# INTEGRATED MONITORING SYSTEM (IMS) - DRD FORM ENTRY

# DRD.1.0

### DRD FORM USER ACCESS

After logging in to IMS you will see a button for '*Drug Related Deaths*' as shown here. Access is enabled for individual user accounts. If you do not see this option please contact us to have it added to your account.

Clicking the *Drug Related Deaths* button will show the list of your previously entered forms.

manageme	ent & Other	
	Change Password	
	Interactive Maps	
	Drug Related Deaths	

## DRD FORM LIST

This list is user specific. You will only see those forms you have entered previously and forms for which you have been given access. If you need to share an individual's form with other colleagues please contact us.

ed On		Gende	Date Of Birth	Surname	First Name	
2016	Click the button + Add Drug Related	М	10/07/2002	Test	Andy	elect
201	Click the button + Add Drug Related	М	10/07/2002	Test	Andy	elect

#### DRD FORM

The DRD form has several pages; complete all applicable details on each page before saving the record. You may save a partially completed form, then select it from the list to update or enter more data later. But you must always click *Save Record* or you will lose any information you've added.

ug Related Deat	hs 🖪 Save Record 🗶 Cancel		Complete all the pages before clicking
Main Details Edu	cation & Housing Details of Death Hea	Ith & Medical Substance Misuse Service	Save Record
Main De	etails		
Client First (	Siven) Name John		You may need to <i>scroll down</i> to see
Client Surnar	ne (Family Name)		
Date of Deat	h 01/10/2016		
Date of Birth	05/09/1966		
Date death w	Date death was recorded 01/10/2016		
Main D	etails Education & Housing Details of	Death Health & Medical Substan	te Misuse Service Admin
E	Education and Housing		Click the tabs at the top of the page to move to the next page
-	Education (Highest level)	GCSEs T	
	Occupation	Builder	
	Employment Status	Unemployed 🔻	
	Evidence for changes to employment status		
	Lorem ipsum dolor sit amet, consectetur adipiso quam, ac maximus tellus. Nulla facilisi. Donec se ultrices, neque velit pulvinar mi, eget feugiat me	cing elit. Sed interdum eu dolor non tincidun ed ex sem. Nunc a ligula tincidunt est vestibu etus ipsum quis mi. Aliquam eget nulla vel ex	t. Mauris sollicitudin nec leo nec molestie. Quisque et lobortis leo. Morbi non sagittis lum pharetra in vitae orci. Curabitur a neque est. Morbi molestie, magna vitae interdum fringilla vestibulum eget eget justo. Curabitur a est et elit bibendum pulvinar at id felis.

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# ADDING MULTIPLE RESPONSES

Some sections of the form allow you to add multiple responses, whenever you see the green "Add new....." button you may enter multiple responses for that section.

A&E admissions Enter your data here then click the green "Add new" button					
Date Add	Date Reason for attendance				
Date	Hospital	Reason			
03/10/2008	Aintree University Hospital	Aenean placerat elit quis rhoncus lacinia.	Delete		
02/08/2009	Royal Liverpool University Hospital	Integer sit amet est magna	Delete		
01/07/2016	Royal Liverpool University Hospital	Ut commodo consectetur pellentesque	Your data will appear in this list, repeat to add more responses		

## VALIDATION MESSAGES

Client First (Given) Name	John	
Client Middle Name (or Initial)	A	Important: When you click <i>Save</i> your form will be validated
Client Surname (Family Name)	Smith	and any error messages will appear here. You need to
Date of Death	01/10/2016	correct any errors and click <i>Save</i> again before continuing.
Date of Birth	01/10/2016 *	
Date of Birth: Must be at lease	ast 5 years ago and no more than 150 years ago	

#### ATTACHING SUPPORTING DOCUMENTS

When entering a new form <u>you must save it first</u>, you can then select it from your list of entered forms. You will now see an additional feature at the bottom of the tabbed pages; this allows you to upload supporting files such as NDTMS data. The attached documents are only linked to the individual form you have selected.

Supporting Documents Please upload any documents you would like to attach to the currently selected DRD re Click the "Browse/Choose File" button to select a file, Then click "Upload File"			<b>Browse/Choose</b> document to attach, add a description/notes, then click <b>Upload File</b>				
Ad	hoose File No d a descriptio	file cho n to go	sen Upload File with your file	Attached documents you may click the gre button to acce	appea een dov ss then	r here, wnload n	
ID	File Name	File Size	Description		Added By	Date Uploaded	
103	Test Document.docx	11406	Aliquam erat volutpat. Etiam vel leo vel est efficitur efficitur. Sed interdum mi at mauris elementum, quis laoreet ligula ornare. Donec lacinia neque quis lectus tincidunt, eget facilisis erat portitior.			12/10/2016 12:21:37	