

## 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				Status	Sign
<u>Patient information</u>	DP %	ORA %	SDP %	Awaits signing	<input checked="" type="checkbox"/>
<u>Adverse events</u>	DP %	ORA %	SDP %	Awaits signing	<input checked="" type="checkbox"/>
<u>Concomitant medications</u>	DP %	ORA %	SDP %	Awaits signing	<input checked="" type="checkbox"/>
Discomfort form				Not initiated	

  

Visit	Date				Status	Sign
<u>Visit 1</u>	2009-11-02	DP %	ORA %	SDP %	Ongoing	
<u>Visit 2</u>	2009-11-13	DP %	ORA %	SDP %	Awaits signing	<input checked="" type="checkbox"/>
<u>Visit 3</u>	2009-11-13 *	DP %	ORA %	SDP %	Awaits signing	<input checked="" type="checkbox"/>
<u>Visit 4</u>	2009-11-27	DP %	ORA %	SDP %	Ongoing	
<u>Visit 5</u>	2009-12-11	DP %	ORA %	SDP %	Ongoing	
<u>Visit 6</u>	2009-12-25	DP %	ORA %	SDP %	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.