

WebCR Quick Reference

System Requirements:

WebCR will support Microsoft Internet Explorer (IE6+), and Firefox (3+). WebCR functions may not work as designed with other web browsers (e.g., Chrome, Safari). No additional software is needed to use WebCR.

Login Screen

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

- **MedDRA ID:** Enter your five digit MedDRA ID
- **Password:** Enter your CR ID or MedDRA password

CR ID password: Allows you to add, edit and submit change requests

MedDRA password:
Allows read only access

Batch: A set of one or more change requests. A user can have unsubmitted and submitted batch files. All batch files remain available for users to view after submission to the MSSO. Queuing (staging) an unsubmitted batch can allow an organization to have multiple people review sets of changes via read only access prior to submission to the MSSO. To edit and submit batches, the user must login using the CR ID as the password.

Home Page:

Change request actions are shown in the middle of the screen, menu options are on the right and any unsubmitted requests are displayed on the bottom of the screen.

Actions: Presented in four groupings:

1. **Add/Change MedDRA term:** Contains all the actions for LLTs, PTs, HLTs, HLTs and SOCs
2. **SMQ Changes:** Are specifically for SMQ requests
3. **Translation Changes:** Are for translations corrections only
4. **Reconsider:** Ask the MSSO to reconsider a rejected change request submitted through WebCR

Required Data: Required fields are marked "required" and cannot be left blank when saving a change request. There are optional fields that may be used to provide more information for a request.

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

All unsubmitted batches can be viewed under their own categories (e.g., MedDRA, SMQ, and Translation) below the change request actions.

Menu Options:

Menu options are located on the right side of the screen.

1. **Home:** Brings you to the main Change Request screen
2. **View Submitted Batches:** Allows you to view all your submitted batches
3. **Search MedDRA Term:** Query MedDRA terms in the current release and weekly supplemental changes; this information can be helpful to review before entering change request information
4. **Search CR History:** Query all change requests considered by the MSSO since MedDRA v5.1
5. **Submitter Profile:** Modify your profile: e.g., name, contact information, and email addresses to receive receipt and final notifications
6. **Logout:** Exit from WebCR. A warning message will remind the user if there are any unsubmitted change requests. (Note that if the user exits the program by closing the browser, no message will be provided.)

Editing Saved Change Requests:

Unsubmitted change requests are located at the bottom of the Home Page. Change requests can be edited by clicking on the unsubmitted batch, clicking on the "Select" link next to the change request. Make any edits and click on "Save" at the bottom of the request.