



# HOW CHANGE REQUESTS WORK IN FORMEDIX

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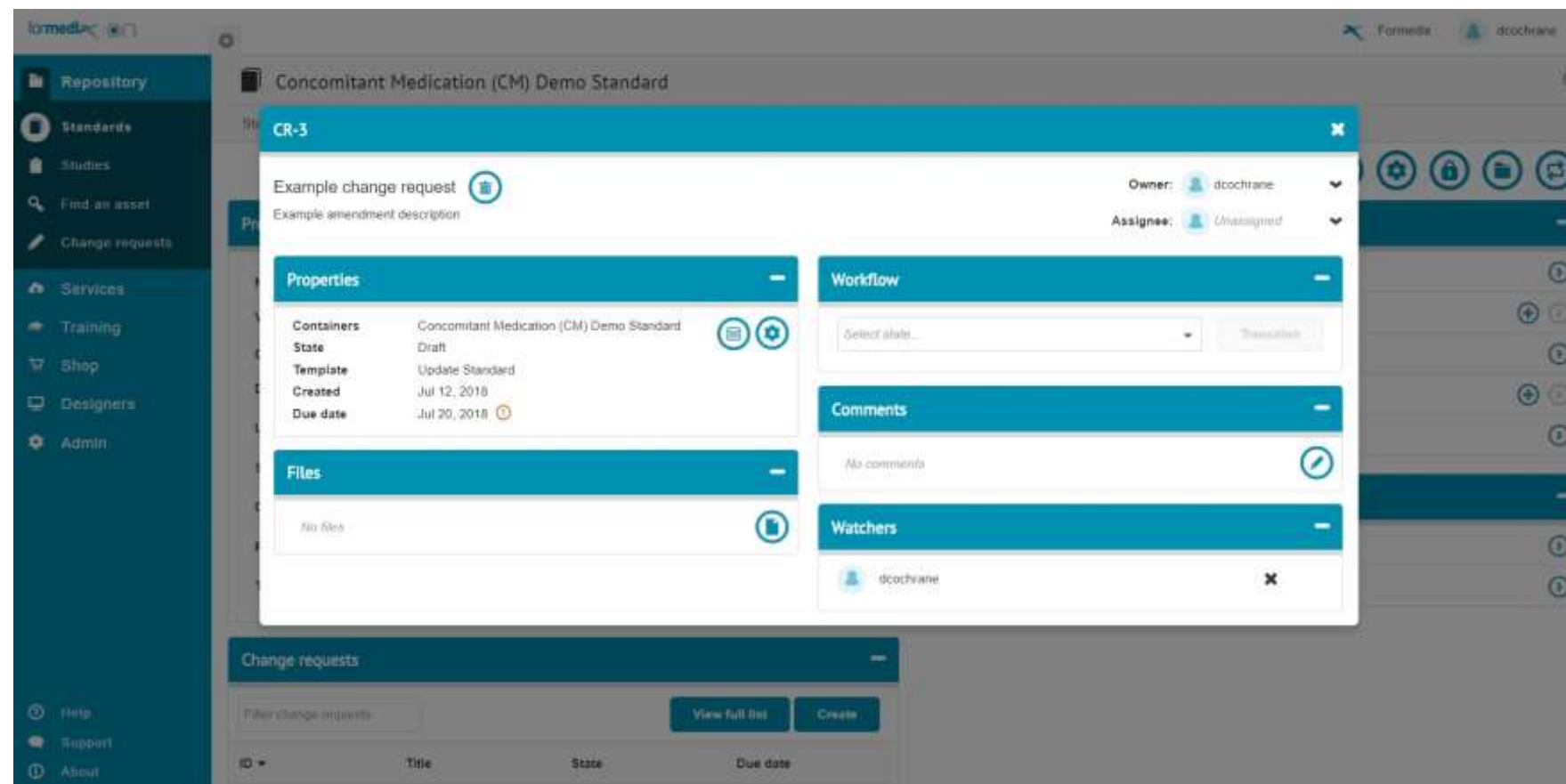
## CHANGE REQUESTS... AN OVERVIEW

Change requests are used to change the state of a standard or study. This is done through a predefined workflow. You can define as many change requests as needed. Each with their own properties and lifecycle states. They can be as simple or as complex as required.

Change requests are defined by templates. Once activated in Formedix, a change request template defines a specific workflow for making a change to a standard or study. The template defines the stages that the change request transitions through before completion.

# GETTING STARTED IN FORMEDIX

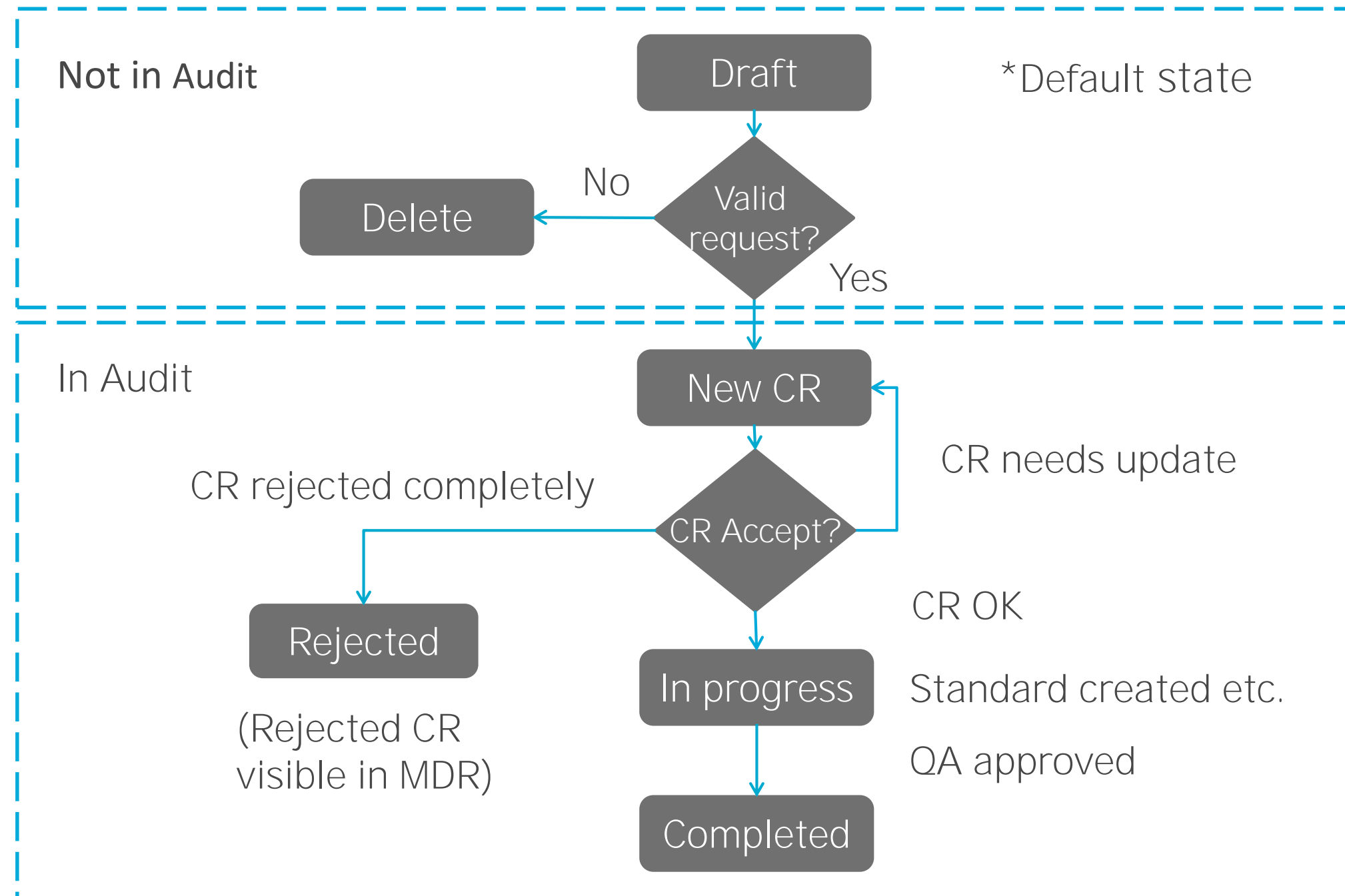
In Formedix, change requests are generated by filling out a simple form defined by the activated template.



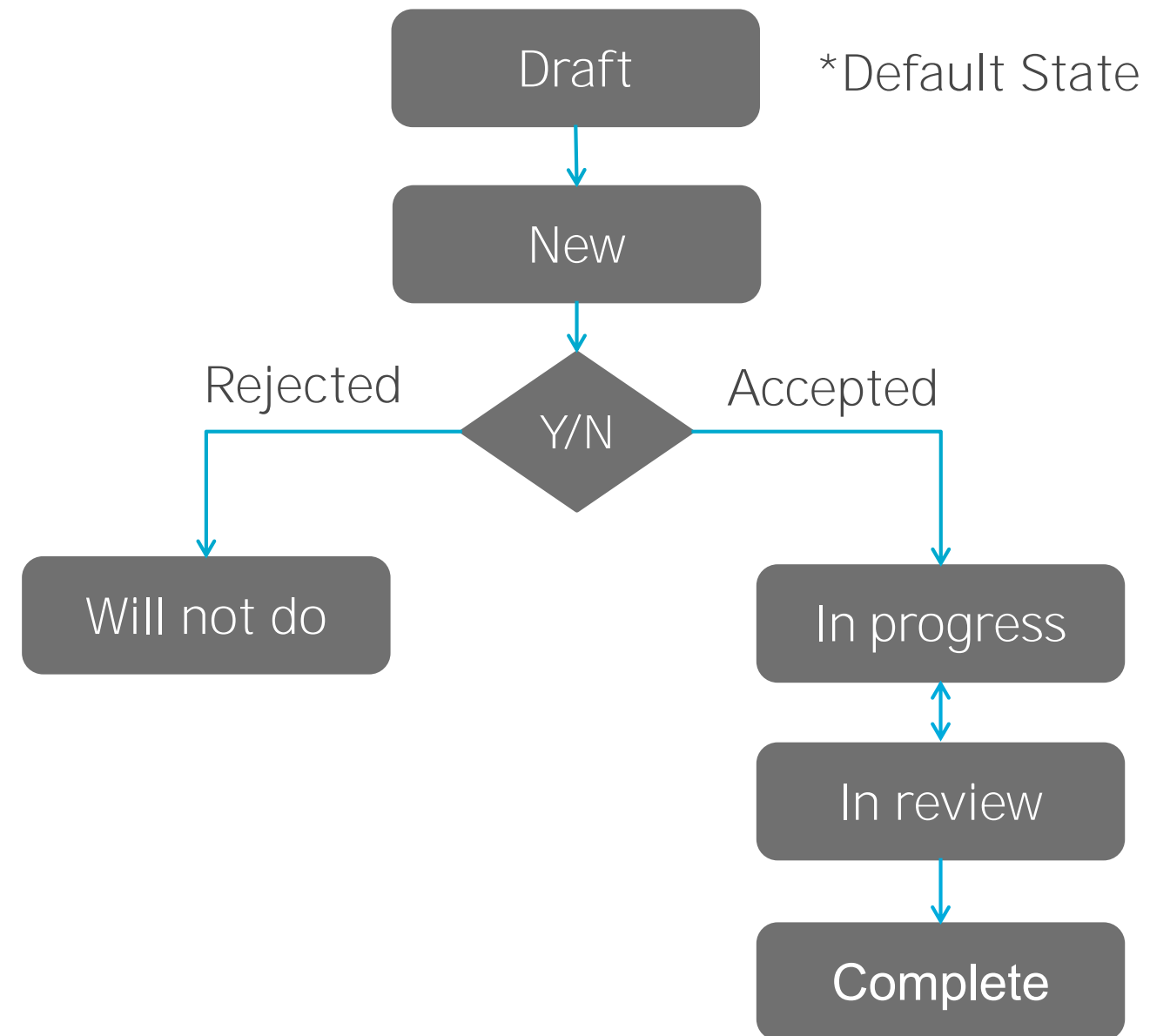
## FEATURES

- Each change request can be attached to multiple assets for example CRFs, SDTM etc.
- A change request has an owner. This is a user who manages the change request.
- The change request is assigned to another user for action for example making a CRF update.
- Comments can be added to the request to provide feedback.
- When transitioning a stage, the request can be routed to a user group for approval.

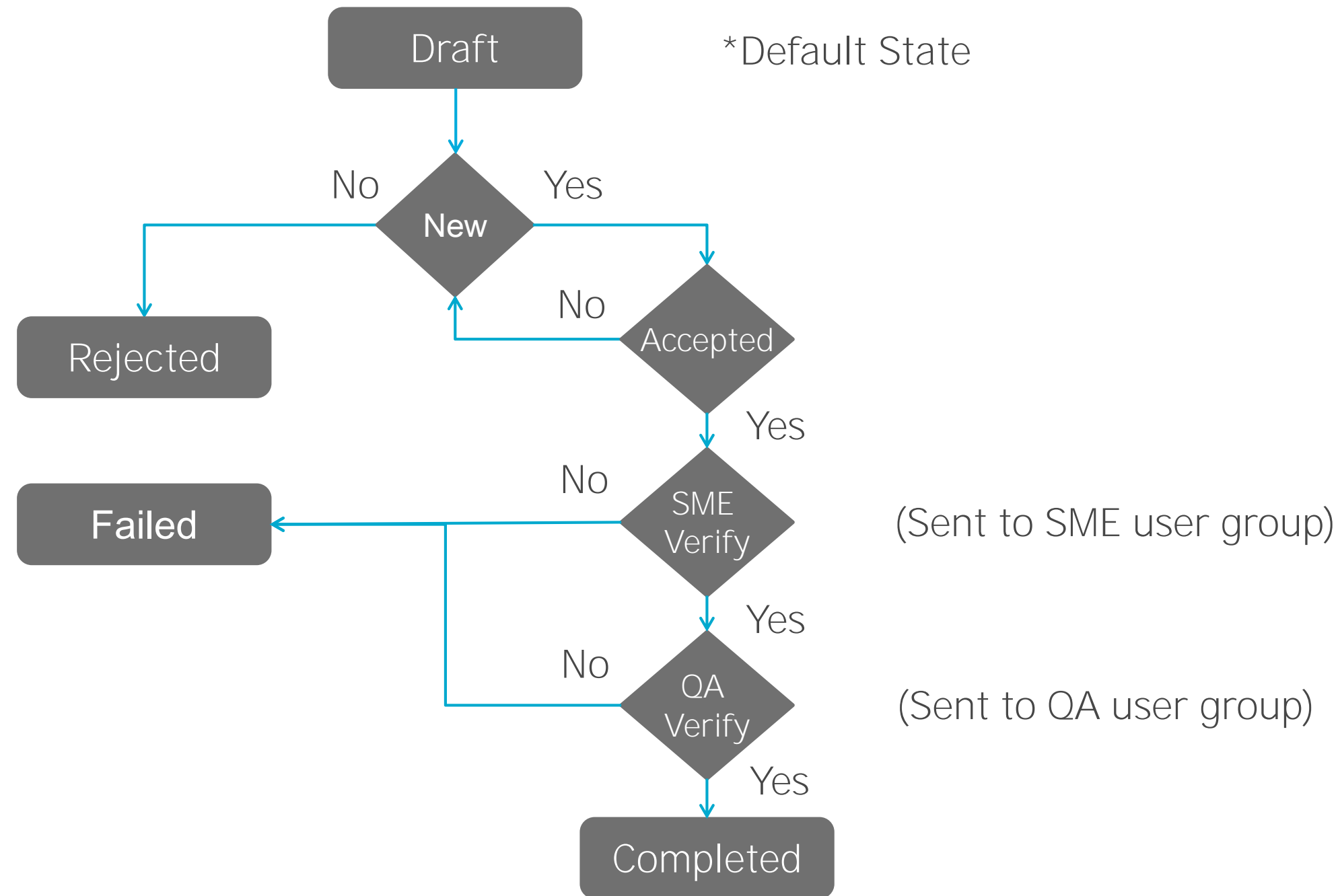
# NEW STANDARD CHANGE REQUEST EXAMPLE



# UPDATE STANDARD CHANGE REQUEST EXAMPLE



# UPDATE STANDARD CHANGE REQUEST EXAMPLE



## CUSTOMIZATION

Each change request template is fully customizable.

Administrators can customize:

- Transition stages.
- Transition paths.
- Approval groups.
- The standard or study, or both.



## WANT TO KNOW MORE?

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