

This quick start guide (QSG) describes how to print and save a completed case in the DMID HiLIT System.

Completed cases can be printed to include in the site regulatory file.

1. From the dashboard (Home) **Completed** tab, select the desired request with the **E2B Status** of Success. Please ensure the correct date range is selected to view the desired request.

Request ID	Form Name	Request Type	Status	E2B Status	On Day	Serious	Date of Awareness
1327	DMID Form - 6.0	Intake Form	Data Entry		126	Yes	23-Aug-2023
1323	DMID Form - 6.0	Intake Form	Data Entry		126	Yes	24-Jul-2024
1308	DMID Form - 6.0	Intake Form	Accepted	Success	126	Yes	24-Jul-2024

2. Point to the right end of the selected row, and then click the **View Request** icon (🔍).

Note: The request is displayed in the **Intake Form** view but cannot be edited.

3. Click the **Attachments** icon (📎) in the navigation pane to view the **Attachments** section.

Home > Intake Form > DMID Form > View Request ID : 1308

Save Duplicate Search Route

General

Site SAE Awareness Date: 24-Jul-2024 Initial Report Date*: 24-Jul-2024

Country*: UNITED STATES

Study Details

DMID Protocol #: 00-TEST Site Name*: Test Site Study Arm*: Test Product

Patient

Subject ID*: 33343567 Gender: Male Ethnicity: Unknown Race: Asian

Age: 40 Age Unit: Years Weight: 63 Weight Unit: Kilograms

4. Locate the desired attachment that begins with **SNP-Request ID:**

Home > Intake Form > DMID Form > View Request ID: 1308

Save Duplicate Search Route

Pending Lab Test Pending Diagnostic Test

Notes
CD4 cell count

Summary

Event Summary*
After reviewing, the event of Cerebrovascular Accident was assessed as severe and not related to the study product. The event was related to thalamic infarction and was considered recovering/resolving.

Attachments 2

S.No.	File Name ^	Date	Size	Source	Send to Safety
1	CT Scan.docx	25-Nov-2024 4:58:47 pm	(12.87KB)	Intake	<input checked="" type="checkbox"/>
2	SNP-Request ID:1308_27-Nov-2024 16:38:17.pdf	27-Nov-2024 11:38:17 am	(6.09KB)	Intake	<input checked="" type="checkbox"/>

5. Point to the right end of the attachment row, and then click the **View** icon (👁).

S.No.	File Name ^	Date	Size	Source	Send to Safety
1	CT Scan.docx	25-Nov-2024 4:58:47 pm	(12.87KB)	Intake	<input checked="" type="checkbox"/>
2	SNP-Request ID:1308_27-Nov-2024 16:38:17.pdf	27-Nov-2024 11:38:17 am	(6.09KB)	Intake	<input checked="" type="checkbox"/>

Note: A dual view displays the **Intake** view on the left, and the **Print** or **Download** view appears on the upper right.

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Home > Intake Form > DMID Form > View Request ID: 1308

General

Site SAE Awareness Date: 24-Jul-2024 Initial Report Date*: 24-Jul-2024

Country*: UNITED STATES

Study Details

DMID Protocol #: 00-TEST Site Name*: Test Site

Study Arm*: Test Product

Patient

Subject ID*: 33343567 Gender: Male


Ethnicity: Unknown Race: Asian

Age: 40 Age Unit: Years

Intake, Attachments: SNP-Request ID:1308_27-Nov-2024 16:38:17.pdf

Request 1308	Labels	Final Value
General		
Site SAE Awareness Date		24-Jul-2024
Initial Report Date		24-Jul-2024
Country		UNITED STATES
Study Details		
DMID Protocol #		00-TEST
Site Name		Test Site
Study Arm		Test Product
Patient		
Subject ID		33343567
Gender		Male
Ethnicity		Unknown
Race		Asian
Age		40
Age Unit		Years
Weight		63
Weight Unit		Kilograms
Reporter		
Reporter 1		
Product		
Product 1		
In Study Product		Yes
Product Type		Suspect
Product Name		Test Product 1 - Capsule
Action Taken With Study Product		Not Applicable
Action Taken With Study Product (Comments)		Not Applicable
Date Last Taken Prior to SAE Onset		29-Dec-2022
Indication		
Indication 1		
Dosage Regimen		
Regimen 1		


or

6. Click the **Print** icon () shown at the top of the **Attachment** view to print a hardcopy of the request.



Request:1308	Labels	Final Value
General		
	Site SAE Awareness Date	24-Jul-2024
	Initial Report Date	24-Jul-2024
	Country	UNITED STATES
Study Details		
	DMID Protocol #	00-TEST
	Site Name	Test Site
	Study Arm	Test Product
Patient		
	Subject ID	33343567
	Gender	Male
	Ethnicity	Unknown
	Race	Asian
	Age	40
	Age Unit	Years
	Weight	63
	Weight Unit	Kilograms
Reporter		
Reporter 1		
Investigator		
	Investigator First Name	Renee
	Investigator Last Name	Castaneda
	Reporter Name	KS
	Reporter Phone	1112223333
	Reporter Country	UNITED STATES
	Reporter Email	ks@tech-res.com
Product		
Product 1		
	Is Study Product	Yes
	Product Type	Suspect
	Product Name	Test Product 1 <Capsule>
	Action Taken With Study Product	Not Applicable
	Action Taken With Study Product (Comments)	Not Applicable
	Date Last Taken Prior to SAE Onset	20-Dec-2022
Indication		
Indication 1		
Dosage Regimen		
Regimen 1		

7. Select an available printer to print the request.

Note: To save a PDF to your local drive, click the **Download** icon ()

