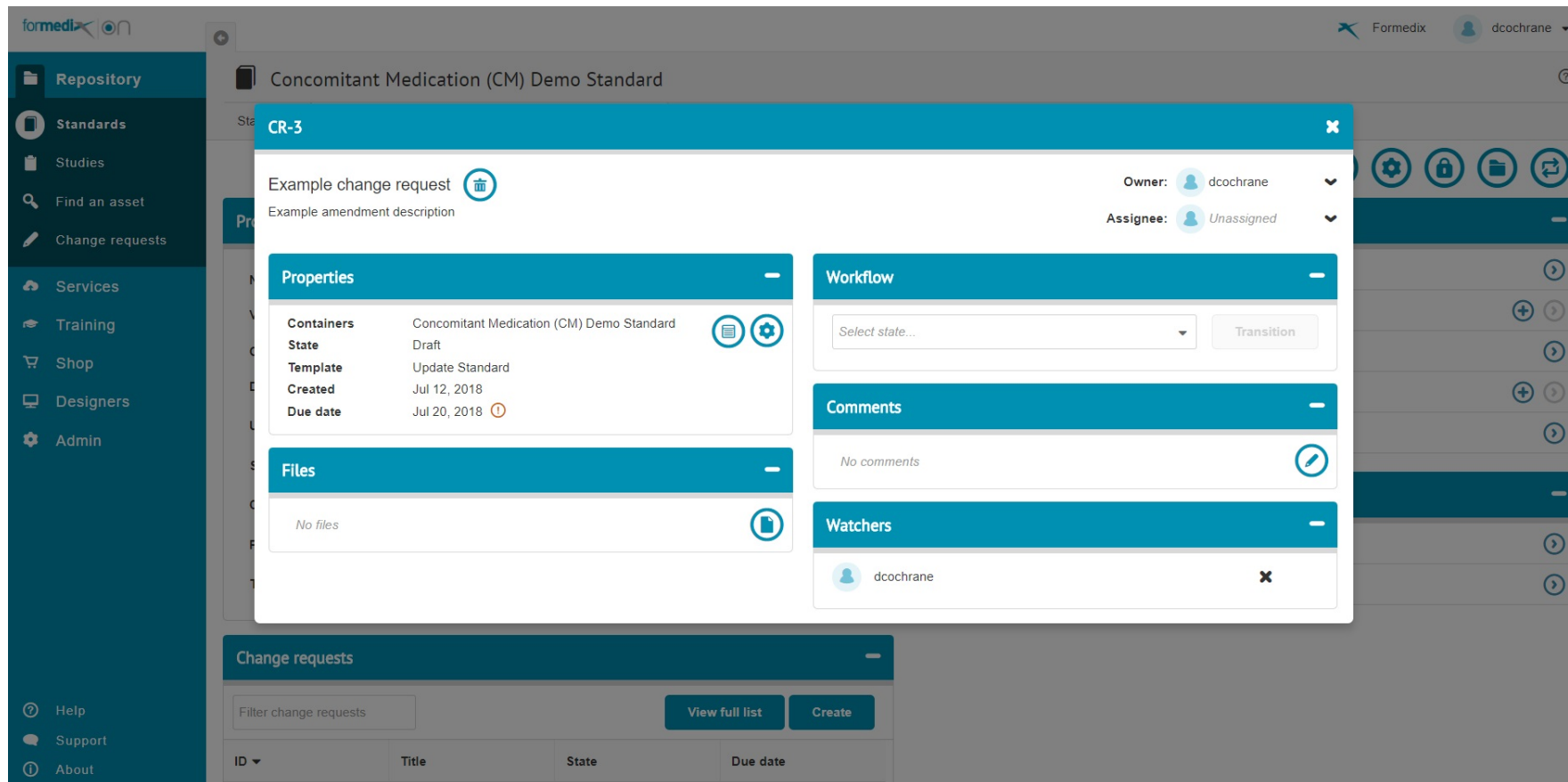


Change requests are used to change the state of a standard or study. This is done through a predefined workflow. You can define as many change requests as needed. Each with their own properties and lifecycle states. They can be as simple or as complex as required.

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 request transitions through before completion.

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



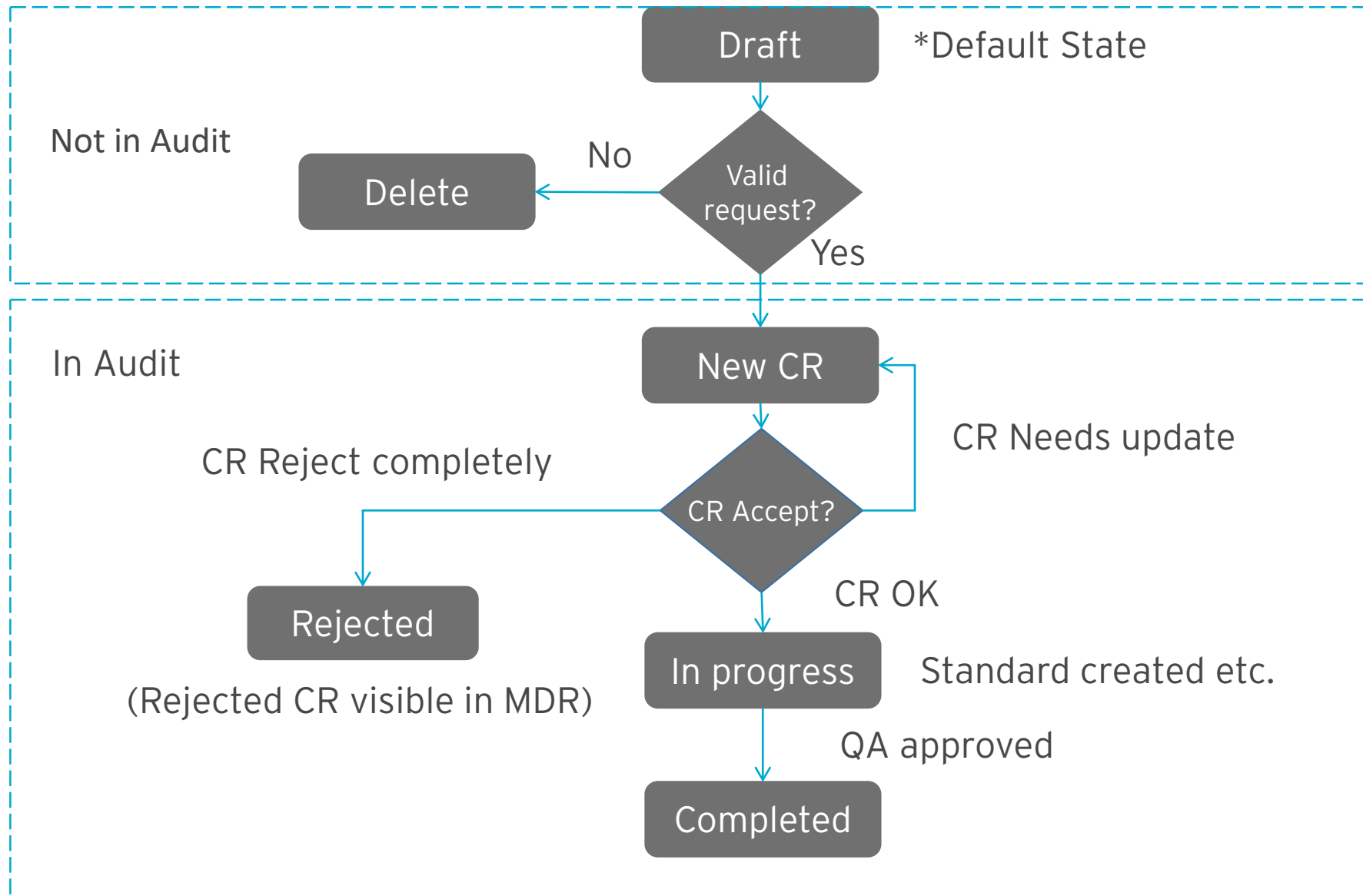
The screenshot displays the Formedix user interface. On the left is a dark sidebar with navigation options: Repository, Standards, Studies, Find an asset, Change requests, Services, Training, Shop, Designers, Admin, Help, Support, and About. The main content area shows a change request form for 'Concomitant Medication (CM) Demo Standard'. The form is titled 'CR-3' and includes the following sections:

- Properties:** Containers: Concomitant Medication (CM) Demo Standard; State: Draft; Template: Update Standard; Created: Jul 12, 2018; Due date: Jul 20, 2018.
- Files:** No files.
- Workflow:** Select state... (dropdown) and Transition button.
- Comments:** No comments.
- Watchers:** dcochrane.

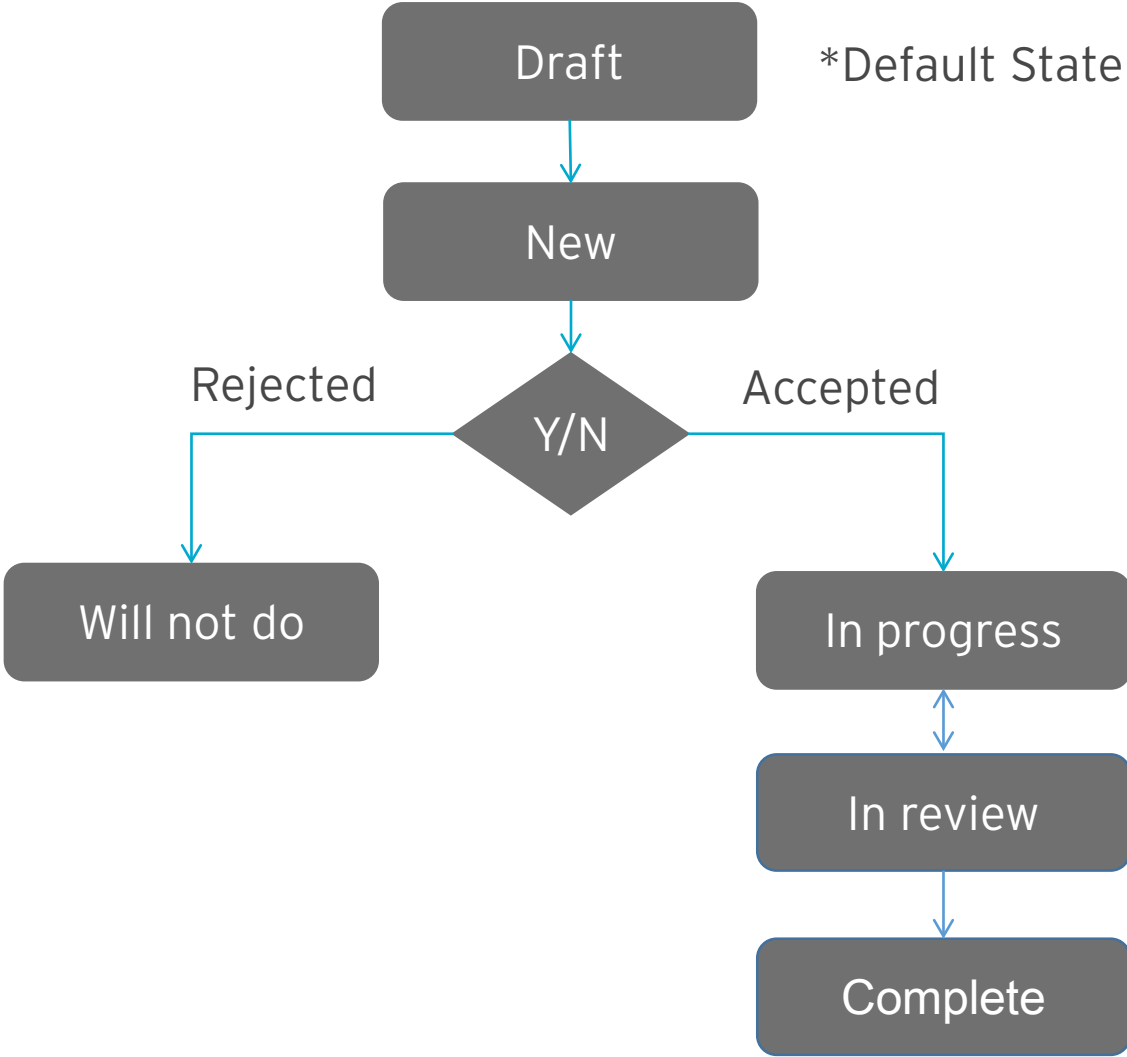
At the top right of the form, it shows 'Owner: dcochrane' and 'Assignee: Unassigned'. Below the form, there is a 'Change requests' section with a 'Filter change requests' input, 'View full list' and 'Create' buttons, and a table with columns for ID, Title, State, and Due date.

- Each change request can be attached to multiple assets (e.g. 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 e.g. make 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

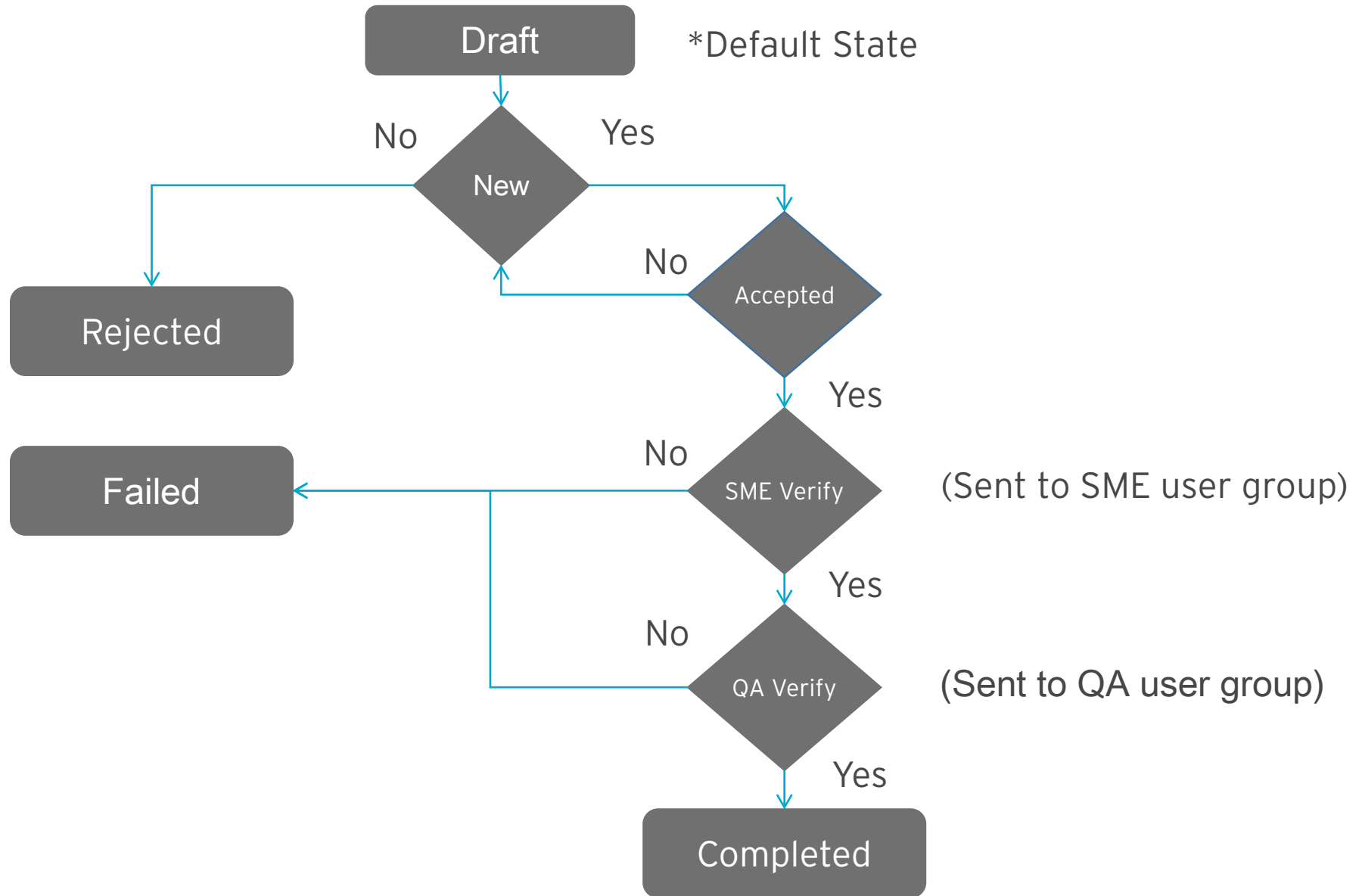
EXAMPLE NEW STANDARD CHANGE REQUEST



EXAMPLE UPDATE STANDARD CHANGE REQUEST



EXAMPLE APPROVE STANDARD CHANGE REQUEST



Each change request template is fully customisable.

Administrators can customise:

- Transition stages
- Transition paths
- Approval groups
- The target asset container - standard or study or both

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