

Draft

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.

Lab Test Name	Test Result	Unit	Indicator	Was this result clinically significant?	Lab Normal Range Lower Limit	Lab Normal Range Upper Limit
Red Blood Cell Count	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Abnormal and Clinically Significant	<input type="text"/>	<input type="text"/>
Hemoglobin	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Abnormal and Clinically Significant	<input type="text"/>	<input type="text"/>
Hematocrit	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Abnormal and Clinically Significant	<input type="text"/>	<input type="text"/>
Platelet Absolute Count	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> Abnormal and Clinically Significant	<input type="text"/>	<input type="text"/>

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.

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

Subject List										
Site Code	Subject ID	Initial	Randomization Approved	Current Phase	Next Phase	TRF Version	Created By	Created Date		Action
001	001-01			Randomized	Completed	v5.0.28.1+20230929015144-044	lyjumei	05-Jan-2022 09:40:39 +00:00		
001	001-03			Randomized	Completed	v4.0.10.1+20220527093130-020	lyjmei8	22-Jun-2022 16:18:34 +00:00		
001	001-04			Randomized	Completed	v5.0.28.1+20230929015144-044	lyjumei	30-Jul-2022 11:19:44 +00:00		
001	001-05			Randomized	Completed	v5.0.28.1+20230929015144-044	lyjmei01	06-Jan-2023 11:22:29 +00:00		
001	001-06			Randomized	Completed	v5.0.28.1+20230929015144-044	lyjumei	07-Feb-2023 06:47:09 +00:00		
001	001-07			Randomized	Completed	v5.0.28.1+20230929015144-044	lyjumei	07-Feb-2023 08:17:54 +00:00		

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.

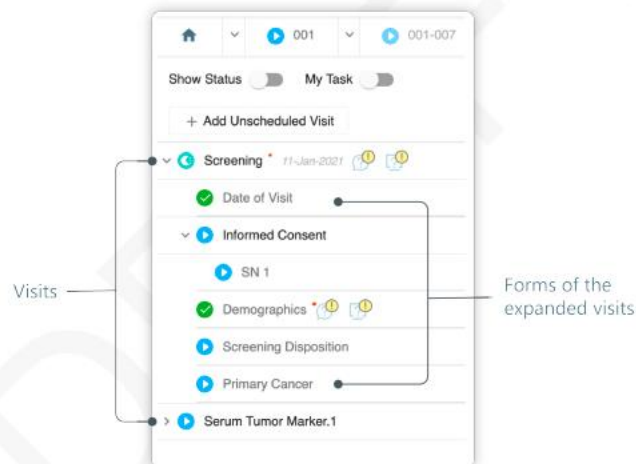






Figure 222. Left panel. Visits and their forms

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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.

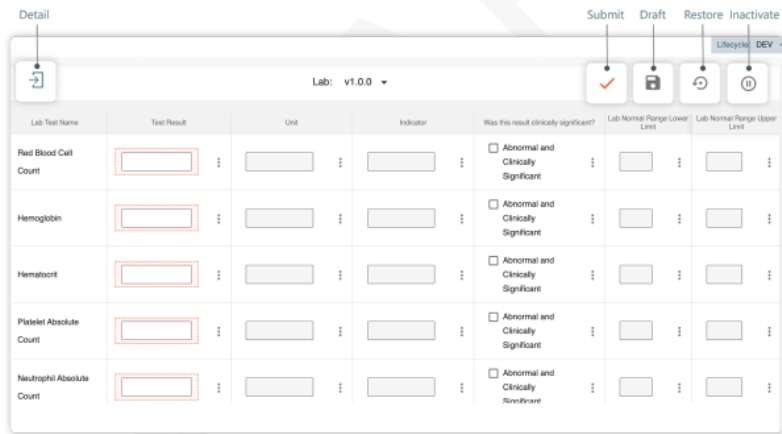











Figure 223. Grid form view and common controls

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.
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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.



Lab Test Name	Test Result	Unit	Indicator	Was this result clinically significant?	Lab Normal Range Low Limit	  
Red Blood Cell Count	5.2	g/dL	g/dL	<input type="checkbox"/> Abnormal and Clinically Significant	g/dL	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hemoglobin	14	g/dL	g/dL	<input type="checkbox"/> Abnormal and Clinically Significant	g/dL	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Hematocrit	48	%	%	<input type="checkbox"/> Abnormal and Clinically Significant	%	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

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](#)