



**Animal and Plant
Health Inspection
Service**

Veterinary Services

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CVB Inspection and Compliance Procedure for Generating Case Summaries from PvWorks System

Document Number: CVB-WI-0127

Revision: 02

Previous Number: ICWI0128.01

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Section/Area: CVB-WI-IC

Release Date: 05 Sep 2019

Notes:

CVB Inspection and Compliance Procedure for Generating Case Summaries from PV Works System

Background: The purpose of this work instruction is to generate a PDF summary report of selected cases. This report may be used in response to FOIA requests as well as for other purposes.

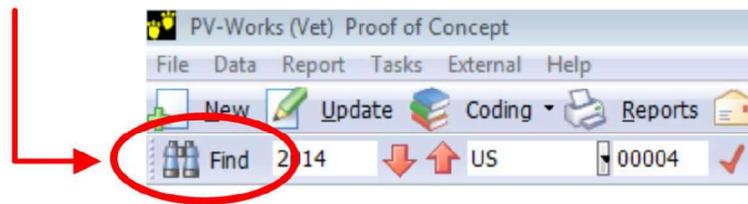
This is a two-step process:

- 1) Select cases to be reported
- 2) Create report

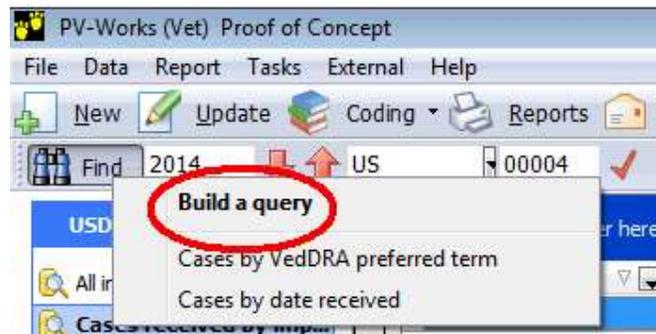
1. Select cases to be reported

To run the batch printing report, first find the cases you want to print.

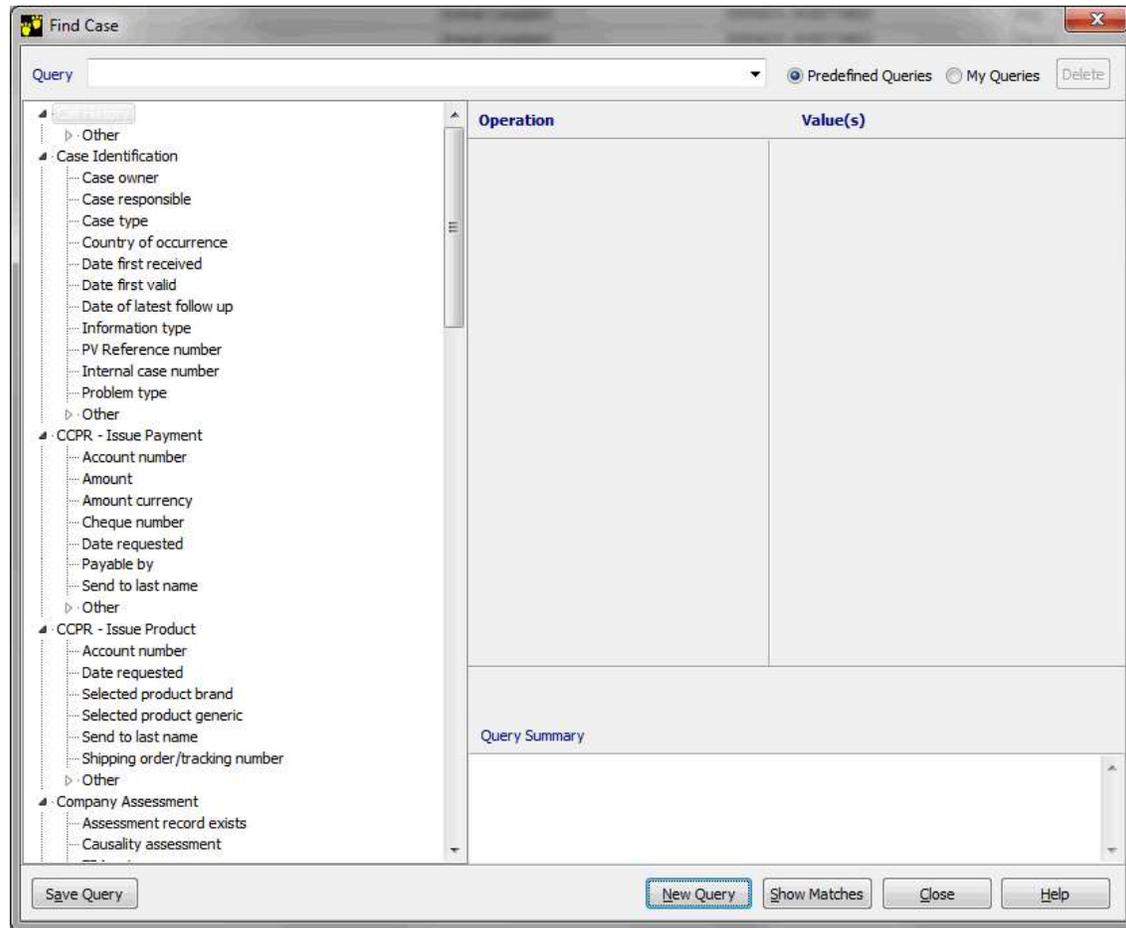
To do this, use the 'Find Cases' functionality in the top left hand corner of the Grid (i.e., via the find binoculars button )



then select the 'Build a Query option' from the submenu;

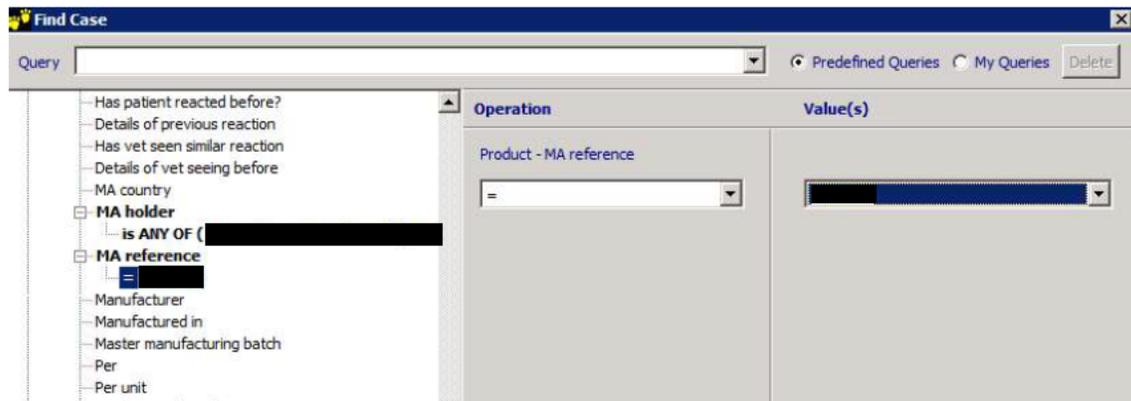
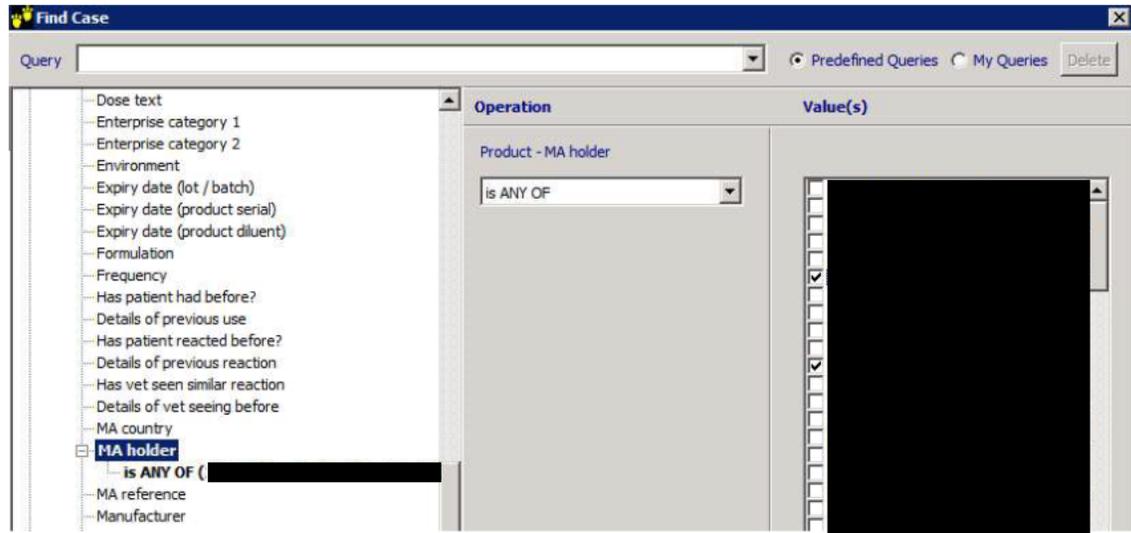


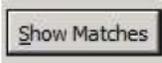
Build a Query



Enter your Query details. For example: all cases received from 1 January 2004 to present for [redacted] rabies product [redacted]. This requires three query elements as follows:





Click the Show Matches button  to display a list of selected cases.

Case search result
 Number of Cases Matching Search 416 Search Criteria ?

Mark All

Drag a column header here to group by that column

Case	First V...	Country	User C...	Species	Breed	Advers...	Product	Admini...	Veterin...	Local/...	Case ...
<input checked="" type="checkbox"/>	2012-US-0...	26-Apr-2005	US	Animal Co...	Cat		Was given...		07-Apr-2005		
<input type="checkbox"/>	2012-US-0...	02-Aug-20...	US	Animal Co...	Dog		massive s...		28-Jul-2005		
<input type="checkbox"/>	2012-US-0...	29-Sep-20...	US	Animal Co...	Dog		Howl, pant...		20-Sep-20...		
<input type="checkbox"/>	2012-US-0...	15-Jun-2006	US	Animal Co...	Dog		I took my ...		09-Mar-2006		
<input type="checkbox"/>	2012-US-0...	01-Jun-2006	US	Animal Co...	Dog		Pet was br...		01-Jun-2006		
<input type="checkbox"/>	2012-US-0...	25-Aug-20...	US	Animal Co...	Dog		The owner...		24-Aug-20...		
<input type="checkbox"/>	2012-US-0...	20-Mar-20...	US	Animal Co...	Cat	Balinese	Severe Se...		25-Feb-2006		
<input type="checkbox"/>	2012-US-0...	30-Sep-20...	US	Animal Co...	Cat	Siamese	haven't init...		24-Aug-20...		
<input type="checkbox"/>	2012-US-0...	15-Nov-20...	US	Animal Co...	Cat		vestibular ...		14-Nov-20...		
<input type="checkbox"/>	2012-US-0...	29-Dec-20...	US	Animal Co...	Dog	Pug	diphenhyd...		23-Nov-20...		
<input type="checkbox"/>	2012-US-0...	28-Dec-20...	US	Animal Co...	Dog		facial swell...		23-Dec-20...		
<input type="checkbox"/>	2012-US-0...	30-Jan-2006	US	Animal Co...	Dog	Chihuahua	Immediate ...		13-Jan-2006		
<input type="checkbox"/>	2012-US-0...	08-Mar-20...	US	Animal Co...	Dog		N/A		08-Mar-2006		
<input type="checkbox"/>	2012-US-0...	21-Mar-20...	US	Animal Co...	Dog		Periocular ...		21-Mar-2006		
<input type="checkbox"/>	2012-US-0...	14-Mar-20...	US	Animal Co...	Dog		facial swell...		14-Mar-2006		
<input type="checkbox"/>	2012-US-0...	14-Feb-20...	US	Animal Co...	Dog		small bum...		11-Oct-2005		
<input type="checkbox"/>	2012-US-0...	14-Mar-20...	US	Animal Co...	Dog		Pet began...		08-Mar-2006		

Report... Export to file Print Update Browse Cancel Help

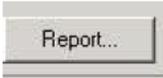
The first column of this list defines the cases that will be reported. By default no cases are selected, leaving the user with the option to include all selected cases or some of them in the report. Selected rows are indicated with a check mark .

To select all of the cases in the list, click the Mark All button . Note that after clicking this button every row will have a check mark in the first column. This global selection can be reversed by clicking the Unmark All button which appears after the Mark All button has been used.

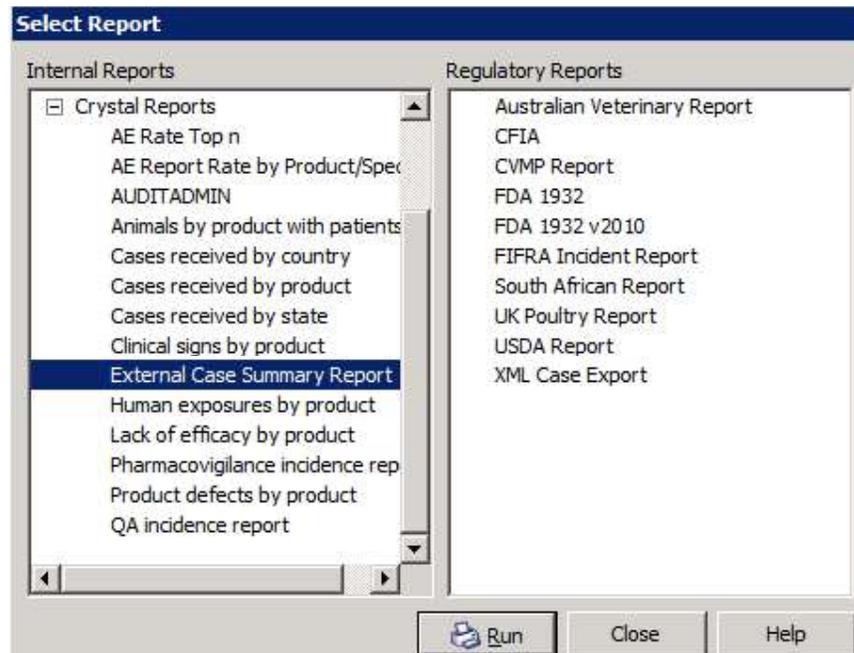
Alternatively, click the box in each row of the case(s) that should be reported. It is possible to use both techniques together, e.g., Mark All and then uncheck some cases.

Once all cases to be reported have been checked, generate the report.

2. Create Report

Click on the <Report> button 

Choose Crystal Reports – External Case Summary Reports



Run report by clicking the run button. This will display a report parameter screen.

In the parameter screen – select ‘Last Find Case Query’ from the drop down list “run in single case or PSUR Mode”. Optionally you can determine whether or not assessment information and reporter details should be included in each case summary. To include these, check the appropriate optional boxes. For FOIA requests both of these should be checked; the FOIA office will redact as necessary.

Setup External Case Summary Report

Report Name: External Case Summary Report
Author: Assured Information Systems Ltd
Title: External Case Summary Report
Subject:
Comments: hoose Single Case, Find Case or PSUR mode. If using PSUR mode then select a PSUR Id from the list below.

Run in Single case or PSUR Mode: Last Find Case Query
Or Select a PSUR Id:

Include Assessment Information:
Show reporter details:

Run Close

Click the run button to create the report. This will be displayed on the screen. Note that the execution time may be considerable if many cases are included.

External Case Summary Report

Assured Information Systems

Case No: [redacted] Date received: 28-May-2008

PRODUCTS

Suspect product #1 details

Brand name: [redacted] Brand description: [redacted]
Generic name: [redacted] Manufacturer: [redacted]
MAH Holder: [redacted] MAH Ref #: [redacted]
Time to onset last dose (text): [redacted]
Was product used correctly: Unknown to Company
Misuse type: [redacted]
Has patient had this product before: [redacted] When details: N/A
Has patient reacted to this product before: [redacted] When details: N/A
Reason for use: [redacted] LOE reason: N/A
Attending veterinarian's level of suspicion: [redacted]

Suspect product #1, dose #1 details

Strength: [redacted] Route: [redacted]
Site of administration: [redacted] Administered by: [redacted]
Start date: [redacted] End date/ongoing: [redacted]
Duration/duration text: [redacted]
Time to onset from start date: [redacted] Time to onset from end date: [redacted]
Dose: [redacted] Frequency: [redacted]
Dose text: [redacted]

Suspect product #1, dose #1, batch #1 details

Product lot: LOT-1234 Lot expiry date: 01-Mar-2008
Product Serial: [redacted] Serial expiry date: [redacted]
Diluent Serial: [redacted] Diluent expiry date: [redacted]

Suspect product #1, dose #1, batch #2 details

Product lot: LOT-1234 Lot expiry date: 01-Mar-2008
Product Serial: [redacted] Serial expiry date: [redacted]
Diluent Serial: [redacted] Diluent expiry date: [redacted]

No concomitant products

PATIENTS

Subreport:PRO

Click the PDF button to save this report as a PDF file.