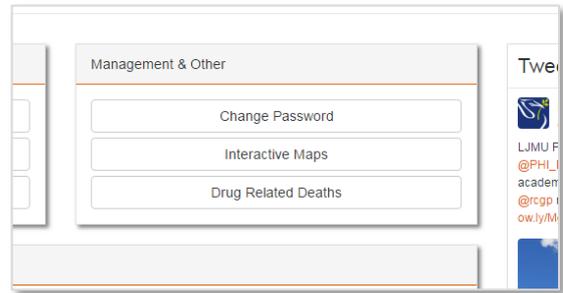


**DRD FORM USER ACCESS**

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.



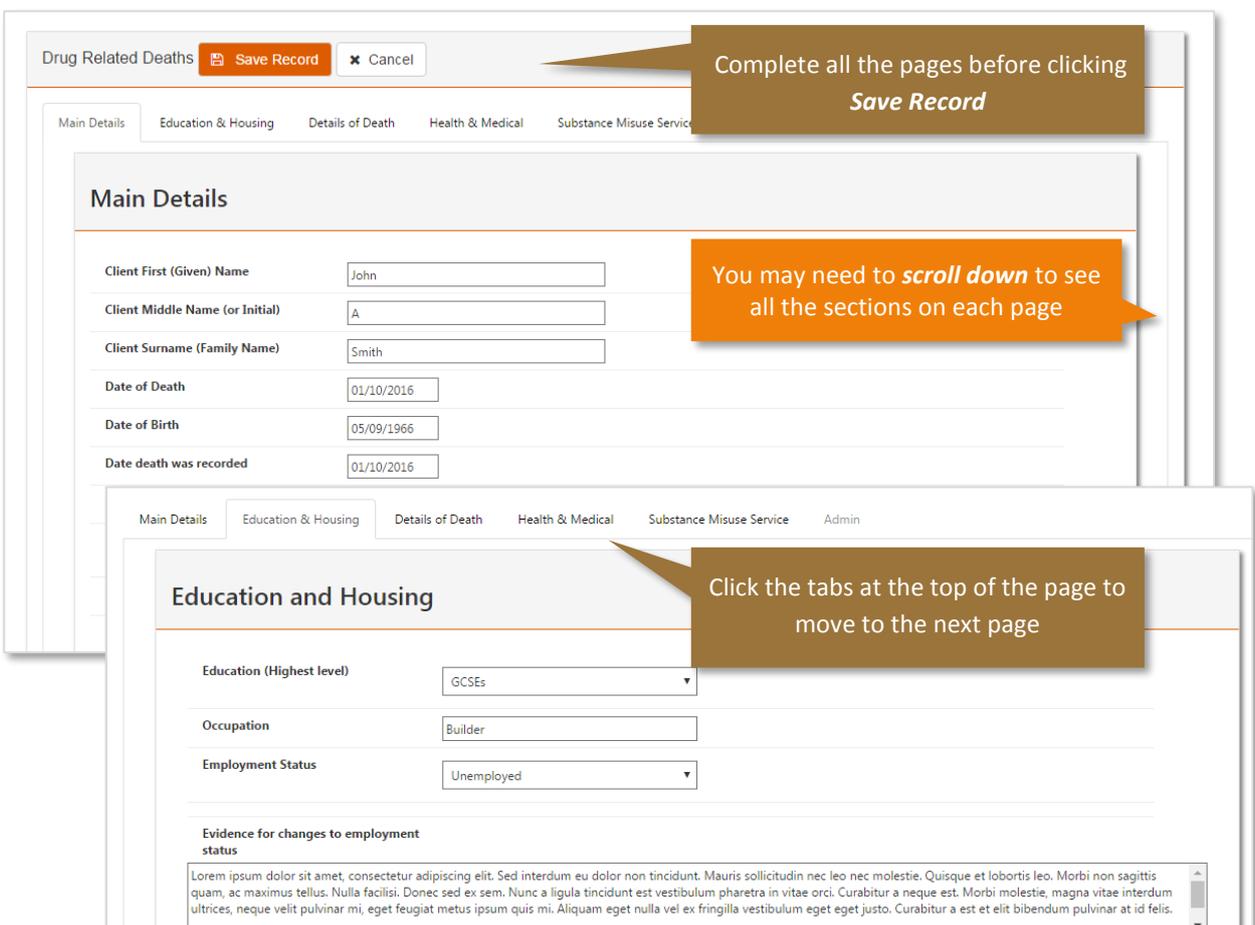
**DRD FORM LIST**

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.

**A&E admissions**

A&E admissions relating to substance misuse in the last 12 months -i.e. overdose - note drug type, administration

Date  Hospital  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	

Enter your data here then click the green **“Add new...”** button

Your data will appear in this list, repeat to add more responses

VALIDATION MESSAGES

Client First (Given) Name

Client Middle Name (or Initial)

Client Surname (Family Name)

Date of Death

Date of Birth  \*

• Date of Birth: Must be at least 5 years ago and no more than 150 years ago

**Important:** When you click **Save** your form will be validated and any error messages will appear here. You need to correct any errors and click **Save** again before continuing.

ATTACHING SUPPORTING DOCUMENTS

When entering a new form you must save it first, 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"

No file chosen

Add a description to go with your file

Browse/Choose document to attach, add a description/notes, then click **Upload File**

Attached documents appear here, you may click the green download button to access them

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 porttitor.	EXTRAIN2	12/10/2016 12:21:37	