

WebCR Quick Reference

System Requirement: This system was developed using Microsoft Internet Explorer (IE) 6.0, and should work with any Windows compatible browser such as Firefox.

Login Screen

Web site: <https://mssotools.com/webcr>

- Enter **Subscriber ID**
(your five digit MedDRA Subscription ID)
- Enter **Password:**
 - Edit access** (your CRID password)
 - Read only access** (your MedDRAMSSO.com password)

Change Request Screen

Menu: options are listed across the screen between the Logo and the data entry area.

Actions: are presented in several groupings. The first eight actions are the changes that can be requested for LLTs and PTs. The next – **All Others** is for hierarchy changes, and **Reconsideration** is used to request an MSSO review of a rejected change request submitted through the WebCR tool.

Batch: A subscriber can have Unsubmitted and Submitted batch files. (A batch file is a set of change requests [All saved change requests.] The batch file is closed once it is submitted to the MSSO. Creating an additional change request will start another batch file.) Users can view submitted batches, as well as unsubmitted batches. The Unsubmitted Batch option can be used as a means for a group to review online a set of change requests prior to submission to the MSSO when they use their MedDRAMSSO.com password. To edit an unsubmitted batch file the user must login using the CRID as password.

Retrieve: This option provides a query of MedDRA terms in the current release, including supplemental changes, which can be used to aid in entering change request information, and includes a query for a change request history.

Preference: Provides the access to modify a profile screen. Profile

screens are saved based on login ID + CR ID

Logout: Will exit the user from the WebCR tool. A warning message will remind the user if there are any unsaved unsubmitted change requests. (Note that if the user exits the program by closing the browser no message will be provided.)

Required Data: Required fields are marked – required -, and cannot be left blank when saving a change request.

Editing Saved Change Requests: By using the menu option to Retrieve unsubmitted change requests, or clicking on the Batch number at the top of the screen, the user will get access to the unsubmitted requests. These requests can be individually modified as needed prior to submission to the MSSO.

Submit Change Request: A batch is submitted to the MSSO by clicking on the Submit button on the main Change Request screen.

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