit 1	Visit 2	Visit 3	Visit 4	Visit 5	
Proposed date		2010-1 <mark>1</mark> -15	2010-11-17	2010-12-01	2010-12-15	
Date	<u>2010-11-01</u>	<u>2010-11-03</u>	<u>< Change ></u>	<u>< Change ></u>	<u>< Change ></u>	
Demographics	80¥					
Medical History	1					
Vital signs	1	501	۲	۲	۲	
AE/CM check	1	1	۲	۲	۲	
Eligibility	1					
Study completion		50g				
Visit independent for	ms					
Adverse events	its 💽			Concomitant medications		
Discomfort form	6					

3 Visit administration

- On the Visit administration page you can initiate or plan a visit, add a new visit, change visit dates and add/remove visit forms. To administrate a visit, click the visit date in the visit calendar for a visit that has been initiated or planned or the link
 <<u>change</u>> for a visit that has not yet been initiated or planned.
- Add a new visit: Scheduled visits are automatically created in the calendar. As soon as a scheduled visit has been initiated a new scheduled visit appears in the calendar.

SE01-461	INITIALS ert DATE OF BIRTH 1937-03-27 AGE 74.2					
	GENDE	r Male group	A			
Visit calendar				/ <u>Add co</u>	mment <u>Add v</u>	
	Visit 1	Visit 2	Visit 3	Visit 4	Visit 5	
Proposed date		2010-11-15	2010-11-17	2010-12-01	2010-12-15	
Date	<u>2010-11-01</u>	<u>2010-11-03</u>	<u>< Change ></u>	<u>< Change ></u>	< Change >	
Demographics	\$					
Medical History	100					

 If the study allows unscheduled visits it is possible to manually add those in the calendar. To add a new visit other than a scheduled visit, click the <u>Add visit</u> link in the visit calendar, select the type in the dropdown list, set status to "Initiated", select the date, finally click "Save".