



Submitting an Adverse Event report

1. Locate the project in the InfoEd

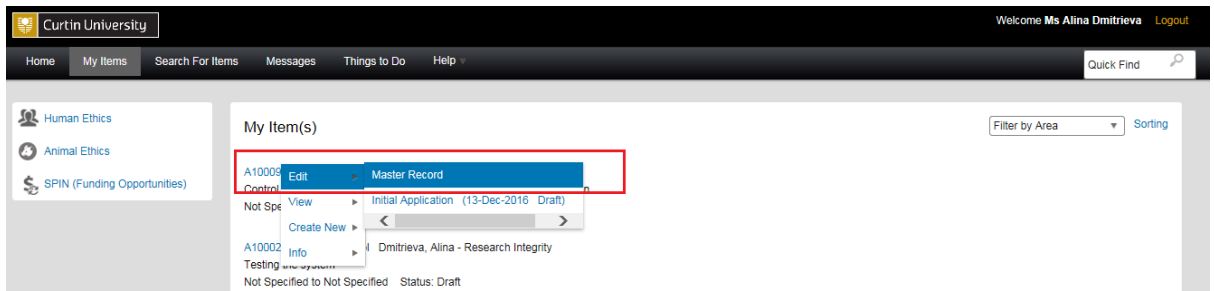
Login to [InfoEd](#)

Chief Investigator on the project: Go to 'My Items' tab and find the project requiring an Adverse Event report.

Co-Investigator/Student on the project: Enter the record number into the 'Quick Find' field on the right hand side of the screen and click 'Enter'.

2. Go into the project record

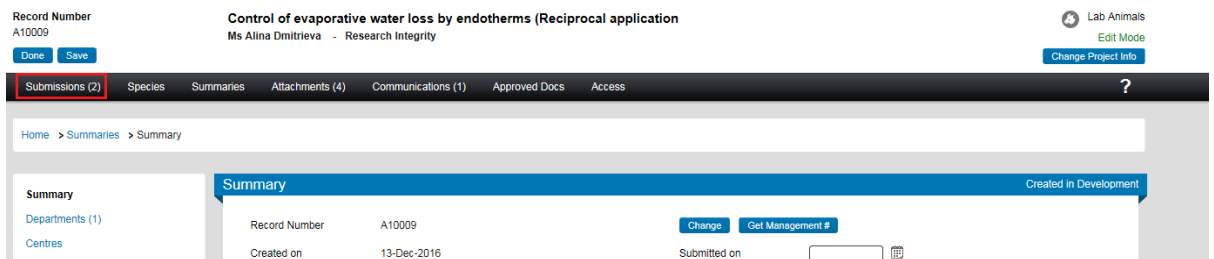
Hover the cursor over the record number and select '**Edit - Master Record**':



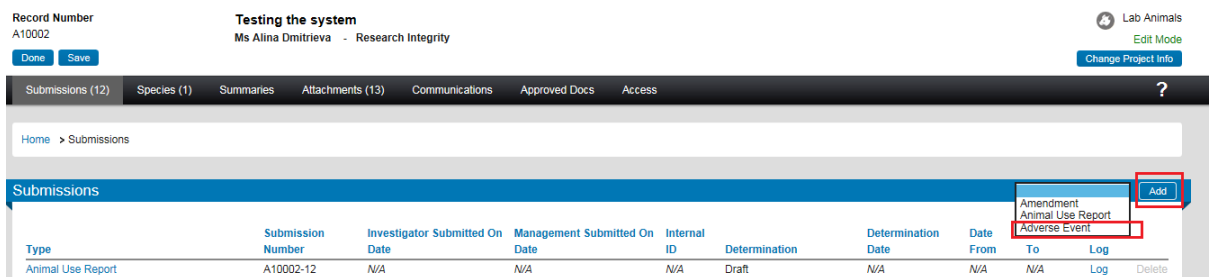
The record will open in a new window.

3. Create a new submission

Click on the '**Submissions**' tab:



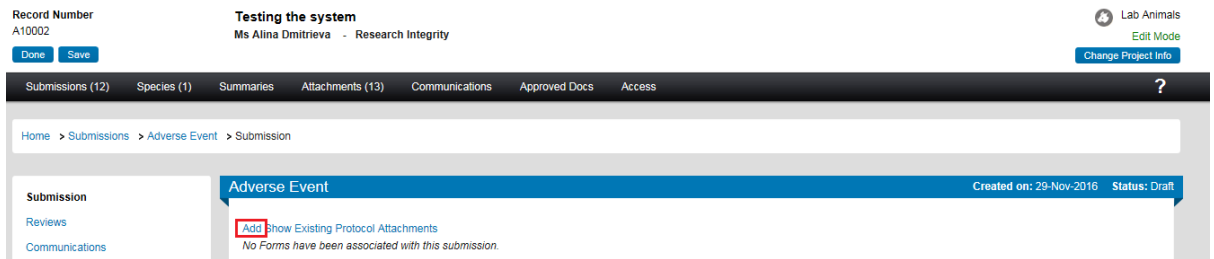
Choose the '**Adverse Event**' submission type from the drop down box and click 'Add' to create a new annual progress report submission:



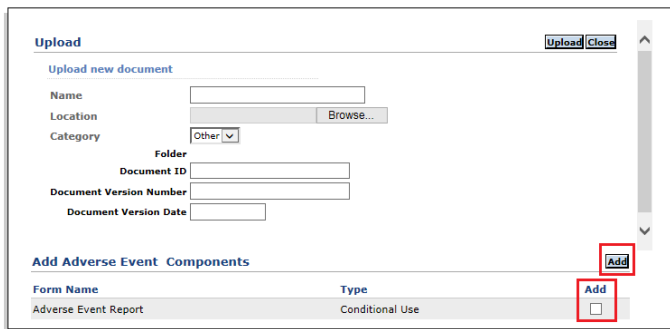


4. Add a blank form to the submission

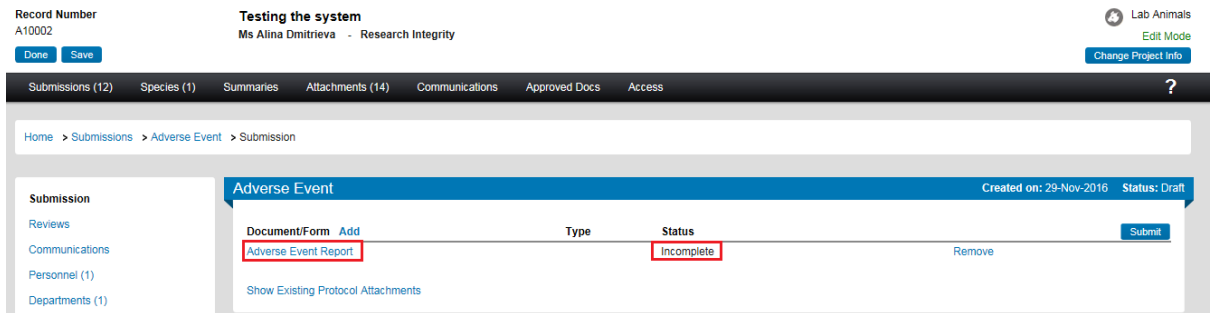
Click on the 'Add' button to open the upload window:



Tick the box against the 'Annual Progress Report' form name and click 'Add' above the tick box:

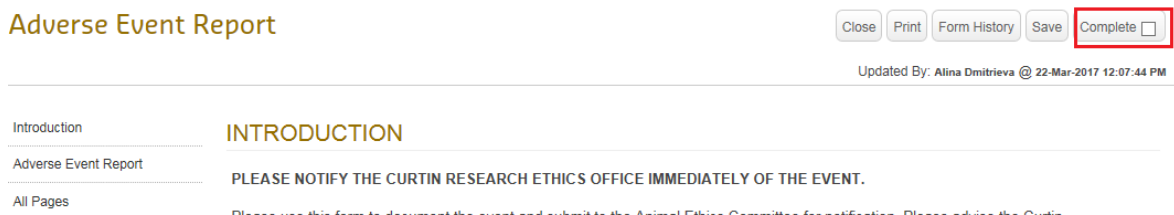


A blank form has been successfully added to the submission and is currently 'Incomplete':



5. Complete the form

Click on the 'Adverse Event Report' link to open the form. Fill out the form. Click 'Complete' and close the form:





The form status would have changed to *'Completed'*:

Record Number: A10002
Testing the system
 Ms Alina Dmitrieva - Research Integrity

Done Save Lab Animals Edit Mode Change Project Info

Submissions (12) Species (1) Summaries Attachments (14) Communications Approved Docs Access

Home > Submissions > Adverse Event > Submission

Submission: Adverse Event Created on: 29-Nov-2016 Status: Draft

Document/Form	Type	Status		
Adverse Event Report		Completed	PDF	Remove

Show Existing Protocol Attachments

6. Attach additional documents (optional)

Click on the *'Add'* button to open the upload window:

Record Number: A10002
Testing the system
 Ms Alina Dmitrieva - Research Integrity

Done Save Lab Animals Edit Mode Change Project Info

Submissions (12) Species (1) Summaries Attachments (14) Communications Approved Docs Access

Home > Submissions > Adverse Event > Submission

Submission: Adverse Event Created on: 29-Nov-2016 Status: Draft

Document/Form	Type	Status		
Adverse Event Report		Completed	PDF	Remove

Show Existing Protocol Attachments

Click *'Browse'* to locate the document you would like to upload. You can only upload one document at a time.

Upload Upload Close

Upload new document

Name:

Location: Browse...

Category: Other

Folder:

Document ID:

Document Version Number:

Document Version Date:

Add Annual Progress Report Components Add

Form Name	Type	Add

Click *'Upload'*. To complete the upload of the documents, close the upload window.

Upload Upload Close

Upload new document

Name: 2017 AEC dates.docx

Location: C:\Users\259400\Desкто Browse...

Category: Other

Folder:

Document ID:

Document Version Number:

Document Version Date:

Add Annual Progress Report Components Add

Form Name	Type	Add



The document/s you uploaded will appear in the submission window:

Record Number: A10002 | **Testing the system** | Ms Alina Dmitrieva - Research Integrity | Lab Animals | Edit Mode | Change Project Info

Submissions (12) | Species (1) | Summaries | Attachments (15) | Communications | Approved Docs | Access

Home > Submissions > Adverse Event > Submission

Submission | **Adverse Event** | Created on: 29-Nov-2016 | Status: Draft

Document/Form	Add	Type	Status		
2017 AEC dates.docx		Other	Completed	Replace	Remove
Adverse Event Report			Completed	PDF	Remove

Show Existing Protocol Attachments

7. Submit the report

Click the 'Submit' button:

Record Number: A10002 | **Testing the system** | Ms Alina Dmitrieva - Research Integrity | Lab Animals | Edit Mode | Change Project Info

Submissions (12) | Species (1) | Summaries | Attachments (15) | Communications | Approved Docs | Access

Home > Submissions > Adverse Event > Submission

Submission | **Adverse Event** | Created on: 29-Nov-2016 | Status: Draft

Document/Form	Add	Type	Status		
2017 AEC dates.docx		Other	Completed	Replace	Remove
Adverse Event Report			Completed	PDF	Remove

Show Existing Protocol Attachments

A separate window displaying the researcher declaration will appear, asking whether you accept or decline the declaration. Click 'Accepted > Continue'.