Verifying Data Points

Data points in Rave can be verified to ensure the accuracy of submitted data. A user must have a **Monitor** role to verify data.

Contents

If the data fields in a form have to be verified, they are marked by different indicators. One such indicator in the Forms page is the icon - ⚑ . This denotes that the form contains data points that require verification.

When a marked form is accessed, the fields that have to be verified are distinguished by **orange bars** and a corresponding **Requires Verification** key.

Verifying Data Points in a Standard Form

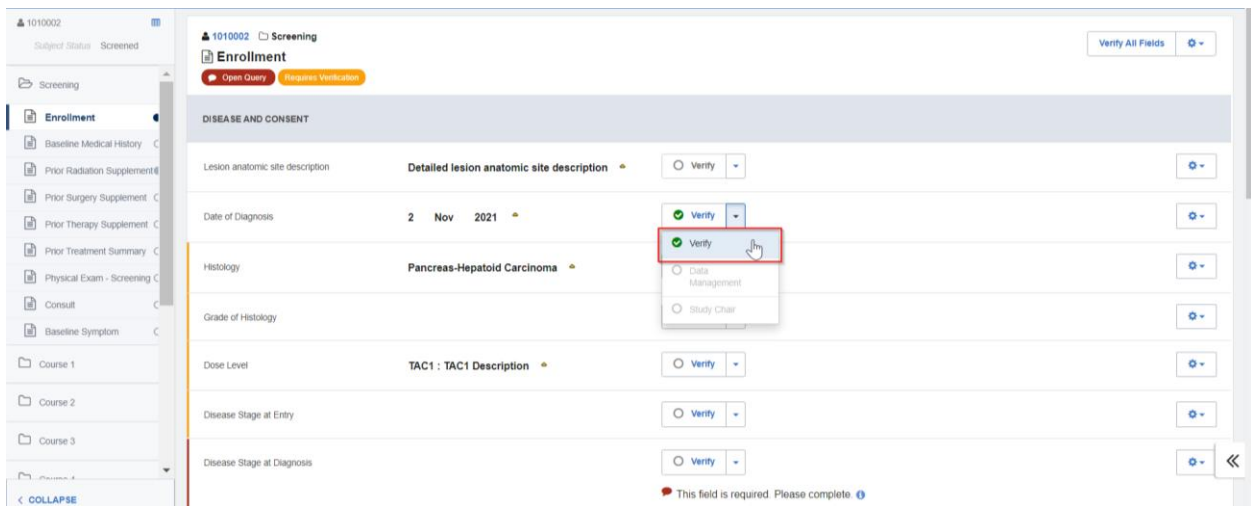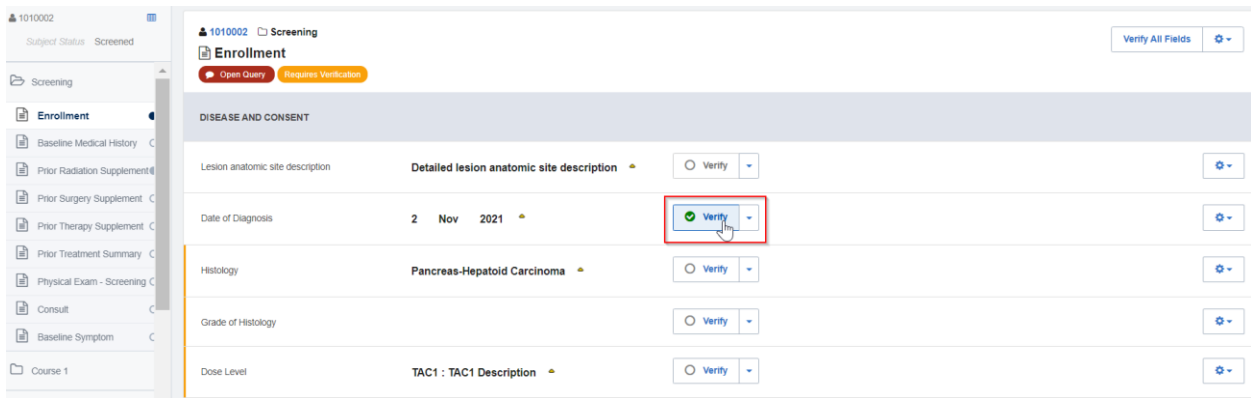To verify a data point in a standard form, select the **Verify** button next to the relevant field.

Another method of verifying a field is by clicking on the dropdown shown below and selecting **Verify**.

The successful verification of a data point is denoted by a green check mark.
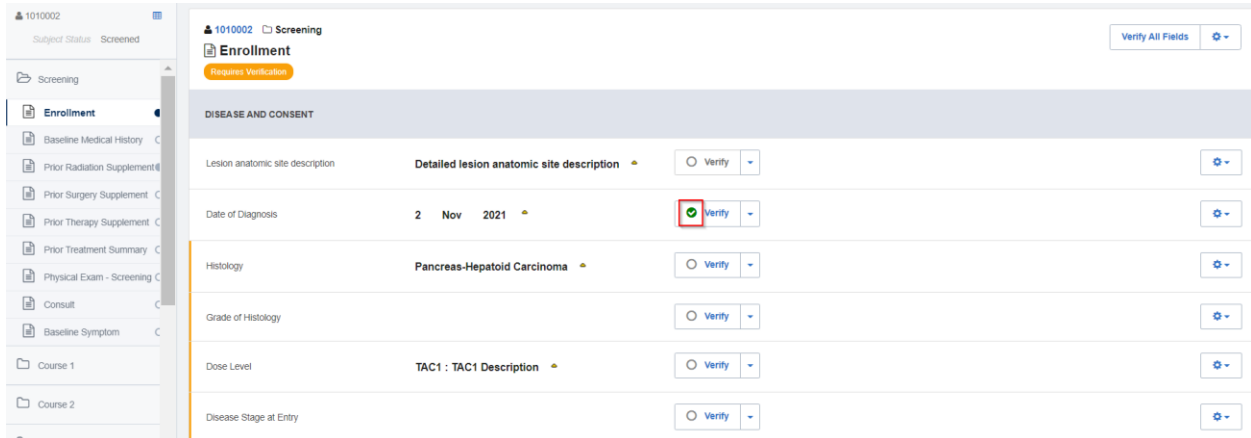
To undo verification of a data point, click on the **Verify** button or the dropdown again.

As seen below, the field then reverts to being unverified.

Verifying All Fields in a Standard Form

To verify all the data points in a form simultaneously, navigate to the top right of the form and click on **Verify All Fields.**

If all the data points in a form need to be unverified together, click on the gear icon and choose **Verify All Fields.**

As seen below, all the fields will return to being unverified.

Verifying Log Lines

Log lines that need to be verified can be determined by the same indicators as standard forms. Each individual log line that requires verification is marked by a vertical orange bar.

There are multiple means of verifying log forms and one such method is by clicking on the gear icon of a specific log line and selecting **Verify**.

The absence of an orange bar on the verified log line shows that the verification was successful.

Individual data points of a log line can be verified in portrait view. Click on the highlighted icon to access portrait mode.

Similar to standard forms, select the **Verify** button next to each data point in the log form.

Verify All Fields in Log Forms

To verify all available log lines at once, select **Verify All Fields** in landscape mode.

The verification is confirmed by the absence of the indicators that mark unverified data.

Like in standard forms, clicking on the gear icon at the top of the page and selecting **Verify All Fields** will un-verify all log form data points at once.

As seen here, all the log lines have now been unverified.

Another way of batch verifying all the data points in each log line is by entering the portrait view of any log line and selecting the **Verify All Fields** button there. Regardless of the log line this is action is taken in, it will verify data points in all the log forms.

Select **Back to Complete View** to go back to landscape view.

Indicated by the absence of any orange bars, the **Requires Signature** label and the **Verify All Fields** button, all the log lines data points are now verified.

Note**:** If a data point is ever modified, it needs to be verified again.

Verifying through EDC Tasks
Monitors can also verify data fields by going to the **Actions** dropdown on the navigation bar at the top of their screens and selecting **EDC Tasks.**

Then select the **Pages to be Verified** task on the left to view all the outstanding forms that need to be verified.

A blue highlight will appear when the cursor hovers on a row. Click anywhere in that blue space to directly go to the selected form, which is the Adverse Events form in the example below.

The pages that are to be verified can also be refined by **Subject, Subject Status, Folder** and **Form**. Click on the **Filters** button shown below to view the available filters.

In this example, the Screening checkbox has been checked to filter the available forms by ones that belong to the Screening folder.

To clear all filters, click on the **Clear Filter** button on the top-right part of the page.

Multiple forms can be verified in a single step by clicking on the **Select All** link. This automatically selects all the forms listed on the page.

Select the **Set Verified** button to verify all the checked forms at once.

The listed forms to be verified can also be unselected by clicking on **Select None.**

Instead of verifying all the listed forms at the same time, only specific forms on the list can be verified by checking the Select checkboxes to the left of each row. Then click on **Set Verified** to only verify the selected forms.