

## 🍯 4. Edit / change data

## 1 Change visit data

- To edit saved data click the status icon for the form and click the "Change" button to open the form for changes. Edit the data and click the "Save" button.
- If data is changed the audit trail is activated and a reason for change must be given to save the form. Choose a reason for change in the drop-down list or write another reason in the free text field to the right of the drop-down list.
- If the form that is changed was signed the signature will be broken and the form will need to be signed again.
- The "Cancel" button will take you back to the Visit calendar without changing the form data.
- Log form data is changed by opening the log row and clicking the "Change" button. If data is changed the audit trail will be activated.

Metabolic, Background, 2010-07-15				
Metabolic - Background Comorbidi	ties			
7 Report date		2010	✓ Ju	▼ 15 ▼
Ž Diabetes mellitus	© №	01	res (	) Not know
Date of diagnosis (NK=Not known)		2010	Jar	1 • 2 •
<sup>7</sup> Type of Diabetes	🔘 Туре 1 🖲 Туре 2 🔘 Туре	not sp	oecified	i / not knowr
			Yes	Not known
OF OF OF		No	100	NOUKITOWI
<sup>7</sup> Medical treatment for diabetes		No	0	O
Medical treatment for diabetes	10 NO OF		0	© C
			©	© ©

## 2 Change patient card data

- Click the menu link [Patient card] to open the Patient card. Click the "Change" button to open it for changes.
- If data is changed the audit trail is activated and a reason for change must be given to save the Patient card.
- If the patient card was signed the signature will be broken and the Patient card will need to be signed again.
- The "Cancel" button will take you back to the Visit calendar without changing the Patient card.

	GENDER Female BIRTH DATE 1965-01-01		
KR 999 00005	STATUS Active		
Patient card	Show queries   / Add comment		
Local ID	0.00.00.00		
Local ID	12345		
Is the patient diagnosed with acromegaly?	Ves Ves		
Is the patient either currently using Somavert or a candidate for Somavert treatment?	<b>∀</b> Yes		
Patients entered into ACROSTUDY must be patients with diagnosed accomegaly who either are currently treated with Somavert of for whom Somavert treatment will start in the near future.			
Patient Somavert status at endoACRO start Patient Somavert status at	Will start Somavert in the future  Will start Somavert today		
endoACRO start	The she she		
Reason for change>			
Query Resolution Data Entry Error Data Previously Not Available	1965 • Jan • 1 •		
Gender	© Female ⊘ Male		
Ethnic origin	Caucasian		
ACROSTUDY start date	2010 - Jul - 15 -		
The date when the patient is entered in ACROSTUDY, not necessarily the date when Somavert treatment is started.			
Date when Informed Consent for ACRO study was obtained	2010 v Jun v 30 v		
Privacy permission from patient obtained? 🜒	● Yes ● No		
	Save Cancel		