Training Manual for MAH
EIViS (Electronic Vigilance System)





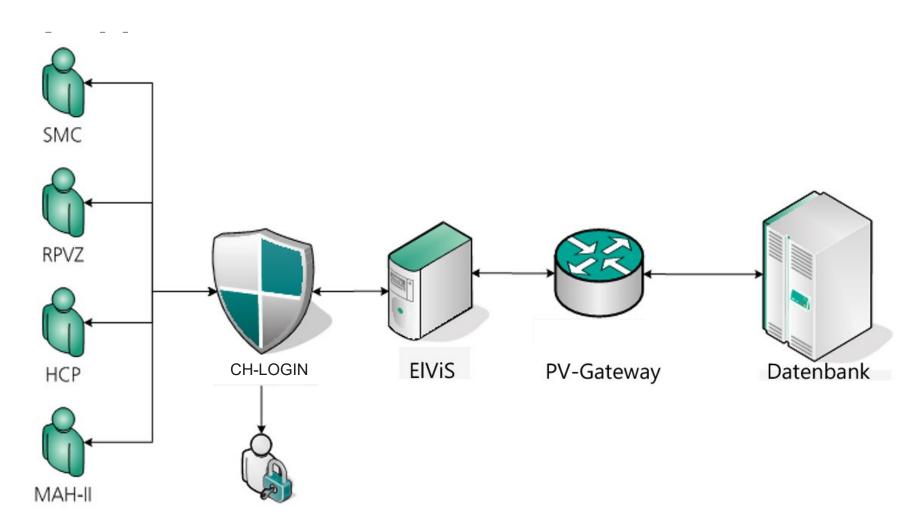
What is EIViS?

Development and implementation of an application for the **electronic exchange of ADR** incl. attachments between Healthcare Professionals (HCP) and Regional Pharmacovigilance Centres (RPVC) as well as between Swissmedic (SMC) and Marketing Authorization Holders (MAH) without PV-gateway in **Switzerland**.

The receipt of the Individual Case Safety Reports (ICSR) will be acknowledged electronically.

The project supports the **strategic objectives** of SMC and is an important part of the IT-roadmap concerning the electronic information exchange with stakeholders.







Objectives

 Improvement of quality of ICSR by structured and checked data recording (completeness, plausibility)

- Earlier and improved detection of risk signals
- Enhanced PV: proactive collecting of information
- Safe record and exchange of sensitive patient data incl. attachments (e.g. laboratory tests, hospital letters)
- Assistance by reduction of data recording, faster processing, reduction of paper burden and simplification of archiving



Characteristics

- Explorer (min. Version 9) or Firefox (min. Version 24)
- Registration of 2 administrators/MAH (SMC Portal)
- **Direct data insert** or **upload** of E2B-files
- Language: English Login: mTAN required
- MedDRA coding required
- Initial and FU-reports incl. attachments, queries and messages
- No database, local archiving necessary (acknowledgment, ICSR as E2B-file and pdf)

• **Support**: Hotline Mo. - Fr. 7:30 – 17:30 h

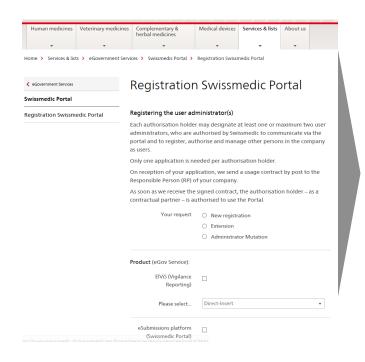


MAH – Registration

1. Webform on https://www.swissmedic.ch/swissmedic/de/home/services/egov-services/portal/egov-portal-registration.html

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- ISCS (Informatik Service Center Swissmedic) creates contract for the Swissmedic-Portal
- 3. Company signs the contract and delegates a Partner-Administrator
- 4. ISCS creates the Partner-Administrator Account



Informatik Service Center Swissmedic







MAH – Registration

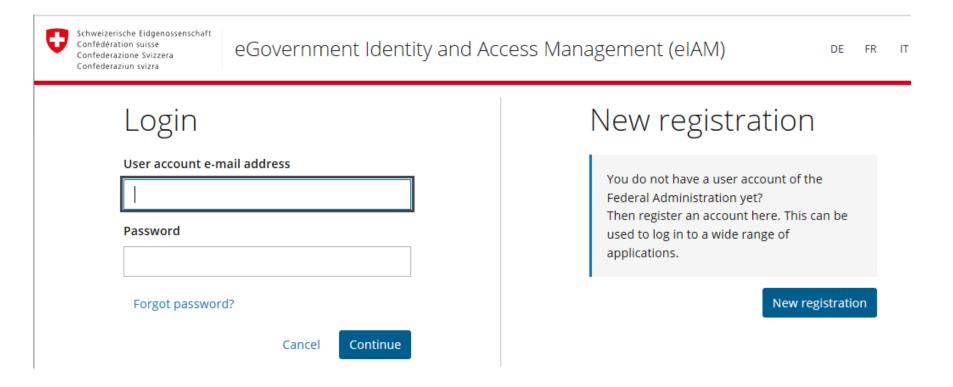
To use the ELVIS application, you will need

- A CH-LOGIN user account to verify your identity/authorisation
- You will receive an email with your onboarding code to associate your CH-LOGIN user account with the applications released in the eIAM portal (such as ELVIS)

- Short instruction for your registration and onboarding <u>here</u>
- Read <u>here</u> more about how an administrator can set up a new ELVIS user in elAM Portal



Login in ELVIS







SMC-Portal



Overview

Welcome Thomas Schwartz

Create new report

Continue saved report

♣ Continue locally saved report

Create follow-up report

→ Create follow-up report

Reports

The following Reports are new:

Report number	Report date	Valid until	Туре	Sender
Q SMCELVIS-2014-06-24-00534	24.06.2014	05.08.2014	Initial Report	Bi Swissmedid No attachments available
Q SMCELVIS-2014-06-24-00554 SGU_2014_06_24_002	24.06.2014	05.08.2014	Initial Report	B Swissmedid No attachments available
Q SMCELVIS-2014-06-25-00612	25.06.2014	06.08.2014	Initial Report	Bi Swissmedid No attachments available
Q SMCELVIS-2014-06-25-00613	25.06.2014	06.08.2014	Initial Report	B Swissmedid No attachments available

Sent reports

Report number	Report date	Valid until	Туре	Status		
Q SMCELVIS-2014-06-24-00518 JP-SIGMATAU-ST2014.0571	24.06.2014	05.08.2014	Initial Report	acknowledged with errors	>	±

EIViS Hotline

For any questions regarding ElViS, please contact our ElViS Hotline:

by E-Mail

it@swissmedic.ch

by phone

+41 58 462 06 00

Business hours

The ElViS Hotline is available Mon-Fri, 08:00 - 18:00 hours.



SMC-Portal



Enter report data	Check report Send report				
eport information	Report information				
atient	Type of report ? *	Country of occurrence	? *	Country of primary source ? *	
ests & Procedures	Spontaneous	Switzerland	•	Switzerland	
elevant medical history	Serious ? *	Reason for seriousnes	s ? *		
elevant past drug		Death		Life-threatening	
nerapy		Hospitalization	/prolonged	Disabling	
eactions		Congenital-and	maly	Other medically important condition	
rugs	Sender Information				
elatedness of drug(s) to	Type of sender	Organization	Contact person Thomas Schwartz	Phone number	
reaction(s)	Pharmaceutical Company	Bergwacht DE			
ssessment	Date first received at sender ? *	Address		E-mail	
dd attachments	15.06.2014	Bernstrasse 91 Flachdorf		pvgateway@swissmedic.ch	
	Worldwide unique number		Information on primary source		
	Authority report number ? *		Reporter qualification 1	?*	
			Physician		
	Company report number *		Literature reference (2.0	000 Characters left)	
	TS-2014-06-100			_	

Red star: mandatory field Grey star: one of the fields is mandatory







SMC-Portal



Create new report

Enter report data	Check report Send report		
Report information	Patient characteristics		
Patient	Patient initials ? *	Sex ? *	
Tests & Procedures	e.g. JM for John Miller		
Relevant medical history	Date of birth ? *	Age at time of onset ? *	Age group ? *
	DD.MM.YYYY		
Relevant past drug therapy	Body weight (in kg)	Body height (in cm)	
Reactions	e.g. 78	e.g. 178	
Drugs	Death related information		
Relatedness of drug(s) to	Death date	Death cause ?	
reaction(s)	DD.MM.YYYY	e.g. Cardiac failure	
Assessment	Autopsy performed		
Add attachments			
			Continue > -

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Age at onset, age group: will automatically be calculated from 'onset date of reaction' and 'date of birth' if both those dates are completely entered; may be entered also.

Death cause: MedDRA terminology

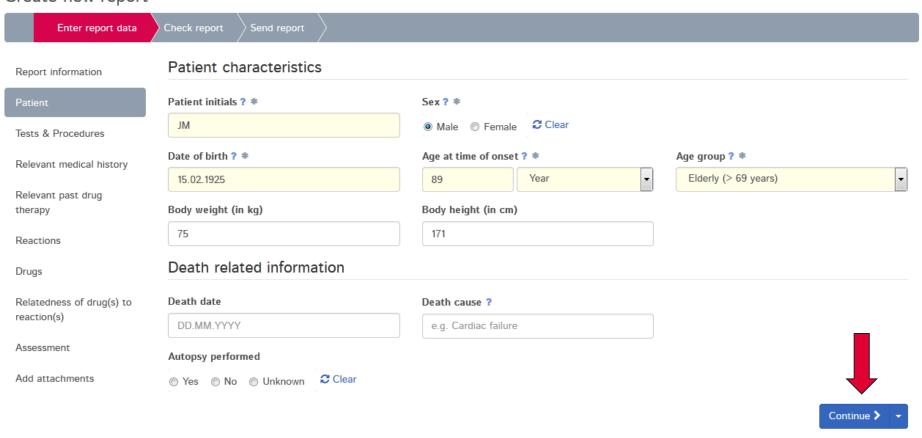




SMC-Portal



Create new report

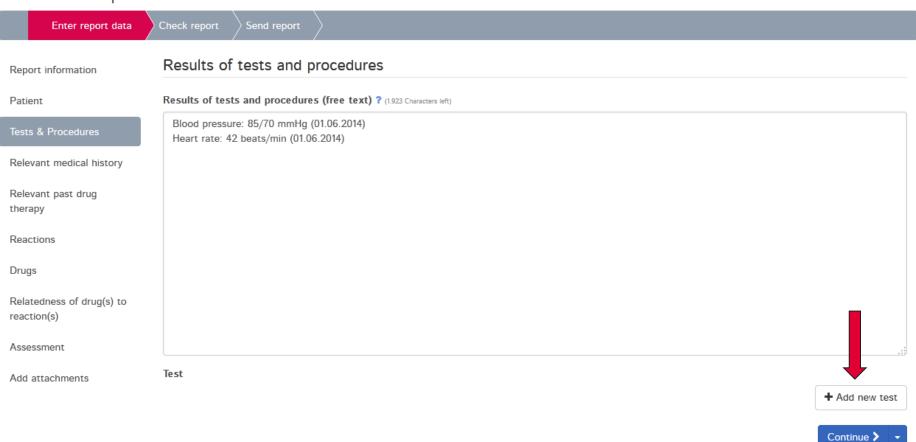




SMC-Portal

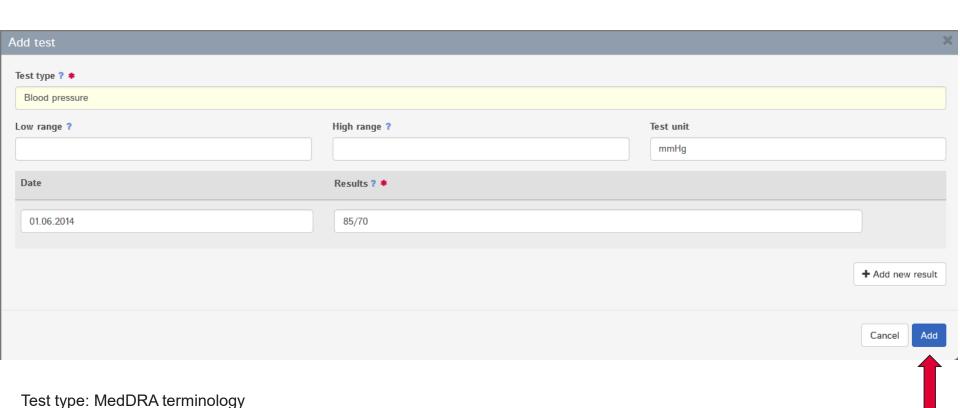


Create new report



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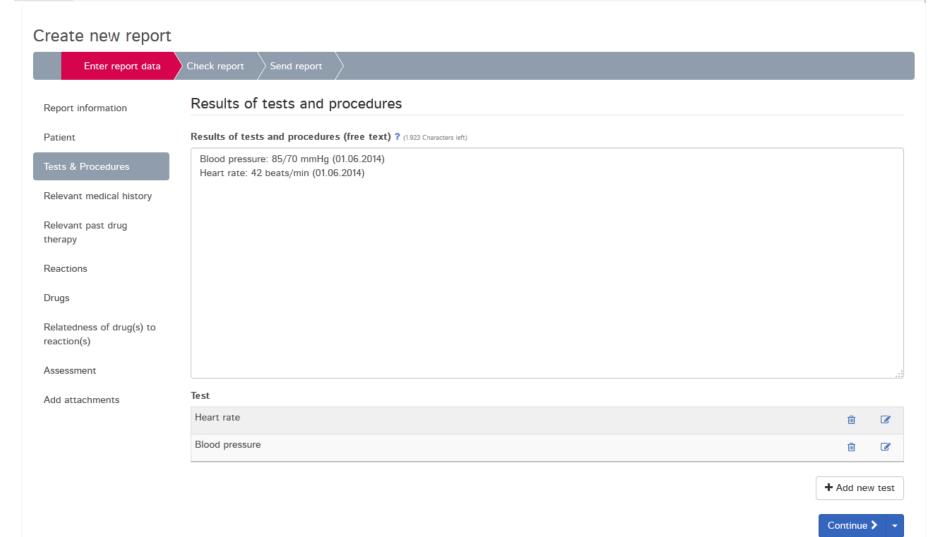






SMC-Portal





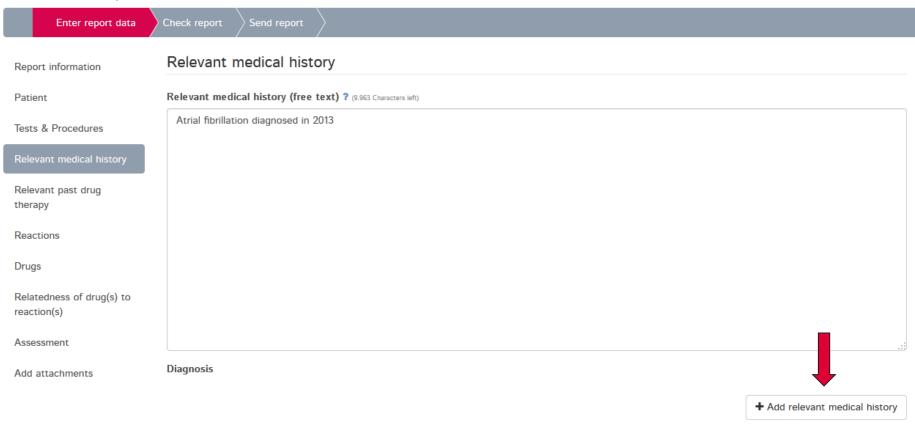


SMC-Portal



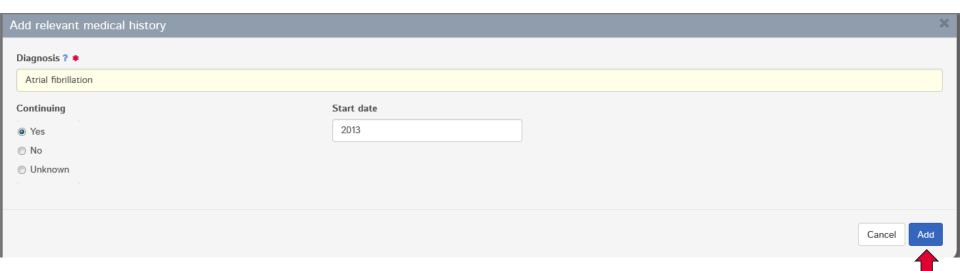
Continue >

Create new report



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Diagnosis: MedDRA terminology

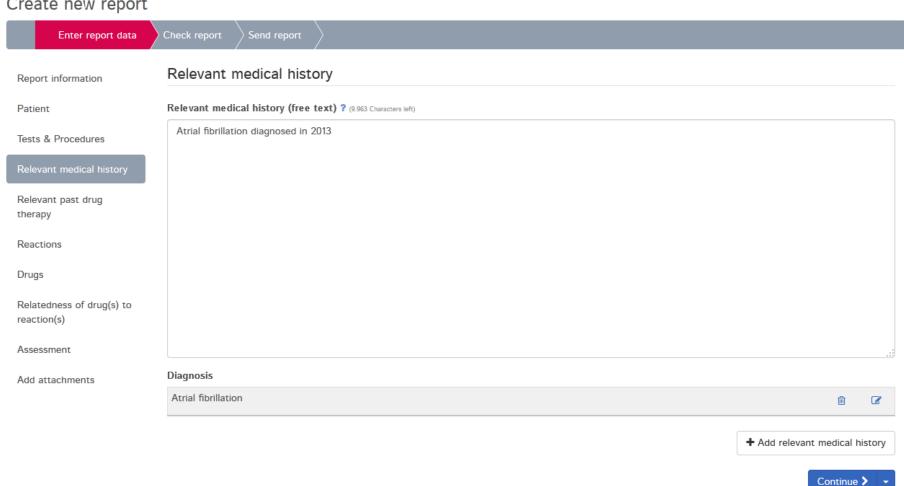




SMC-Portal





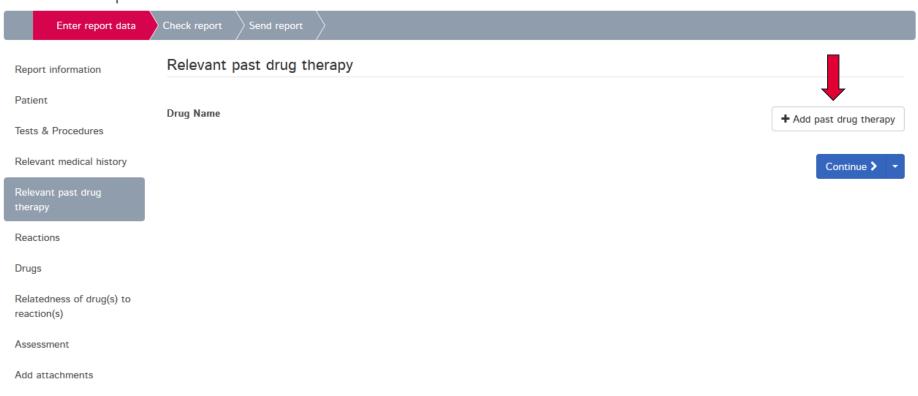




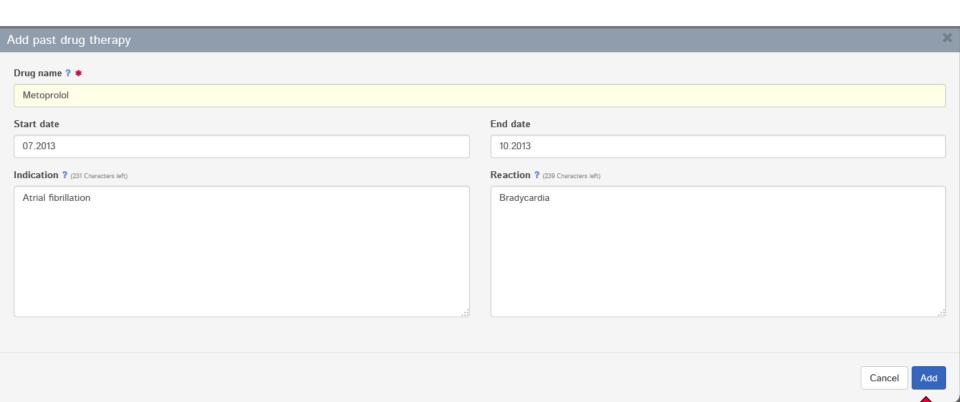
SMC-Portal



Create new report







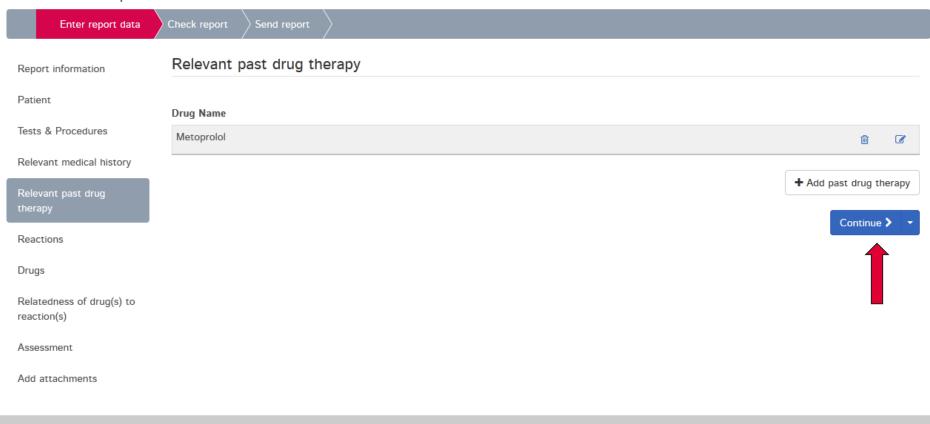
Drug name: brand (preferred) or active substance Indication, Reaction: MedDRA terminology



SMC-Portal



Create new report

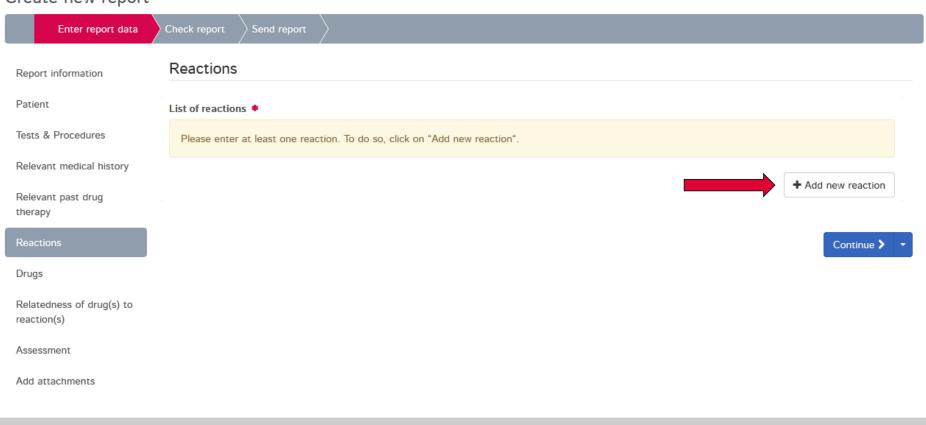




SMC-Portal

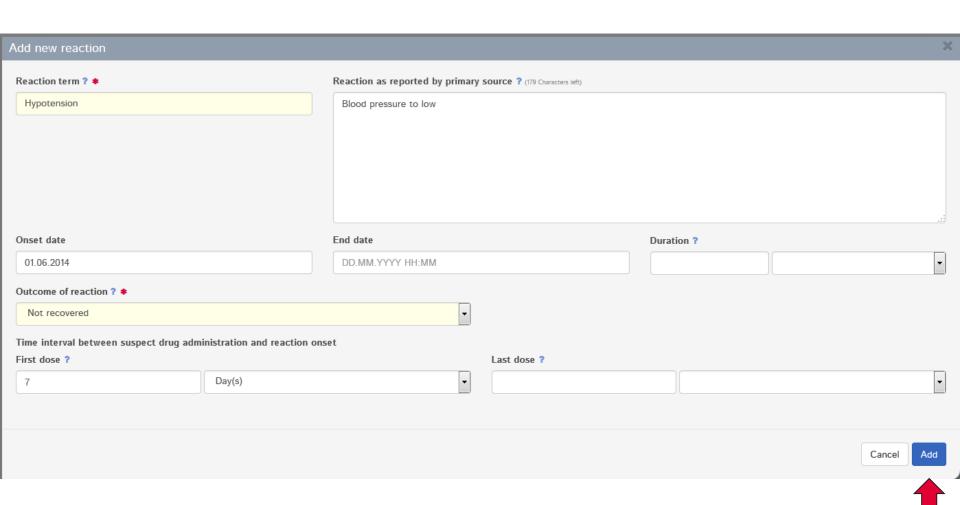


Create new report



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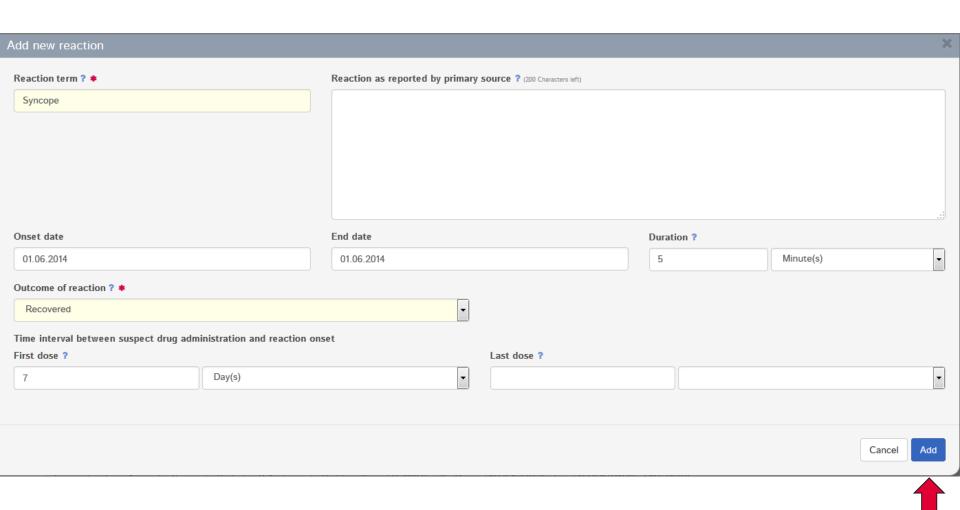




Reaction term: MedDRA terminology

Duration: calculated automatically if onset date and end date are different and completely entered; may also be entered.



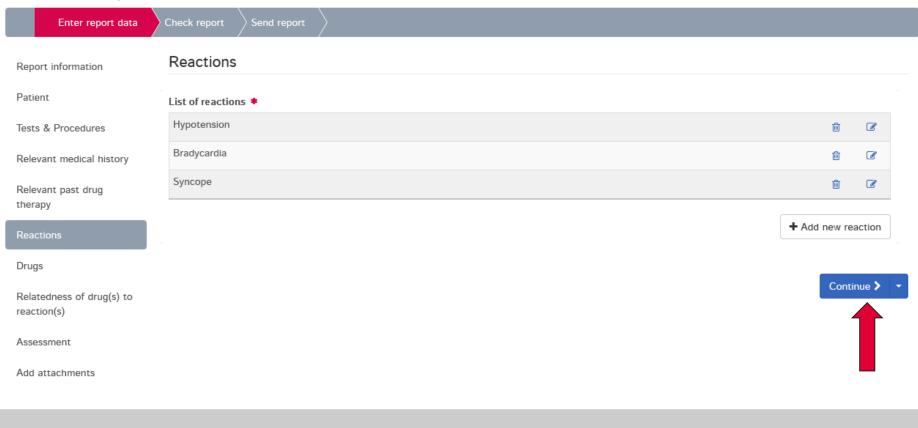




SMC-Portal



Create new report



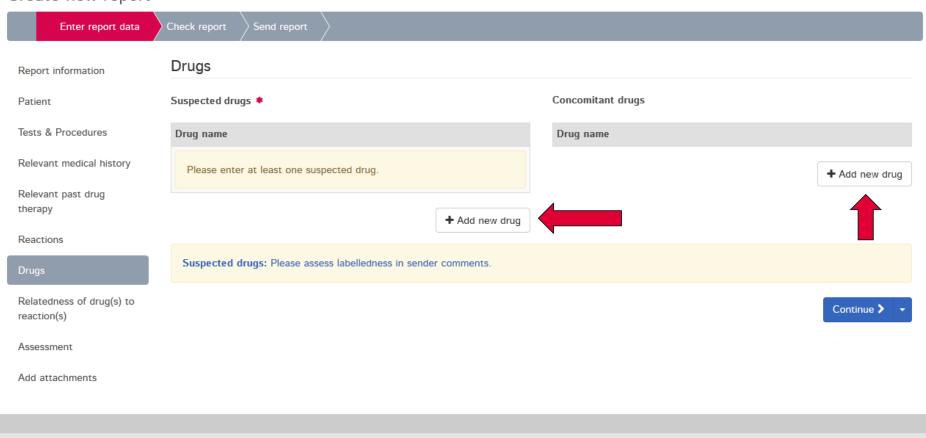
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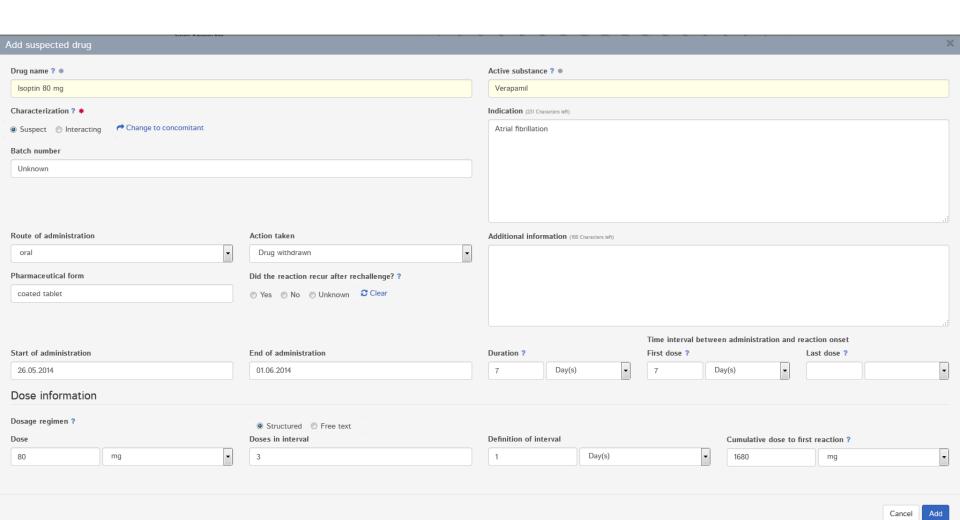
SMC-Portal



Create new report



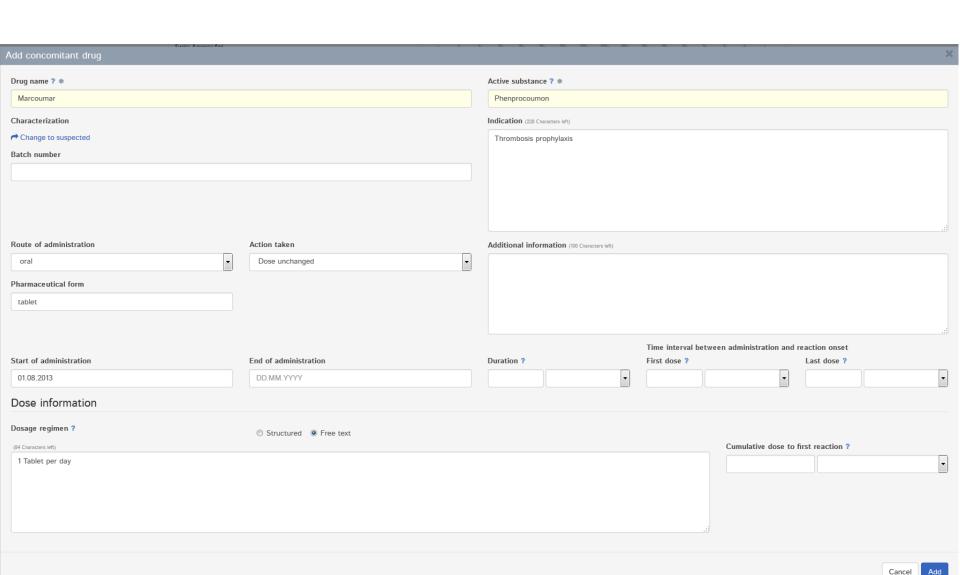




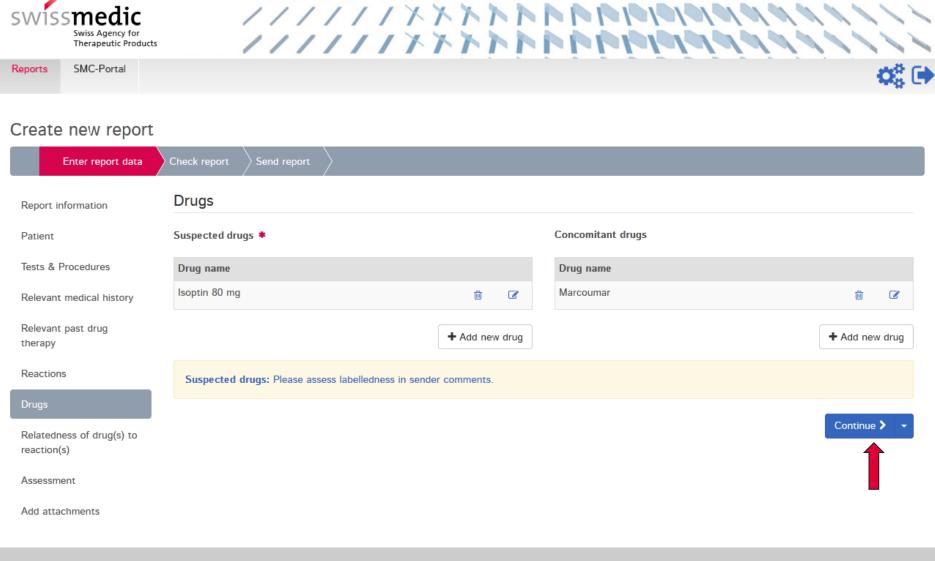
Indication: MedDRA terminology

Duration: calculated automatically if start date and end date are completely entered; may also be entered.

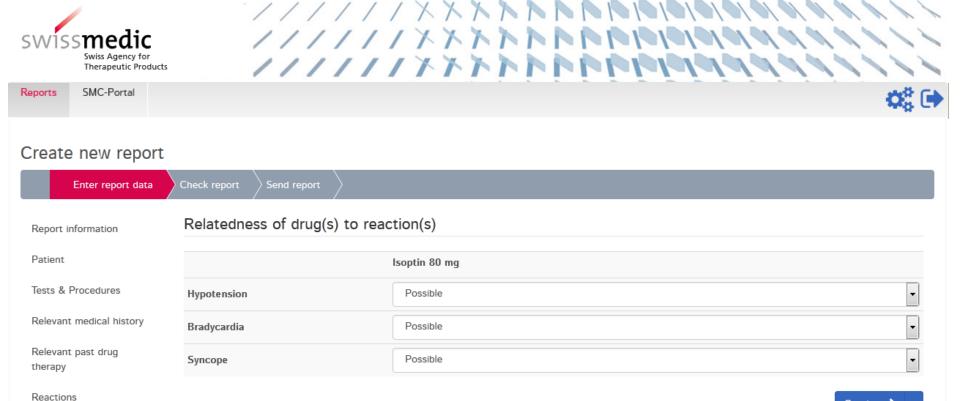








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Drugs

Assessment

Add attachments

Causality assessment by MAH is expected. Further details of the medical assessment should be given in sender comments.

Continue >



SMC-Portal



Create new report

Enter report data	Check report Send report
Report information	Assessment
Patient	Case narrative ? (19.825 Characters left)
Tests & Procedures	This initial spontaneous report was received from a physician on 15 June 2014. This report refers to a 89-year-old male patient who was hospitalised on 1 June 2014 due to
Relevant medical history	
Relevant past drug therapy	
Reactions	
Drugs	
Relatedness of drug(s) to reaction(s)	
Assessment	
Add attachments	
	Reporters comments ? (381 Characters left)
	The reporter assessed the causality between the administration of Isoptin 80 mg and the reported reactions as probable.



Senders comments ? (1.731 Characters left)

The reported reactions hypotension, bradycardia and syncope occurred in temporal relationship with the administration of Isoptin 80 mg and are labelled in the Suisse SmPC of Isoptin 80 mg. The MAH assesses the causality as possible. Follow-up information was requested. Risk minimizing measures are not required.

Continue >

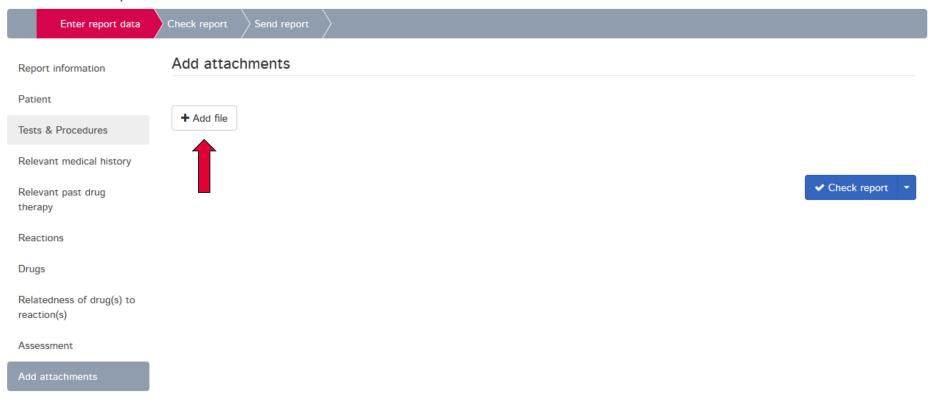




SMC-Portal



Create new report



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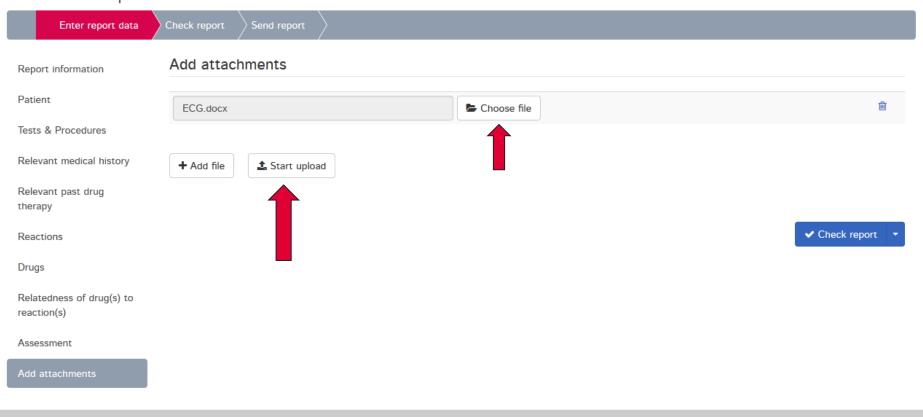




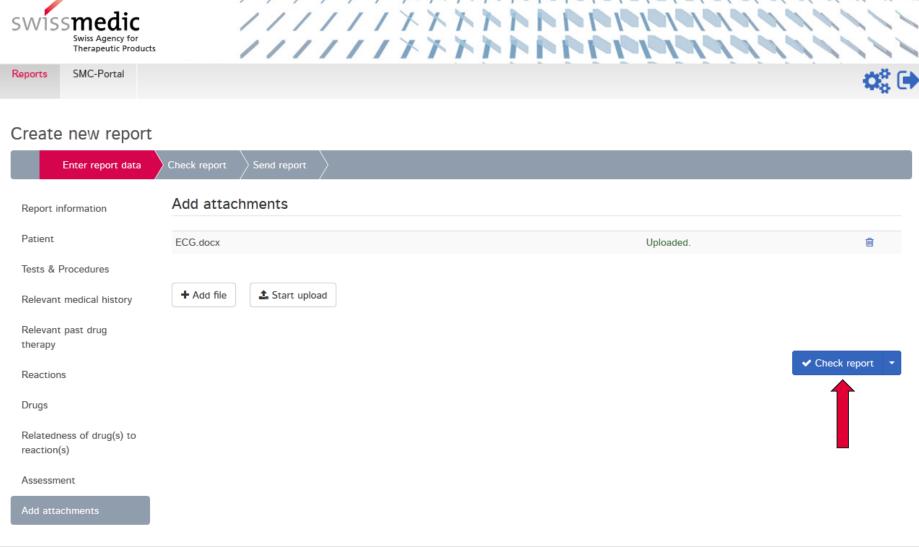




Create new report







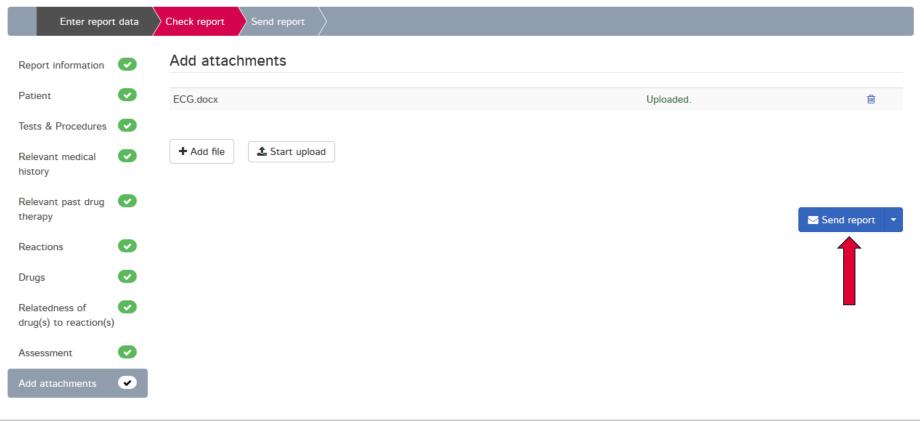




SMC-Portal



Create new report





SMC-Portal



Create new report

Enter report data Check report

Send report

If you want to check your data before sending, please click on "Create PDF of report" and you will receive an overall view (in a new browser-window).

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Report data

Patient initials
JM

Sex Male Date of birth 15.02.1925 Age 89

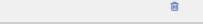
Receiver

Swissmedic

Attachments

Filename

ECG.docx



≺ Back





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Case Safety Report Id: SMCELVIS-2014-06-26-00698

External printout - page 1 of 3

pvgateway@swissmedic.ch

Report information		

Type of report	Date first received at sender	Date receipt most recent info	Version
Spontaneous	15.06.2014		1

Literature reference

Print date: 27.06.2014

Reporter qualification	Country of occurence	Country of primary source
Physician	Switzerland	Switzerland

Serious case? Yes

Death	No	Life-threatening	No	Hospitalization / prolonged	Yes
Disabling	No	Congenital anomaly	No	Other medical important condition	No

Sender information

Type of sender	Organization	Authority report number	Company report number
Pharmaceutical Company	Bergwacht DE		TS-2014-06-100
Contact person		Phone number	E-mail

Sender Address	Pharmaceutical Company Flachdorf

Patient characteristics

Schwartz

Initials	Sex	Date of birth	Age at onset	Age group	Weight (kg)	Height (cm)	Death date
JM	Male	15.02.1925	89	Elderly (> 69 years)	75	171	

Death cause	Death date	
Autopsy performed	Death cause after autopsy	

Relevant medical history

Diagnosis	Start date	End date	Continuing
Atrial fibrillation	2013		Yes

Relevant medical history - free text Atrial fibrillation diagnosed in 2013

Relevant past drug therapy

Ī	Drug name	Start date	End date	Indication	Reaction
	Metoprolol	07.2013	10.2013	Atrial fibrillation	Bradycardia

Reaction(s)/Event(s) (MedDRA)



Case Safety Report Id: SMCELVIS-2014-06-26-00698

Print date: 27.06.2014

External printout - page 2 of 3

Reaction term	Onset date	End date	Duration	Outcome
Hypotension	01.06.2014			Not recovered
Bradycardia	01.06.2014			Not recovered
Syncope	01.06.2014	01.06.2014	1 Day(s)	Recovered

Causality of Drug to Reaction (CIOMS V)

Isoptin 80 mg

Hypotension - Possible; Bradycardia - Possible; Syncope - Possible

Suspected drugs

Isoptin 80 mg			Verapamil			
Characterization	GF Batchno	Indication	Route	Additional information	Pharmaceutical form	Action taken
Suspected	Unknow n	Atrial fibrillation	oral		coated tablet	Drug withdrawn

Start of administration	End of administration	Duration	First dose	Recur after rechallenge
26.05.2014	01.06.2014	7 Day(s)	7 Day(s)	

Dose	Doses in interval	Definition of interval
80 mg	3	1 Day(s)

Cumulative dose to first reaction 1680 mg

Concomitant drugs

Marcoumar			Phenprocou	mon		
Characterization	GF Batchno	Indication	Route	Additional information	Pharmaceutical form	Action taken
Concomitant		Thrombosi s	oral		tablet	Dose unchanged

Start of administration	End of administration	Duration	First dose	Last dose	Recur after rechallenge
01.08.2013					

Dose free text 1 Tablet per day

Cumulative dose to first reaction

Tests and procedures

Swissmedic

Results of tests and procedures	Blood pressure: 85/70 mmHg (01.06.2014)	
	Heart rate: 42 beats/min (01.06.2014)	

prophylaxi

Test type	Low range	High range	Test unit	Date	Result
Blood pressure			mmHg	01.06.2014	85/70





Case Safety Report Id: SMCELVIS-2014-06-26-00698

Print date: 27.06.2014 External printout - page 3 of 3

Heart rate	60	100	beats/mi	01.06.2014	42
			n		

Description and Assessment

Reporters comment:

The reporter assessed the causality between the administration of Isoptin 80 mg and the reported reactions as probable.

Case narrative:

Case number is an initial spontaneous report received from physician on 15 Jun 2014. This report refers to a 89 year old male patient who was hospitalised on 1 Jun 2014 due to....

Senders comment:

The reported reactions hypotension, bradycardia and syncope occurred in temporal relationship with the administration of Isoptin 80 mg and are labelled in the Suisse SmPC of Isoptin 80 mg. The MAH assesses the causality as possible. Follow-up information was requested.

Attachments

Name	ECG.docx	
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SMC-Portal



Overview

Welcome Thomas Schwartz

Report sent

The report was sent successfully.

Once the report has been processed by the system, you will receive a confirmation.

Create new report

111111XXXXVVVVVIO

Continue saved report

♣ Continue locally saved report

Create follow-up report

→ Create follow-up report

EIViS Hotline

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by E-Mail

it@swissmedic.ch

by phone

+41 58 462 06 00

Business hours

The ElViS Hotline is available Mon-Fri, 08:00 - 18:00 hours.





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B

Suchen

Optionen

Swissmedic {No-reply} [noreply-ref@swissmedic.ch]

Schwartz Thomas Swissmedic

Ic:

Antworten

Betreff: EIVIS: ICSR Acknowledgment Message N° SMCELVIS-2014-06-26-00698

Dear Sir or Madam

/on:

۱n:

This e-Mail confirms, that your report SMCELVIS-2014-06-26-00698 has been successfully imported by Swissmedic.

Swissmedic will now work on your report.

Please download the complete report including all necessary documents for archiving reasons.

Aktionen

Link: https://www.gate-r.swissmedic.ch/elvis/secure/details.xhtml?safetyreportid=IPFTG3ryED4OhZISO-Zg6OCck_vm2nUGlevb1RkAG3w&version=zWyBTIL5OsLdmUUSa1DkXg

Warning: The documents are only available until the date of expiration: 08.08.2014. After this date the files will be automatically deleted from the system.

Junk-E-Mail

Best regards,

Your Swissmedic Team



SMC-Portal



Overview

Welcome Thomas Schwartz

Create new report

Create new standard report

Create new parent/child report

Continue saved report

♣ Continue locally saved report

Create follow-up report

→ Create follow-up report

Sent reports

Q SMCELVIS-2014-06-26-00698 27.06.2014 08.08.2014 Initial 75-2014-06-100	Report acknowledged \bigcirc \Rightarrow $\stackrel{\bigstar}{}$

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SMC-Portal



Report data

Report number

SMCELVIS-2014-06-26-00698

Report date

27.06.2014

Receiver

Swissmedic

Status

acknowledged

Company report number

TS-2014-06-100

Sender

Bergwacht DE

Actions

→ Create follow-up report



Creation of follow up reports, when initial reports are still sored in ELVIS

Documents

# N	lame	Available until	
1 R	leport as E2B XML file	08.08.2014	±
2 R	leport as PDF file	08.08.2014	<u>*</u>
3 C	onfirmation XML	08.08.2014	<u>*</u>
4 C	confirmation PDF	08.08.2014	<u>*</u>

Do not forget! Download all documents as ZIP

Attachments

# Name	Available until	
1 ECG.docx	08.08.2014	<u></u>

Back

Download all attachments as ZIP



SMC-Portal



Continue >

leport information	Report information			
atient	Type of report ? *	Country of occurrence	ce ? *	Country of primary source ? *
ests & Procedures	Spontaneous	CH - Switzerland	•	CH - Switzerland
elevant medical history	Serious ? *	Reason for seriousne	ess ? *	
elevant past drug		Death		Life-threatening
nerapy		Hospitalization	on/prolonged	Disabling
eactions		Congenital-a	nomaly	Other medically important condition
rugs	Sender Information			
elatedness of drug(s) to	Type of sender	Organization	Contact person	Phone number
action(s)	Pharmaceutical Company	Bergwacht DE	Thomas Schwartz	
ssessment	Date first received at sender ? *	Address		E-mail
dd attachments	15.06.2014	Bernstrasse 91 Flachdorf		pvgateway@swissmedic.ch
	Worldwide unique number		Information on	orimary source
	Authority report number ? *		Reporter qualification	? *
			Physician	
	Company report number *		Literature reference (2	000 Characters left)
	TS-2014-06-100			



SMC-Portal



Overview

Welcome Thomas Schwartz

Create new report

@ Create new standard report

Create new parent/child report

Continue saved report

♣ Continue locally saved report

Continue a report saved in in EIViS

Report number	Saved on	Available until	Туре		
Q SMCELVIS-2014-06-26-00698 <i>TS-2014-06-100</i>	27.06.2014	08.08.2014	Follow-up Report	<u>*</u>	Û

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SMC-Portal



Create new report

Enter report data

Check report

Send report

Report information

report information

Tests & Procedures

Relevant medical history

Relevant past drug therapy

Reactions

Patient

Drugs

Relatedness of drug(s) to reaction(s)

Accocemon

Assessment

Case narrative ? (19.714 Characters left)

Case number is an initial spontaneous report received from physician on 15 Jun 2014. This report refers to a 89 year old male patient who was hospitalised on 1 Jun 2014 due to....

Follw-up Information received on 26 Jun 2014:

The patient has recovered from hypotension and bradycardia.

Senders comments ? (1.641 Characters left)

The reported reactions hypotension, bradycardia and syncope occurred in temporal relationship with the administration of Isoptin 80 mg and are labelled in the Suisse SmPC of Isoptin 80 mg. The MAH assesses the causality as possible. Follow-up information was requested.

Follow-up information received on 26 Jun 2014:

The medical assessment remains unchanged.





1111111444444111111

Swissmedic (No-reply) [noreply-ref@swissmedic.ch] Von:

Schwartz Thomas Swissmedic

Betreff:

An: Cc:

EIVIS: ICSR Acknowledgment Message N° SMCELVIS-2014-06-26-00698

Dear Sir or Madam

This e-Mail confirms, that your report SMCELVIS-2014-06-26-00698 has been successfully imported by Swissmedic.

Swissmedic will now work on your report.

Please download the complete report including all necessary documents for archiving reasons.

Link: https://www.gate-r.swissmedic.ch/elvis/secure/details.xhtml?safetyreportid=IPFTG3ryED4OhZISO-Zg6OCck vm2nUGlevb1RkAG3w&version=-8lgHqkpEDcMqsGPp2orvw

Warning: The documents are only available until the date of expiration: 08.08.2014. After this date the files will be automatically deleted from the system.

Best regards,

Your Swissmedic Team





SMC-Portal



Overview

Welcome Thomas Schwartz

Create new report

Create new standard report

Create new parent/child report

Continue saved report

♣ Continue locally saved report

Create follow-up report

→ Create follow-up report



Creation of follow up reports, when initial reports are no longer sored in ELVIS

Sent reports

Report number	Report	date	Valid until	Туре	Status			
Q SMCELVIS-2014-06-26-00698 <i>TS-2014-06-100</i>	27.06.2014	08.08.2014	Initial Report	t	acknowledged	2	>	±
Q SMCELVIS-2014-06-26-00698 <i>TS-2014-06-100</i>	27.06.2014	08.08.2014	Follow-up Re	eport	acknowledged	✓	→	<u>±</u>



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SMC-Portal



Create follow-up report



PopuladadaxxxIIIIII

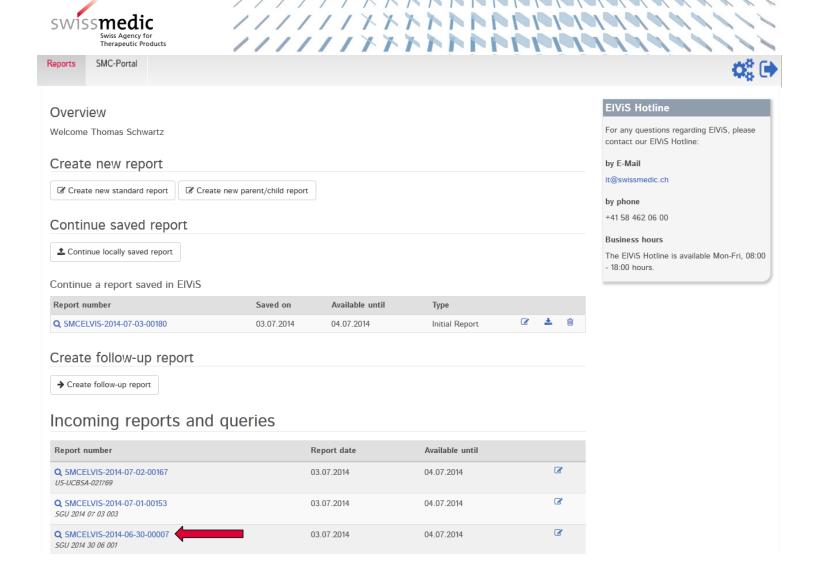
E2B File

Durchsuchen... Keine Datei ausgewählt.

× Cancel

Modify Follow-up >

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You will be notified by e-mail about new reports, queries and messages!



SMC-Portal



Report data The asked query refers to following report: Report number Patient SMCELVIS-2014-06-30-00007 Report date Age 03.07.2014 34 Sender Drug Swissmedic Available until Reaction

Actions

04.07.2014



Attachments

# Filename	Available until	
1 Query.docx	04.07.2014	*
	■ Download all attachments	as ZIP

Vomiting blood

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SMC-Portal



Report data

The asked query refers to following report:

Report number Patient

SMCELVIS-2014-06-30-00007

Report date Age

03.07.2014 34

Sender Drug

Swissmedic Tavegil
Available until Reaction

04.07.2014 Vomiting blood

Attachments

Filename Available until

1 Query.docx 04.07.2014

■ Download all attachments as ZIP

Respond to query

+ Add Attachment

★ Cancel Send answer >



Report·ID·¶ SMCELVIS-2014-06-30-00007¶

¶

 Questions¤
 Answers¤

 Do·you·know·the·sex·of·the·patient?¤
 ¤

 What|is·the·outcome·of·the·reaction·vomiting·blood?¤
 ¤

1111111XXXXVVVIOLOIOIOIOI

1111111444444111111



Report·ID·¶ SMCELVIS-2014-06-30-00007¶

•

Questions¤	Answers¤	¤
Do·you·know·the·sex·of·the·patient?¤	The patient is a female.¤	¤
What is the outcome of the reaction vomiting blood?¤	Outcome is recovered.¤	¤

 \P



SMC-Portal



Report data

The asked query refers to following report:

Report number Patient

SMCELVIS-2014-06-30-00007

Report date Age

03.07.2014 34 Drug

Sender

Swissmedic Tavegil Available until Reaction

04.07.2014 Vomiting blood

Attachments

# Filename	Available until	
1 Query.docx	04.07.2014	<u>*</u>

1/////XXXXIIIII

Download all attachments as ZIP

Respond to query





Cancel

Send answer >



SMC-Portal



Report data

The asked query refers to following report:

Report number

SMCELVIS-2014-06-30-00007

 Report date
 Age

 03.07.2014
 34

Sender Drug

Swissmedic Tavegil
Available until Reaction

04.07.2014 Vomiting blood

Attachments

#	Filename	Available until	
1	Query.docx	04.07.2014	±

Patient

Download all attachments as ZIP

Respond to query

Query_answered.docx Uploaded.

+ Add Attachment

Upload selected files



Cancel

Send answer >



SMC-Portal



Overview

Welcome Thomas Schwartz

Consultation answer sent

Your answer to the query has been sent.

Create new report

☑ Create new parent/child report

Continue saved report

♣ Continue locally saved report

Create follow-up report

→ Create follow-up report

EIViS Hotline

For any questions regarding ElViS, please contact our ElViS Hotline:

by E-Mail

111111XXXXVVVVVIO

it@swissmedic.ch

by phone

+41 58 462 06 00

Business hours

The ElViS Hotline is available Mon-Fri, 08:00 - 18:00 hours.



SMC-Portal



Overview

Welcome Thomas Schwartz

Create new report

≛ Upload new report



Please contact the EIViS Hotline if you would like to upload E2B-files because tests are required before!

Create follow-up report

→ Upload follow-up report

Sent reports

Report number	Report date	Valid until	Туре	Status	
Q SMCELVIS-2014-07-10-00090 <i>TS-xyz</i>	11.07.2014	12.07.2014	Initial Report	submitting	±

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by phone

+41 58 462 06 00

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Upload new report

Upload report file

Add attachments

Send repor

E2B File

Durchsuchen...

Keine Datei ausgewählt.



X Cancel

Enter report data >

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SMC-Portal





Overview

Welcome Thomas Schwartz

Create new report

Upload new report

Create follow-up report

→ Upload follow-up report



Sent reports

Report number	Report date	Valid until	Туре	Status	
Q SMCELVIS-2014-07-10-00090 <i>TS-xyz</i>	11.07.2014	12.07.2014	Initial Report	submitting	<u>*</u>

111111144444111111

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SMC-Portal



Upload follow-up report

Upload report file

Add attachments

Send repor

E2B File

Durchsuchen...

Keine Datei ausgewählt.



× Cancel

Enter report data >

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Von: Swissmedic (No-reply) [noreply-ref@swissmedic.ch]

An: _SMC-PV Gateway

Cc: Betreff:

EIVIS: New Message to ICSR Message N° SMCELVIS-2014-11-17-00501

Dear Sir or Madam

This e-Mail is notifying you, that you have received a new Message to the ICSR report SMCELVIS-2014-11-17-00501.

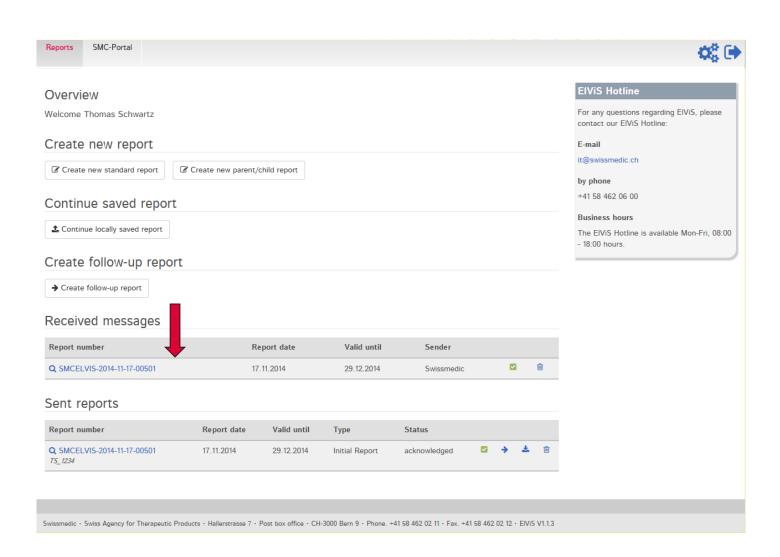
Please visit the following link to see available report details.

Link: https://www.gate-r.swissmedic.ch/elvis/secure/details.xhtml?messageid=rlcCi7CbTERhb40IFaXroDPFBk3qv5rrHNejKVXPE08

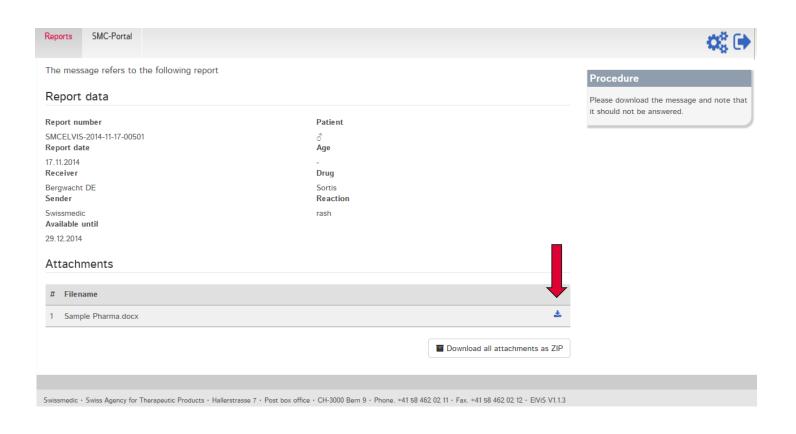
Best regards,

Your Swissmedic Team











URL Productive Environment

MAH Registration:

https://www.swissmedic.ch/swissmedic/de/home/services/egov-services/portal/egov-portal-registration.html

MAH Login:

https://www.gate.swissmedic.ch/elvis

MAH Login Swissmedic Portal (User creation):

https://www.portal.eiam.admin.ch