

## Sign data

### 1 Sign data

- Data is signed by entering the password. Data can only be signed if it has status “Awaits signing”.
- The easiest way to sign data is to use the Signing console, but visit forms can be signed in the Visit administration, log rows can be signed in each log form and patient information can be signed on the Patient information page.
- View the status of the patient data by using the different view options on the Choose patient page. If the Patient information page is not signed there is an asterisk to the right of the patient ID.

**Search patient**  
 Search ScrNo, Date of birth, Gender, Initials, Group

☒ Patient info  
☐ Data status  
☐ Visit status  
☐ Study status  
 Show: 25 ▼

ScrNo	Initials	Gender	Age	Group	Study status	Locked
SE01-296	I.W	Male	51.1	A	Complete	<no>
SE01-297*	ing	Male	71.4		Not initiated	<no>
SE01-298	ing	Male	71.4	B	Ongoing	<no>
SE01-299*	ABCD	Male	102.4		Ongoing	<no>
SE01-300*	thk	Male	87.0	A	Ongoing	<no>

### 2 Signing console

- To sign data using the Signing console click the menu link [Signing console].
- Tick the data to be signed and enter the password.

**Signing console**  
**Module**  
Patient information DH JA OA SDV **Status** **Sign**  
 Awaits signing ☒  
Adverse events DH JA OA SDV Awaits signing ☒  
Concomitant medications DH JA OA SDV Awaits signing ☒  
 Discomfort form Not initiated

**Visit** **Date** DH JA OA SDV **Status** **Sign**  
Visit 1 2009-11-02 DH JA OA SDV Ongoing  
Visit 2 2009-11-13 DH JA OA SDV Awaits signing ☒  
Visit 3 2009-11-13 \* DH JA OA SDV Awaits signing ☒  
Visit 4 2009-11-27 DH JA OA SDV Ongoing  
Visit 5 2009-12-11 DH JA OA SDV Ongoing  
Visit 6 2009-12-25 DH JA OA SDV Ongoing  
 \*Outside visit window

By giving my password below I certify that I have carefully reviewed all entries documented for the selected modules/visits and that all information entered is, to the best of my knowledge, correct, complete and representative of source documents.  
 Password: .....