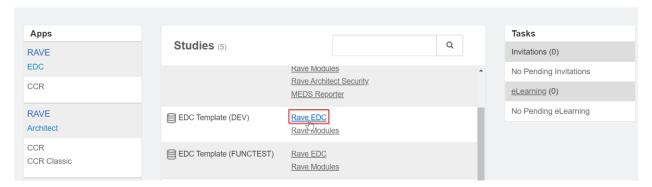
### **Reviewing Data Points**

Data points in Rave can be reviewed to ensure data accuracy. This is be done by users who have been assigned the role of **Study Team**.

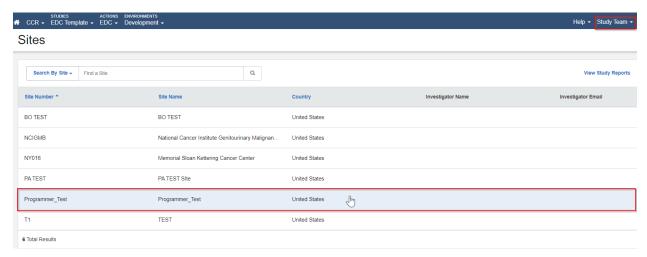
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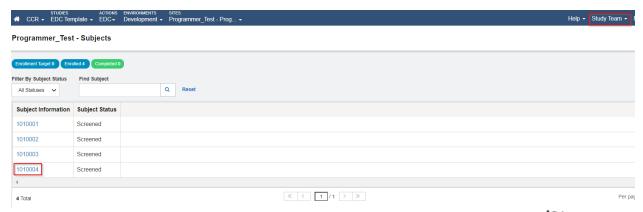
Firstly, log into Rave and select the **Rave EDC** link associated with the relevant study.



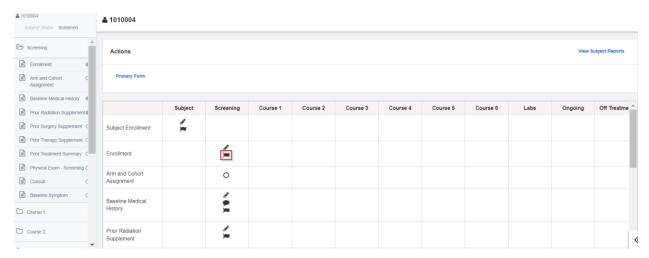
If the study is linked to multiple sites, the user will be directed to the Sites page. In the **Study Team** role, select the desired site from the list.



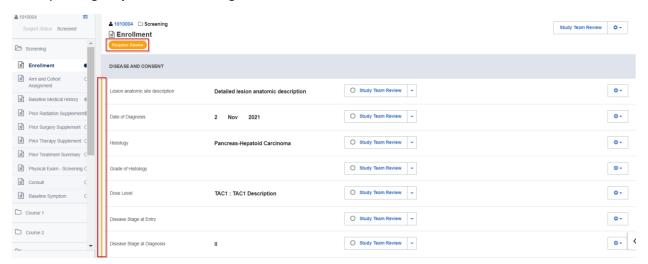
If the study is only associated with one site, the user will be directly taken to the Subjects page. Here, select the subject to be reviewed (which in this instance is subject '1010004').



In the Subject homepage, CRFs with data points which require review are denoted by the icon, as highlighted below.

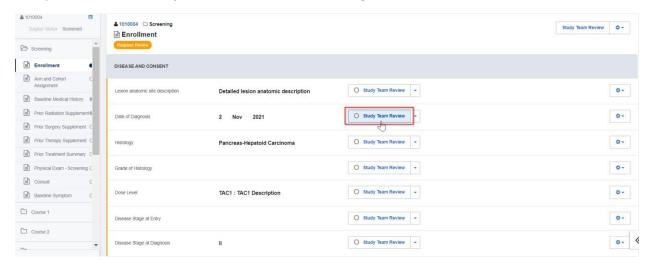


In each individual form, data points that have to be verified are marked by **orange lines** and a corresponding **Requires Review** badge.

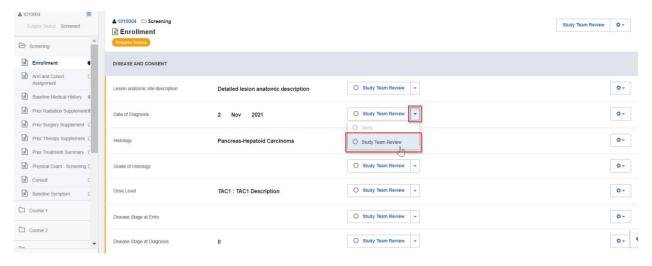


### **Reviewing Data Points in Standard Forms**

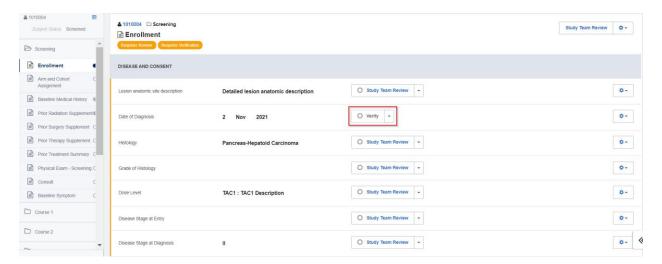
Fields in standard forms can be reviewed individually or all together at once. In order to review a specific data point, select the **Study Team Review** button to the right of the field.



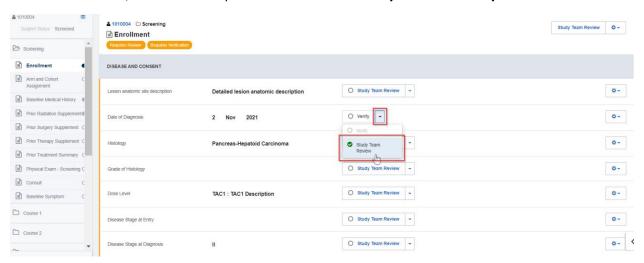
An exact data point can also be reviewed by clicking on the dropdown icon shown below and selecting **Study Team Review**.



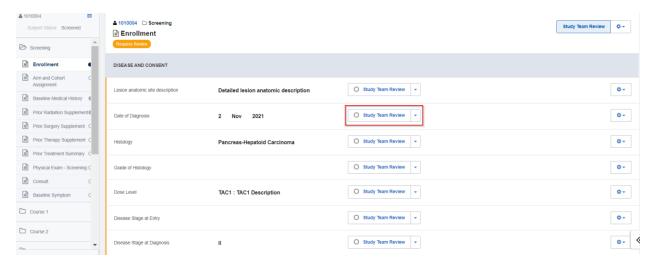
The data point has been successfully reviewed, as seen below. It is now ready to be verified by a Monitor.



To undo the review, click on the dropdown button next to Verify and select Study Team Review.

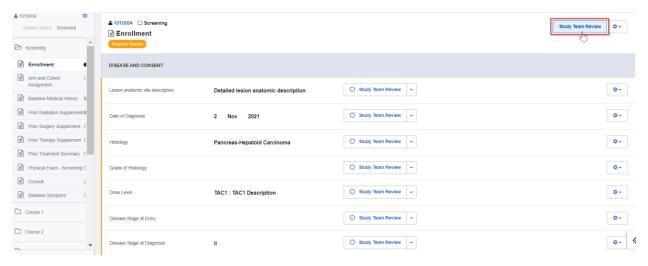


As shown below, the reviewed status of the data point has been removed and it is available again for review.

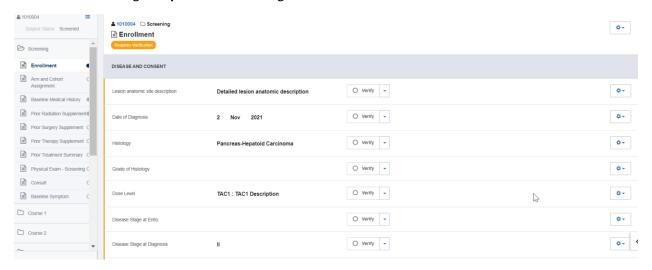


## **Reviewing All Fields in Standard Forms**

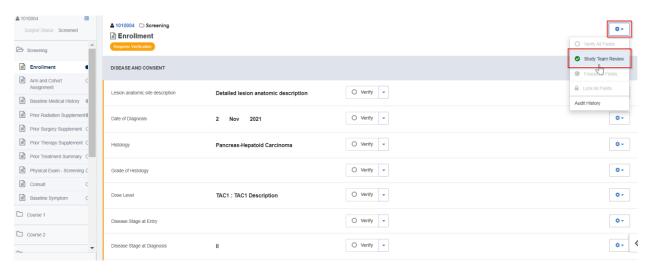
All the data points in a form can be reviewed together in a batch. This is done by selecting the **Study Team Review** button on the top-right section of the form.



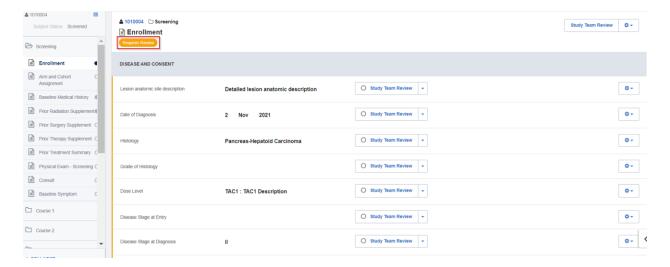
As seen below, all the data points in the form have been reviewed. This can also be confirmed by the absence of the orange **Requires Review** badge.



To undo a batch review, click on the gear icon on the top-right section of the form and select **Study Team Review**.

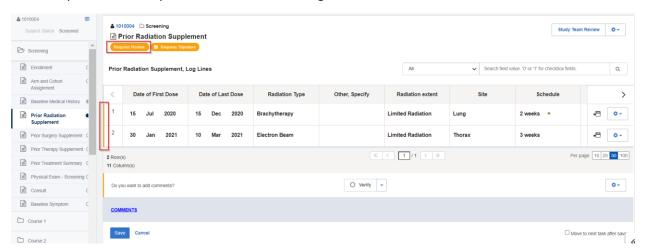


The presence of the orange **Requires Review** badge at the top and the **Study Team Review** buttons (adjacent to each of the data points) confirm that the data points in the form are no longer considered to be reviewed.

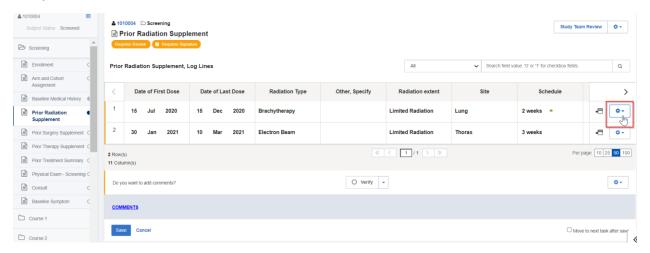


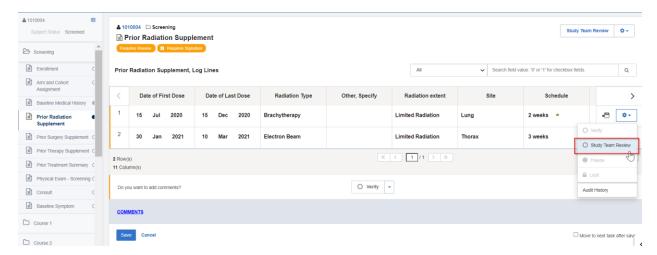
### **Reviewing Log Lines**

Log forms can be viewed in **Landscape** view or **Portrait** view, the former being the default. As seen in the example of a landscape view below, both the log lines in this form need to be reviewed.

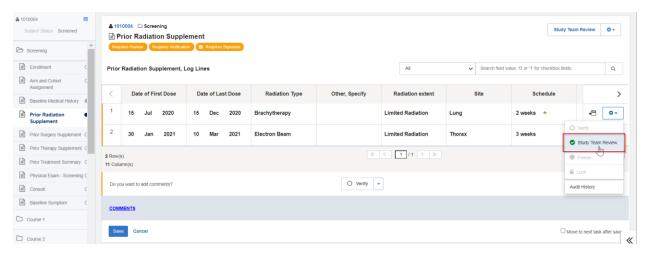


Individual log lines can be reviewed by selecting the gear icon belonging to the log line and clicking on **Study Team Review**.



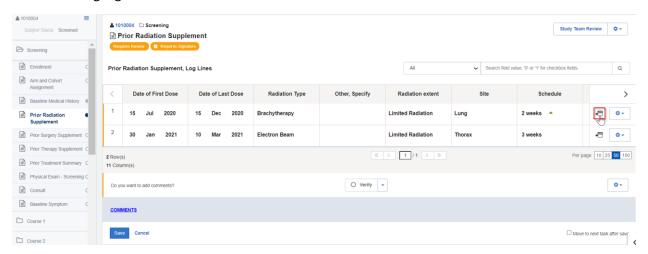


To reverse the review of a previously reviewed log line, click on the gear icon belonging to that line and select **Study Team Review.** 

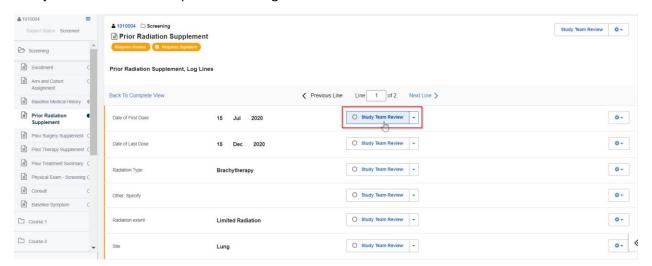


### **Reviewing Data Points in Log Forms**

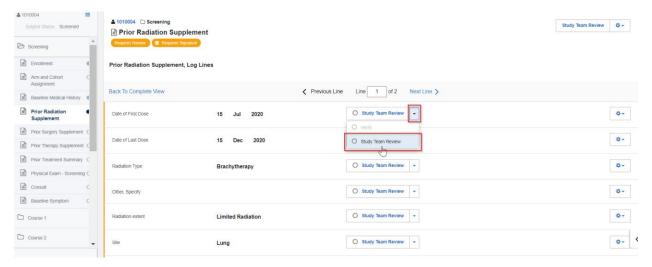
Individual data points in a log line can be reviewed by switching to portrait mode. This is done by clicking on the icon highlighted below.



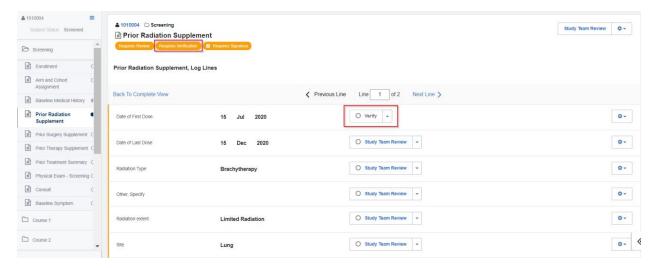
Similar to the method used in standard forms, individual data points can be reviewed by selecting the **Study Team Review** button placed to the right of each of the fields.



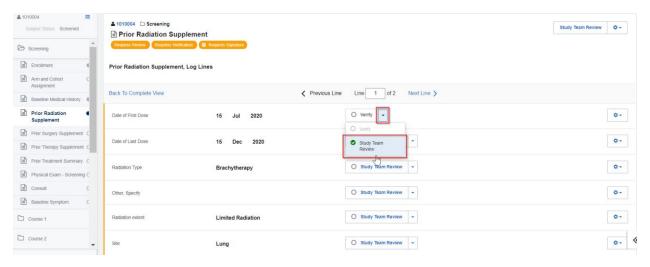
A data point can also be reviewed by clicking on the dropdown button highlighted below and selecting **Study Team Review**.



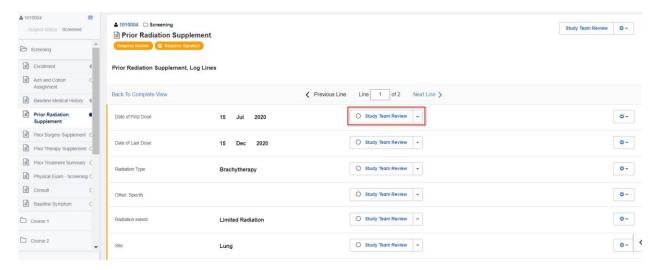
The success of these actions can be confirmed by the absence of the **Study Team Review** button belonging that data point.



A data point review can be undone by clicking on the dropdown button shown below and selecting **Study Team Review.** 

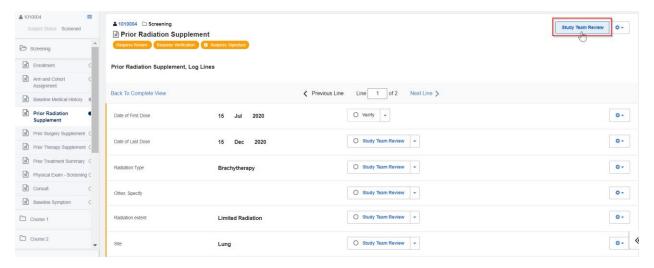


The **Study Team Review** button thus appears again as the data point is no longer considered to be reviewed.

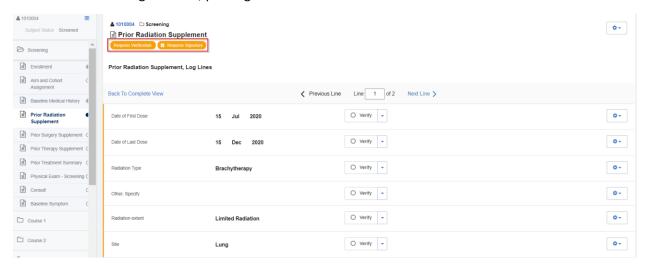


# **Reviewing All Fields in Log Forms**

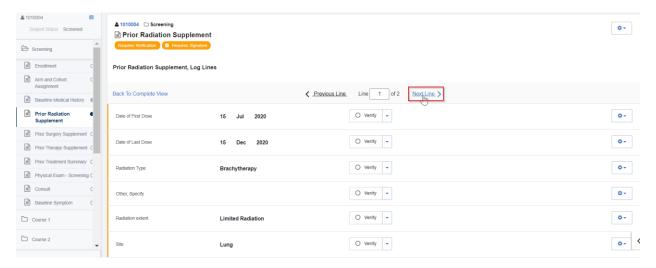
All the data points in a log form can be reviewed simultaneously in <u>portrait view</u> by navigating to a log line and selecting the **Study Team Review** button on the top-right corner of the window.



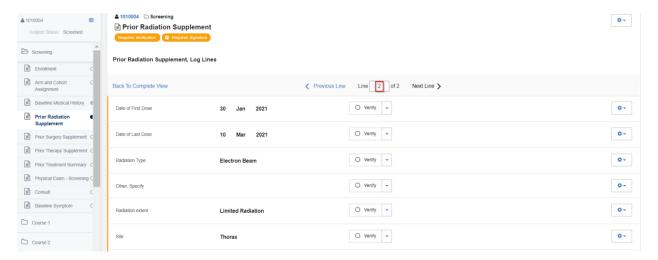
As demonstrated below, the **Requires Review** badge and **Study Team Review** button next to each of the data fields are no longer visible, proving the batch review to be successful.



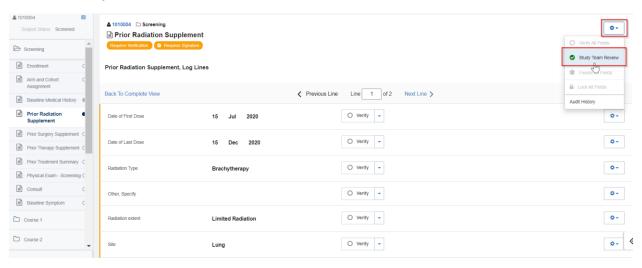
This review method will affect data points in all the log lines in a log form, regardless of which log line the review was completed from. The user can click on **Next Line** to move to the following log line and confirm that it has also been reviewed.



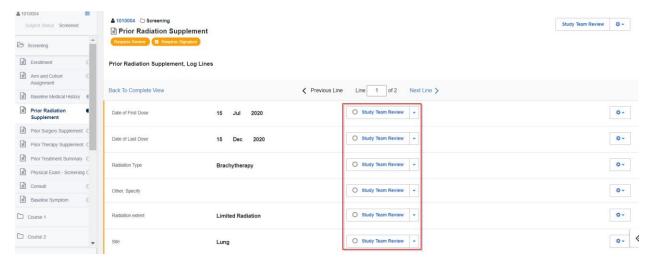
As demonstrated here, reviewing log line '1' automatically reviewed the other available log lines in the form.



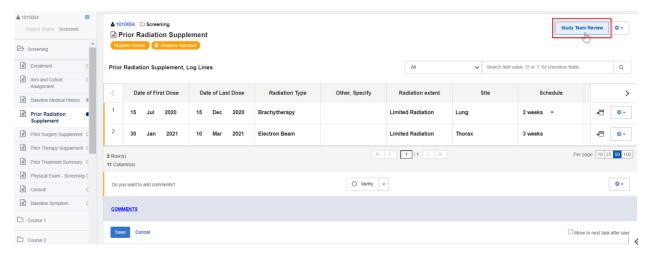
To undo the review of all the log lines in a form, select the gear icon in the portrait view of any log line and select **Study Team Review**.



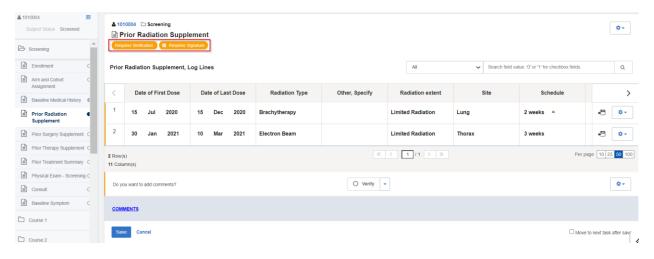
As seen below, the Study Team Review option becomes available again. This change can also be seen in all other log lines in the form.



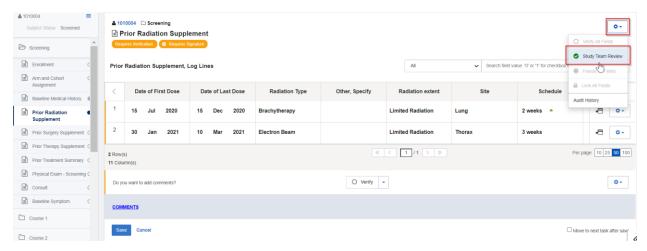
Finally, a user can also review all log form data points at the same time in <u>landscape view</u> by selecting the **Study Team Review** button highlighted below.



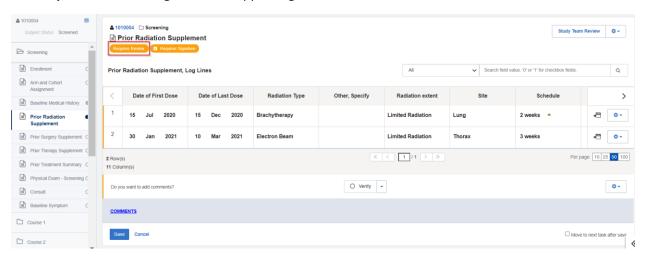
As shown here, the **Requires Review** batch will then disappear.



To reverse this action, click on the gear icon and select **Study Team Review** from the dropdown.

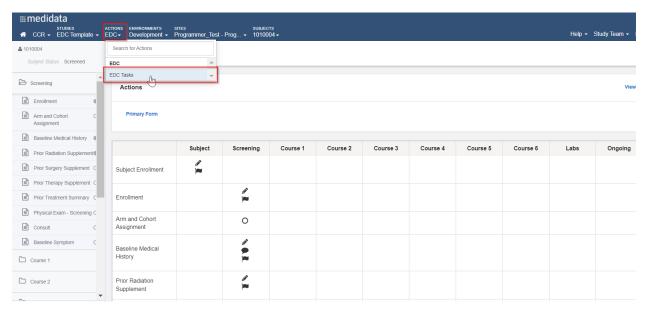


The Requires Review badge will then appear again.

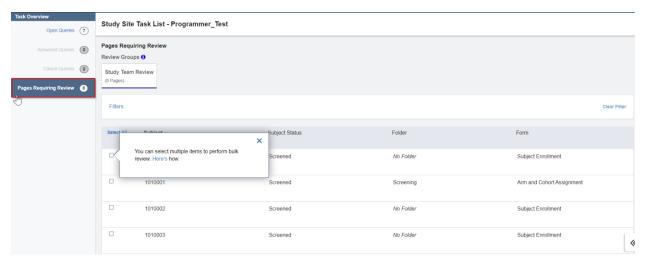


### **Reviewing Pages with EDC Tasks**

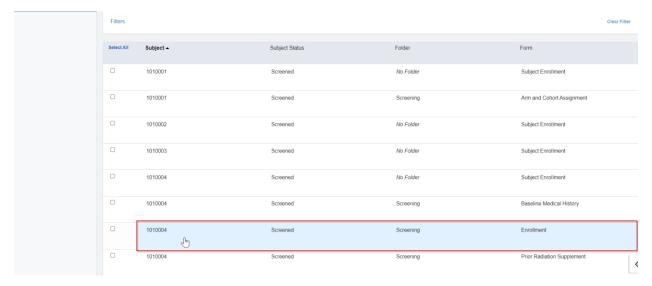
Users who have the **Study Team** role can also review data points in bulk by clicking on the **Actions** dropdown in the top navigation bar and selecting **EDC Tasks**.



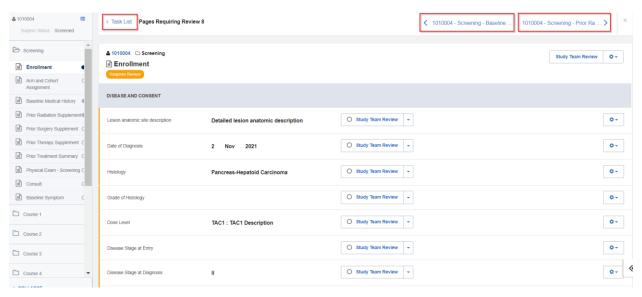
Select Pages Requiring Review from the left Task Overview bar.



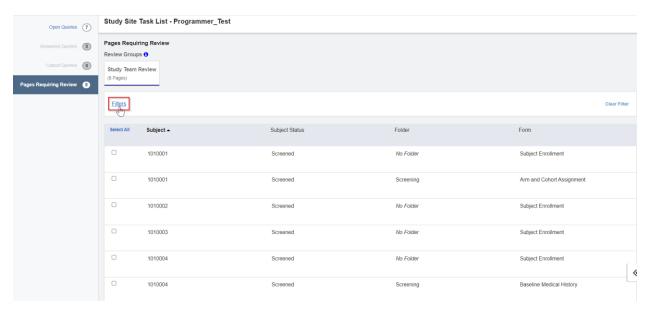
Any specific form can be accessed and reviewed from this window by selecting it from the given list.



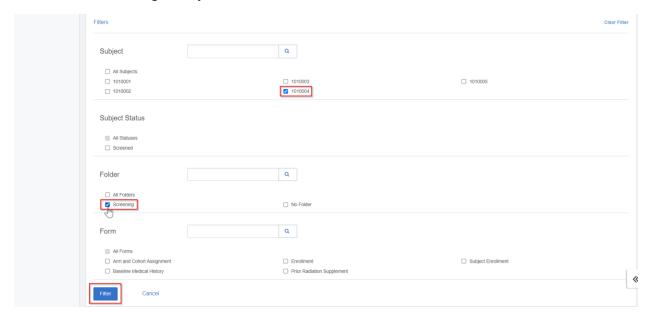
From this view, the user can review the whole form at once or review individual data points. They can also navigate to other pages on the EDC Tasks list by selecting the highlighted links shown to the right of the screen or return to the list by selecting **Task List**.



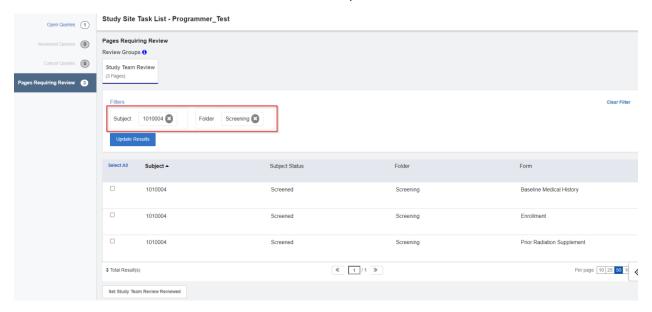
The list of pages to be reviewed from EDC Tasks can be filtered by different parameters. Click on **Filters** to view the available filters.



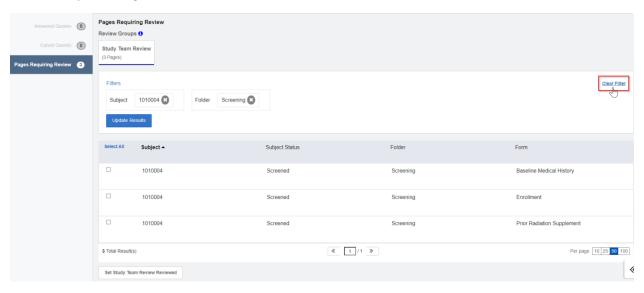
Select the checkboxes of the parameters the list should be filtered by and click on the **Filter** button at the bottom. In this instance, the list will be filtered to only display forms which are in the 'Screening' folder and which belong to subject '1010004'.



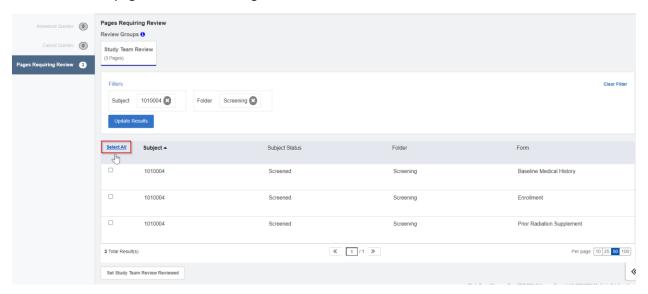
As demonstrated below, the list has now been filtered by the chosen constraints.



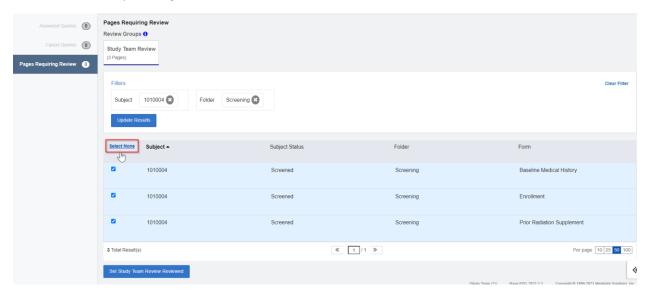
If needed, a user can also clear all the chosen filters and return to the original list of pages to be reviewed by selecting **Clear Filter**.



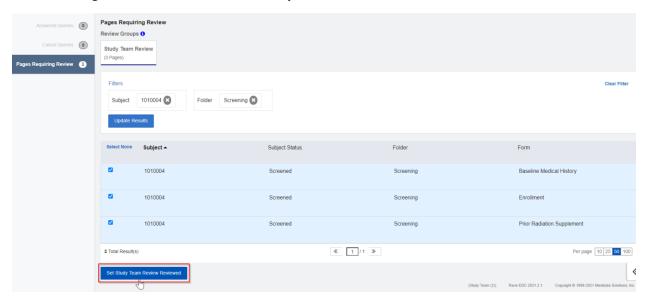
To review all the pages in the task list together, click on **Select All.** 



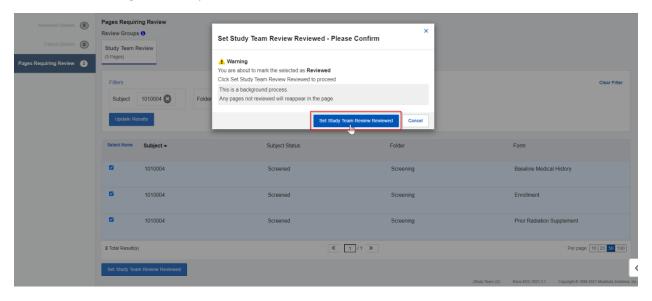
As shown here, all the pages on the list have now been selected. If necessary, the batch selection can also be reversed by clicking on **Select None**.



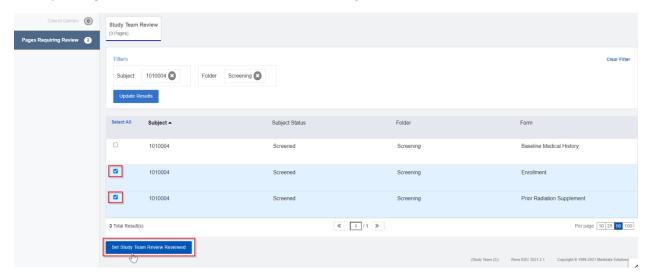
After selecting **Select All**, click on the **Set Study Team Review Reviewed** button.



A confirmation window will then appear on the screen. Here, select the **Set Study Team Review Reviewed** button again to complete the review.



If only specific forms from the EDC Tasks list have to reviewed, select them by checking their corresponding checkboxes and then click on the **Set Study Team Review Reviewed** button.



To complete the review, select the **Set Study Team Review Reviewed** button in the review confirmation window.

