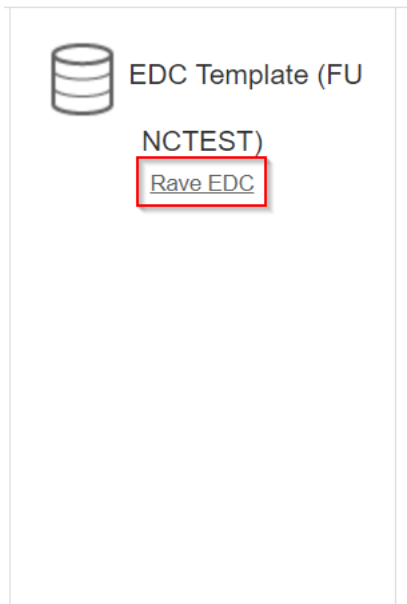<u>**Entering Data into Forms**</u>

This guide will illustrate the steps in which different data types can be entered into **Standard** forms and **Log** forms in Rave.

<u>**Contents**</u>

Accessing Forms

To access a form, log into Rave and select the **Rave EDC** link of a specific study.

If the chosen study is associated with multiple sites, a list of sites will then appear. Select a relevant site.

<u>Note</u>: If a study is linked to a singular site, the **Sites** page will not appear. The user will be directly taken to the **Subjects** page.

Sites

Find a Site [🔍]		Find a Subject	Jump to Subject	View Study Reports

Site Number ▲	Site Name	Country	Investigator
BO TEST	BO TEST	United States	
PA TEST	PA TEST SIte	United States	
Programmer_Test	Programmer_Test	United States	
T1	TEST	United States	

4 Total Results

The **Subjects** page will then appear which lists all the subjects in that site. Click on a subject to access its forms.

TEST - Subjects

Enrollment Target 0   Enrolled 2   Completed 0

Filter By Subject Status   **Find Subject**
All Statuses ▾   [🔍]   Reset

View Site Reports

Subject Information	Subject Status
1010001	Screened
1010002	Screened

2 Total   « ‹ 1 /1 › »   Per page 10 25 50 100

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👤 1010002
Subject Status Screened

👤 1010002

Actions   View Subject Reports

Primary Form

	Subject	Screening	Course 1	Course 2	Course 3	Course 4	Course 5	Course 6	Labs	Ongoing	Off Treatme
Subject Enrollment	●										
Enrollment		💬									
Baseline Medical History		○									
Prior Radiation Supplement		💬									
Prior Surgery Supplement		○									
Prior Therapy Supplement		○									
Prior Treatment Summary		○									
Physical Exam - Screening		○									

Screening
Course 1
Course 2
Course 3
Course 4
Course 5
Course 6
Labs
Ongoing
Off Treatment
Follow Up
< COLLAPSE

Forms can be directly viewed from the grid window.

This can also be done by selecting a folder on the left navigation bar and choosing a form.

Rave consists of two types of forms: **Standard** and **Log**.

Standard forms have one record per form and each standard form consists of a set of data points.

Log forms consist of multiple records of the same form data points. These records can be viewed horizontally in landscape mode or vertically in portrait mode. Log forms will be discussed further later on in this document.

Entering Different Data Types

Text Fields: Text fields contain text boxes where data can be entered manually. Depending on the study configuration, characters and numbers can be submitted through them. The following screenshots demonstrate data being entered into a standard form.

Pick Lists: Certain data points have pick lists which consist of a set of fixed values. Click on the dropdown icon to generate the list.

Some pick lists can be long and extensive. In these cases, in addition to scrolling through a list and choosing a value, users can also start typing in their desired value. Selections that match the written term will then appear on the list.

Dates: A data point that has a date format can be entered in two different ways. It can be typed in manually or it can be entered by clicking on the calendar icon shown below.

In some date fields, unknown or imprecise dates can be submitted. In that case, either the date itself or both the date and the month can be left as **unknown**. However, the year must always be specified.

Radio Button: As illustrated below, another type of data point is represented by radio buttons. Users can make a selection among the options listed.

Derived fields: Certain data points will have no pick lists, dates or text boxes associated with them – there will be no method of input. These are derived from other data points in the form and can also be recognized by the **frozen** ✳ icon to the right of the field.

Most forms include a **Comments** section near the end of the page, which can be accessed after responding to the prompt highlighted below. If answered 'Yes', new data points will appear where data can be submitted.

If the data entered in a form is no longer wished to be saved, clicking **Cancel** will prevent data submission. This resets the form to its previously saved state and does not record audit history.

After entering all the intended data in a form, it can be saved by selecting the blue **Save** button at the end of the page.

An easy way to navigate from one form to another is by clicking on the **Subject Grid** icon. This bypasses the need for a user to go back to the subject homepage. This overlay feature is available in all forms except the Primary Form.

Selecting the grid icon will open up the subject grid and from this view, a user can click on the next form that data has to be entered into. The current form location will be indicated by a blue dotted line.

Log Forms

Log forms can be viewed in both **Portrait** and **Landscape** mode. They appear in landscape mode by default, where all the log records are displayed as individual rows.

All the fields in a log form can be observed by clicking on the arrow buttons to the right and left of the header titles.

Data entered into a log line in landscape view can be saved by clicking on the **Save** button.
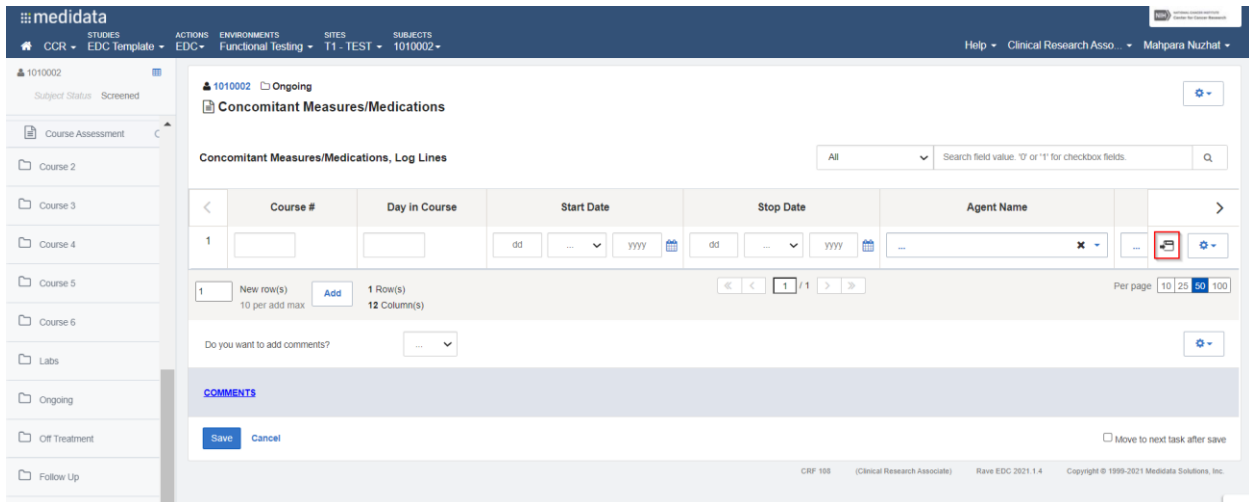
After entering data in one log line, additional log lines can be added by selecting the **Add** button. The specific number of possible rows to be added also be entered. The feature of adding log lines is dependent on study configuration.

Note: A maximum of 10 log lines can be added at a time.
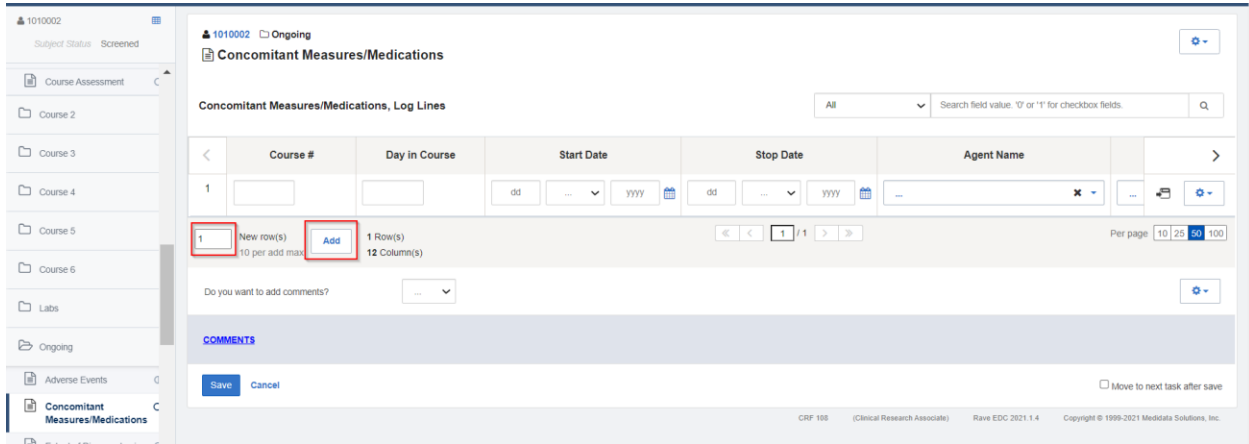
Data can be entered in the landscape view shown above or in portrait view. To access portrait view, click on the highlighted icon.

The precise log line would then appear as a vertical standard form.

Just like a standard form, any data entered in this mode can be saved by clicking on the **Save** button at the bottom of the page.

We can return to landscape mode by selecting the blue **Back to Complete View** link.

New log lines can also be added from this mode by selecting the **Add Another Line** button.

Different log lines can be accessed by using the highlighted fields to go back and forth between the portrait view of the logs.

Modifying Forms

Form entries can be modified when needed and any data point that has been updated is represented by a **delta** icon .