



FELINE INDEX OF TRANSDERMAL DATA

Instructions for Questionnaire

- 1) **Login:** You will receive an e-mail from Medrio containing your username and a link to the electronic database. Click on the link. You will be asked to set up a password, password question, and time zone. Once you have added your password information, please log out and then log back in to ensure that you have access.
- 2) **Adding Subjects:** New subjects can be added under the “Home” tab or the “Enter Data” tab. To add a new subject, click on the orange “Add” button on the far right within the Subject bar. In the pop-up window, select the Status, enter the Subject ID, select “Patient” from the Group drop down, and click on the “Create” button. Subject ID should be the 4-digit site number followed by the 2-digit subject number (e.g. Site Number - Subject Number “0001-01”).
- 3) **View electronic Questionnaires (eQ) under Manage Subject Progress screen:** If you are not already on the Manage Subject Progress Screen, you can navigate there by selecting the “Enter Data” tab and clicking on the link for the Subject for which you plan to enter data. Click on the “+” sign on the left side of the Forms column. You should see all of the questionnaires. You can identify questionnaires that have data entered on them by looking in the “Data Entered” column. The “Status” column indicates if questionnaires are “Complete” or “Not Complete.” To access an eQ, click on the name of the questionnaire you are wanting to complete.
- 4) **Complete the questions by adding data, then click the “Save” button.**
- 5) **Switch questionnaires:** click on the Subject ID link on the top of the questionnaire to go back to the Manage Subject Progress screen and then click on the questionnaire you would like to enter data for.
- 6) **Edit Data:** Within a questionnaire that has already been saved, change data, then click on the “Save” button. In the pop-up box select “Data change” from the drop down and click the pop-up box “Save” button.
- 7) It is OK to leave questions blank to be completed at a later date. The eQ can be saved and completed at another time.
- 8) **Help:** On any page, you can click on “Help?” in the upper right of the screen, then click “Help For This Page”. The help file for the specific screen you are viewing will be displayed. Additionally, within the “Help?” menu, the Icon Legend can be especially useful in identifying the many different icons used throughout the system.



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