Enter data into grid form

EDC is your clinical database for recording subject data collected in your study. You must enter the subject data into the respective forms by yourself using EDC.

Grid forms are designed to collect subject lab data and test results.

Figure 220. Grid form example

> ! While entering data into grid forms, you must only complete the **Test Result** values. All the other values are pulled from the lab data provided by the site *CRAs* or other authorized representatives during the study.
>
> For more information on lab management under the **STUDY INFO** tab, refer to the *Lab management* section.

To enter grid form data

1. In the EDC application header, select the **DATA ENTRY** tab.

2. In the **Subject ID** column, select the ID of a subject to open their visit overview.

Figure 221. Locating your subject

3. On the **Visit Overview** page that opens, on the left, a panel with all subject visits is displayed. Expand the needed visit to open the forms associated with that visit.
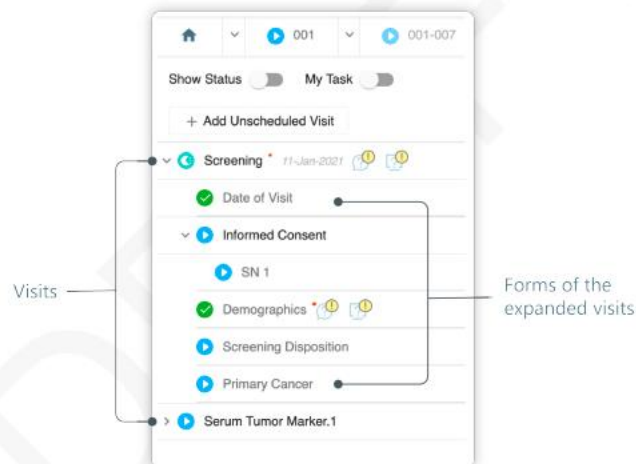

Figure 222. Left panel. Visits and their forms

Draft

> 💡 *The visits and forms are marked with:*
>
> - 🔵 : *the visit/form is in the initial state.*
>
> - 🕐 : *the visit/form is incomplete.*
>
> - ✅ : *the visit/form is completed.*

4. Select the form in which you want to enter data by selecting it.

5. In the contents panel, the form opens. Use your source documents to fill in the data only in the **Test Result** column. Select **Submit** ☑ or refer to the following table for more information on the available form controls.
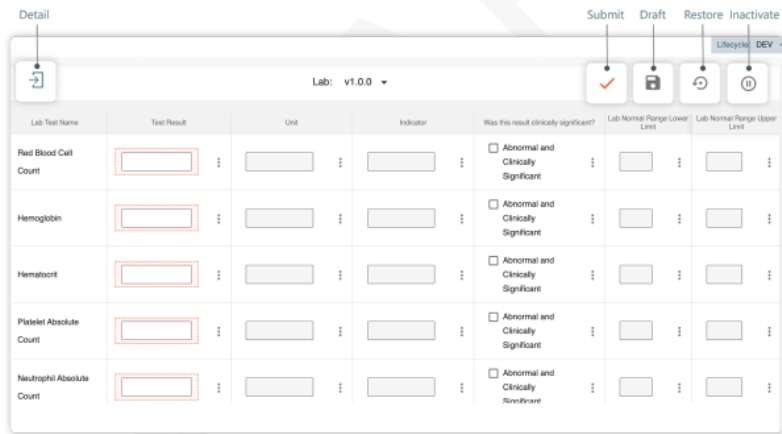

Figure 223. Grid form view and common controls

Element	Details
Detail	Select ⊡ to hide the left panel.
Submit	Select ☑ to submit your entry to the database. Once submitted, the action cannot be undone.
Draft	Select ▣ to save your entry as a draft. You will have to enter the rest of the data later.

Element	Details
Inactivate	Select ⊙ to inactivate the entire form.
Restore	Select ↺ to clear all data entered into the form and return the form to its initial state. If selected, in the **Confirm** dialog that opens, select **Yes** to proceed with the data deletion or select **No** to cancel the data deletion.
Lab	Expand the dropdown list to select the lab data version according to which the normal ranges and other data is pulled into the form.
Actions ⋮	
From this panel, located in each cell with data of the grid form, there are several additional options you can perform.	
Open Query	Select ▣ to create a query if you find inaccurate or missing form data.
Audit Trail	Select ▤ to view the history of actions made to the form field.
Change History	Select ↺ to view the history of changes made to the form field.

6. Once your data is entered and submitted, the page view changes.

Figure 224. Viewing page example after submitting data for grid forms

Once the form details have been completed properly, proceed with other forms in a similar manner reproducing steps 1-6.

See also

- Update form data

- View form item audit trail

- View form item history of changes

- Query management

- Working on CRF completion tasks