The Adverse Reaction Report Form Screens

When you first arrive on the Adverse Reaction Report Form main page, you will see this screen:-

To report a suspected adverse reaction, click the relevant link as highlighted:

To report an adverse reaction in an animal to a veterinary medicinal product or to a human product, click Here
To report an adverse reaction in a human to a veterinary medicinal product, click Here

This will load the first page of the adverse reaction report form.
The Animal Report Form

The Human Report Form
General Tips

Position the mouse over each box to obtain more details about the information that is required:

- **Product Name:**
  - The name of the product which you think caused the adverse reaction.

- **MA No (if known):**
  - Please note that if the product does not appear in the autogenerate list, it can be added as free text. Please select only one product here and add other products used at the same time in the Concurrent Products box below.

Relevant fields are highlighted in **red** in this user guide.

All the boxes marked with a red asterisk * must be completed. Although it is not necessary to complete the other boxes, please provide the information if you have it:

Welcome to the online reporting site.
This screen is for recording information about the veterinary medicine.

Please enter as much information as possible. Fields marked with a * are required.

Click ‘Next’ to load the next page of the form. The progress bar in the top right hand corner of your screen will show how near you are to completing the form.

You will notice a new button at the bottom of the page:

The ‘Back’ button allows you to navigate to an earlier part of the report so that you can amend details if necessary. Please use this button and NOT the back button on your web browser, otherwise information you have input may be lost.
Dates and Calendars

Some fields have a Calendar icon:

Click this icon to display a calendar:

Select the date required.

Alternatively, enter the date directly in the format dd/mm/yyyy, where dd is the day, mm is the month and yyyy the year:

If you know the month and year but not the day, enter the date as 01/mm/yyyy. Similarly if you know the year but not the month or day, enter this as 01/01/yyyy.

So if you know the month was July and the year was 2010, but you don’t know the day, you would enter:

If you only know the year was 2010 and you don’t know the month or day, you would enter:
Numeric Values

As some boxes must be completed, for example the No. of Deaths box on the animal report form, add 0 to indicate that no deaths occurred in order to move to the next screen:-

* No. of Animals Treated: 1
  (numeric values only)

* No. of Animals Reacting: 1
  (numeric values only)

* No. of Deaths: 0
  (numeric values only)

Product Information

In the Product Name box, enter at least three sequential letters of the name of the product most likely to have caused the adverse reaction for a list to display:-

<table>
<thead>
<tr>
<th>Product Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cur</td>
</tr>
<tr>
<td>1. Cure All Pet Potion</td>
</tr>
<tr>
<td>2. Pet Cure Medicine</td>
</tr>
<tr>
<td>3. Cat Rash Curative Lotion</td>
</tr>
</tbody>
</table>

Click on a product to select it. If your product does not appear in the list, type the full name in the Product Name box to add it.

In the animal report form you can list additional products if more than one product was used. Add them in the Concurrent Products box:-

Concurrent Products: 1. Cure All Pet Potion

Add Product (Select the product name and click Add Product to confirm selection.)

When adding products to the Concurrent Products box, you must click the ‘Add Product’ button. This will add the product to the list below the Concurrent Products box:-

Concurrent Products: 1. Cure All Pet Potion

Add Product (Select the product name and click Add Product to confirm selection.)

To delete the additional products, click the ‘Remove’ button (please note, this will delete ALL the products entered in the Concurrent Products box):-

Concurrent Products: 1. Cure All Pet Potion

Add Product (Select the product name and click Add Product to confirm selection.)

1. Cure All Pet Potion  Remove
Animal Information

In the animal report form we ask you for details of the animal(s) involved in the reaction. Please select the animal species first. The breed list will then be populated depending on the species selected:

The dog breeds are grouped according to the breed type, so for a terrier breed enter Terrier first to go to the list of terrier breeds, then scroll down to the particular breed.

If the adverse reaction occurred in animals of different species, please fill in separate reports for each species.

Description of the Adverse Reaction

Please enter as much information in the Description of Reaction box as possible. We need to know the sequence of events, the clinical symptoms, any treatment given for the adverse reaction, and the outcome of the reaction.
In the animal report form, please indicate by selecting ‘Yes’ in the Further Investigations box if laboratory tests or post mortem examinations were carried out. We may contact you for the results of these.

Post Codes and Addresses

We ask you to record your contact details in case we need more information about the adverse reaction. Enter your post code and click ‘Lookup Address’:-

A list will appear below the Post Code box. Select your address from the list to automatically complete the relevant address boxes. If your address does not appear in the list, please enter it manually in the relevant address boxes.

If you are the veterinary surgeon involved with the reaction, tick the Details of Veterinarian Involved: (Same as reporter) checkbox to complete the relevant address fields. If you are not the attending veterinarian, please enter the details manually:-

Reporter's Reference

This box is for you to give us your reference number for the case so that you can find it more easily if we ask you for more information about it. If this is not relevant to you, please enter a piece of information such as your initials or the animal’s name to move to the next screen.
Confidentiality

We have a legal obligation to inform the company which holds the marketing authorisation for the product involved in this report that a suspected adverse reaction has occurred. We do this so that the company is aware of the adverse reaction and can investigate it further. You can choose to remain anonymous as far as the company is concerned, so it is important that you read and either check or leave unchecked the following box:-

Sending the Report

The last screen allows you to check that the details which you have entered are correct. If you need to make any changes use the ‘Back’ button to go to the appropriate screen to make these changes. You can also print a copy of this screen. When you are happy with all the information, please enter the code exactly as displayed:-

If you cannot see the code you can click the ‘Code’ button to change the given code:-

Alternatively you can press the ‘Audio’ button to have the code played aloud. You may be asked to run a Windows Media Player Extension add-on (if you are please accept this):-

When you have entered the correct security code, click ‘Submit Report’. A screen confirming that your report has been submitted will load. If you provided an email address in the Reporter’s email box, you will also receive a confirmation via email.