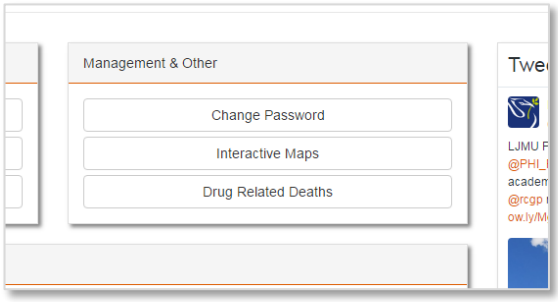
DRD FORM USER ACCESS

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.

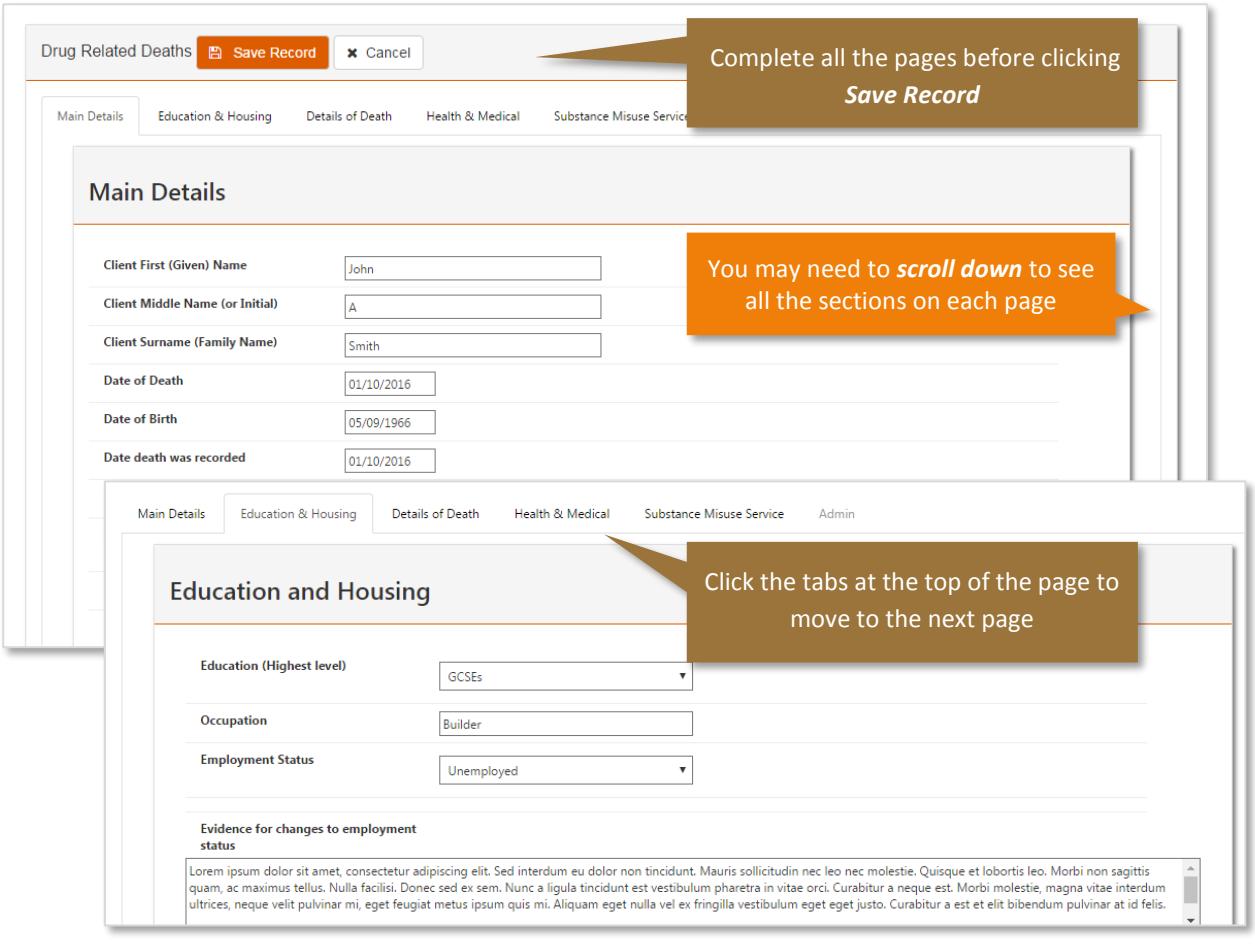


DRD FORM LIST

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.

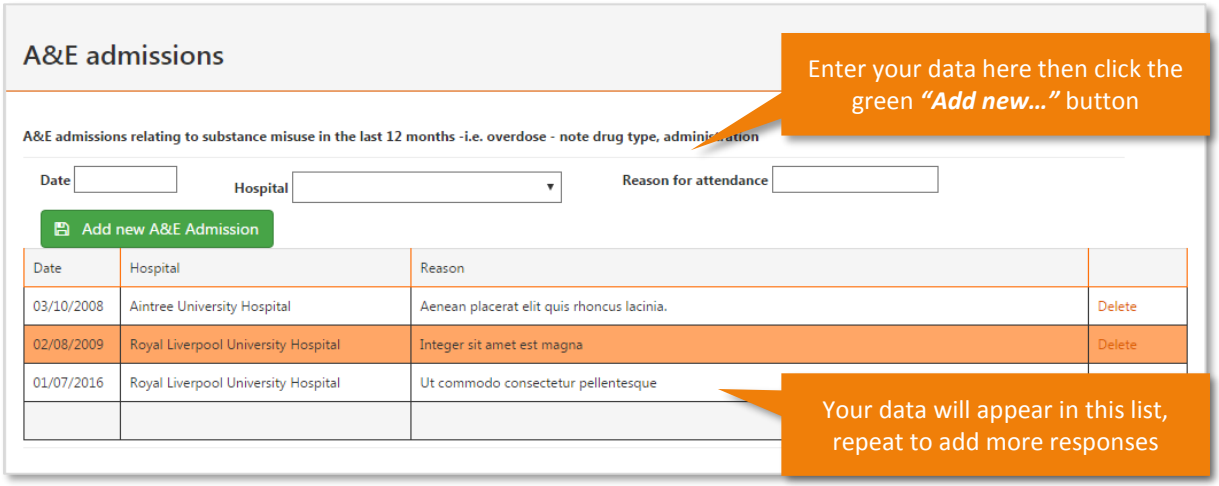
DRD FORM

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.

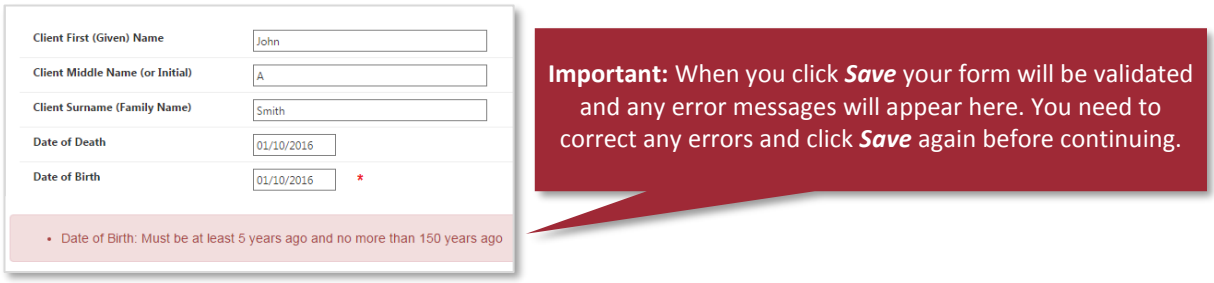


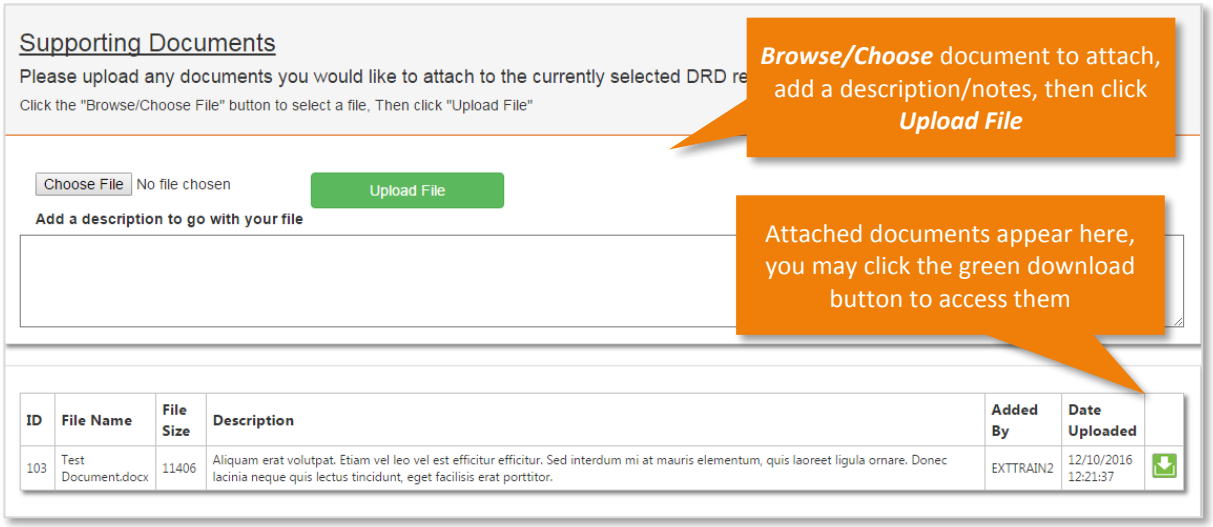
ADDING MULTIPLE RESPONSES

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.



VALIDATION MESSAGES



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.