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 filling out a simple form defined by the activated template.
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

Not in Audit

- Draft
  - *Default State
    - *Delete*
      - Not in Audit
        - CR Reject completely
          - CR Reject completely
            - CR Accept?
              - CR OK
                - Completed
              - CR Needs update
                - New CR
                  - CR Accept?
                    - CR OK
                      - Standard created etc.
                    - QA approved
                      - In progress
                      - Rejected
                        - (Rejected CR visible in MDR)

In Audit

- CR Reject completely
  - CR Accept?
    - CR OK
      - Completed
    - CR Needs update
      - New CR
        - CR Accept?
          - CR OK
            - Standard created etc.
          - QA approved
            - In progress
            - Rejected
              - (Rejected CR visible in MDR)
EXAMPLE APPROVE STANDARD CHANGE REQUEST

1. **Draft**
   - *Default State*
   - **New**
     - **No** → **Rejected**
     - **Yes**
       - **Accepted**
         - **Yes**
           - **Completed**
         - **No**
           - **SME Verify**
             - **No**
               - **QA Verify**
                 - **No**
                   - (Sent to SME user group)
                 - **Yes**
                   - (Sent to QA user group)
             - **Yes**
               - (Sent to SME user group)
       - **No**
         - (Sent to QA user group)
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