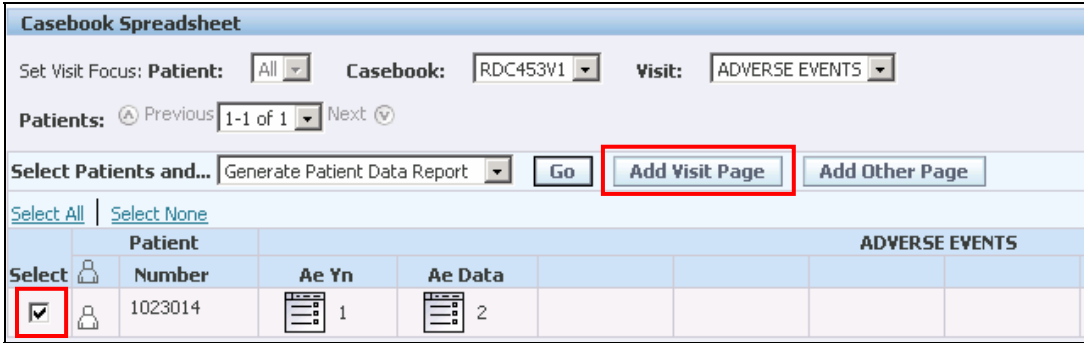
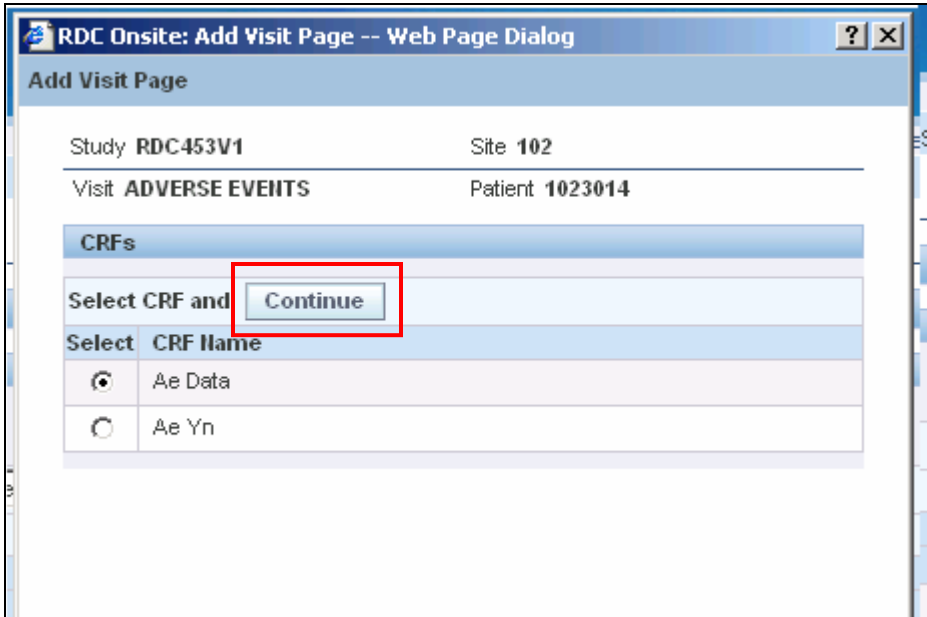
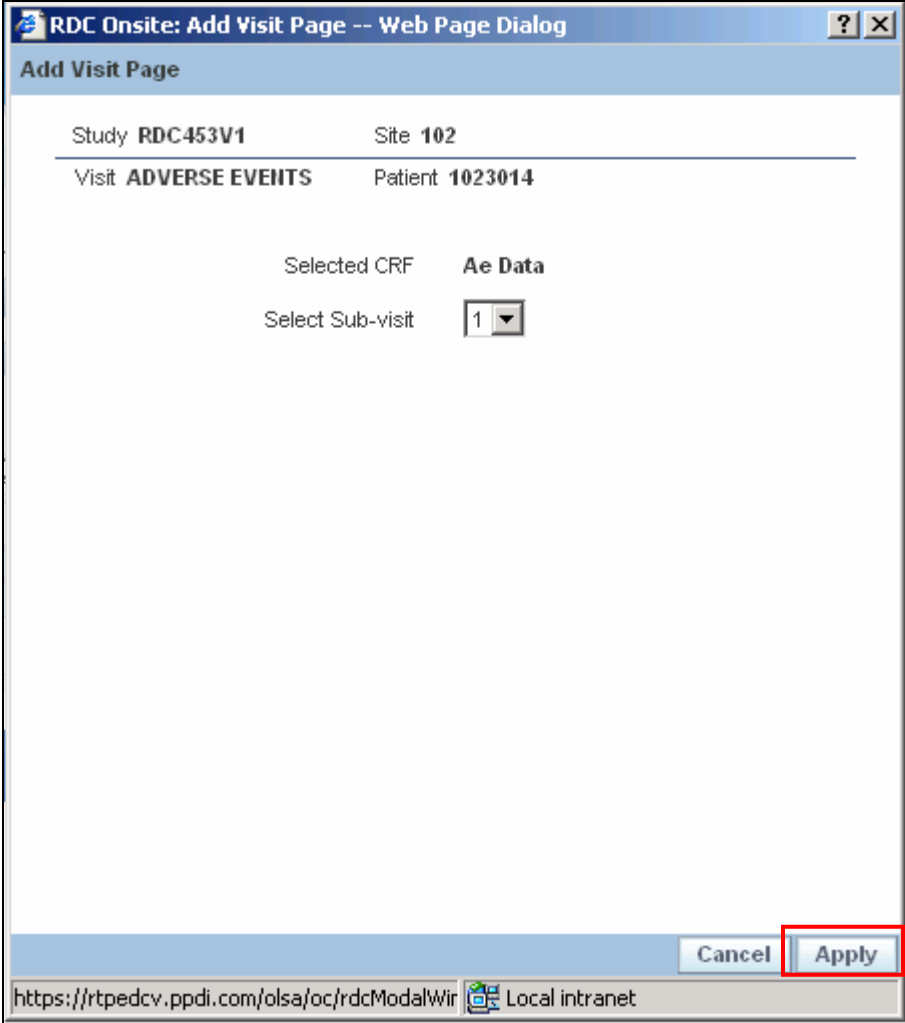


Inserting Additional Pages

Sites may need to add an additional page if they have completed data entry on all of the data fields on an eCRF page, but still have additional data to enter. (i.e. Adverse Events, Medical History, ConMeds, etc.) The Study Team should advise when to add additional pages based on the protocol for the study. This example will provide step by step instructions for inserting an additional Adverse Event page.

Step	Procedure																					
<p>Step 1</p>	<p>From the Patient Casebook screen, select the check box for your patient. Confirm you are in the correct visit. Click the Add Visit Page button.</p>  <p>Casebook Spreadsheet</p> <p>Set Visit Focus: Patient: <input type="text" value="All"/> Casebook: <input type="text" value="RDC453V1"/> Visit: <input type="text" value="ADVERSE EVENTS"/></p> <p>Patients: <input type="button" value="Previous"/> <input type="text" value="1-1 of 1"/> <input type="button" value="Next"/></p> <p>Select Patients and... <input type="button" value="Generate Patient Data Report"/> <input type="button" value="Go"/> <input type="button" value="Add Visit Page"/> <input type="button" value="Add Other Page"/></p> <p>Select All Select None</p> <table border="1"> <thead> <tr> <th>Select</th> <th>Patient</th> <th>Ae Yn</th> <th>Ae Data</th> <th colspan="3">ADVERSE EVENTS</th> </tr> <tr> <th><input type="checkbox"/></th> <th>Number</th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>1023014</td> <td>1</td> <td>2</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Select	Patient	Ae Yn	Ae Data	ADVERSE EVENTS			<input type="checkbox"/>	Number						<input checked="" type="checkbox"/>	1023014	1	2			
Select	Patient	Ae Yn	Ae Data	ADVERSE EVENTS																		
<input type="checkbox"/>	Number																					
<input checked="" type="checkbox"/>	1023014	1	2																			
<p>Step 2</p>	<p>The Add Visit Page dialog box appears. Select the radio button for the eCRF you need to add for this visit. Click the Continue button.</p>  <p>RDC Onsite: Add Visit Page -- Web Page Dialog</p> <p>Add Visit Page</p> <p>Study RDC453V1 Site 102</p> <p>Visit ADVERSE EVENTS Patient 1023014</p> <p>CRFs</p> <p>Select CRF and <input type="button" value="Continue"/></p> <table border="1"> <thead> <tr> <th>Select</th> <th>CRF Name</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="radio"/></td> <td>Ae Data</td> </tr> <tr> <td><input type="radio"/></td> <td>Ae Yn</td> </tr> </tbody> </table>	Select	CRF Name	<input checked="" type="radio"/>	Ae Data	<input type="radio"/>	Ae Yn															
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<input checked="" type="radio"/>	Ae Data																					
<input type="radio"/>	Ae Yn																					

If you experience any problems with OC RDC, contact the EDC Support Center
Toll free numbers can be found at <http://rdc.ppd.com/>

Step	Procedure																		
<p>Step 3</p>	<p>A second Add Visit Page dialog window appears. ALWAYS LEAVE THE DEFAULT VALUE IN THE SELECT SUB-VISIT DROP DOWN LIST AS THE SYSTEM AUTOMATICALLY PROGRESSES TO THE NEXT APPROPRIATE SUB-VISIT NUMBER. Click the Apply button.</p> 																		
<p>Step 4</p>	<p>A new Unplanned Visit Page is added to the Casebook Spreadsheet. The column title indicates the sub-visit number and there is a U next to the icon denoting this is an unplanned visit page. Click on the page icon to begin data entry into new page.</p> <table border="1" data-bbox="344 1633 1143 1780"> <thead> <tr> <th></th> <th colspan="2">Patient</th> <th></th> <th></th> <th></th> </tr> <tr> <th>Select</th> <th></th> <th>Number</th> <th>Ae Yn</th> <th>Ae Data</th> <th>Ae Data.1</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td></td> <td>1023014</td> <td> 1</td> <td> 2</td> <td> U</td> </tr> </tbody> </table>		Patient					Select		Number	Ae Yn	Ae Data	Ae Data.1	<input type="checkbox"/>		1023014	1	2	U
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