

eCHR Listing

10/10/2025 9:31 am BST

[Relates to version](#)

Tags: 9.0

The **eCHR Listing** page allows you to find all eCHR and provides an interactive view of the contents collected as it's being collected. You can see the status, preview the report in HTML, download documents attached to it, view the contents, and approve them to produce the final report.

The statuses of an eCHR are:

- **Open:** The eCHR can be changed.
- **Pending Approval:** The report has been finalised and the contents is fixed. It's now ready for someone to approve it.
- **Approved:** The eCHR is signed off and no further edits is possible unless it's re-opened.
- **Deleted:** An eCHR report that was deleted.

Content

The **Contents** is accessed from the **eCHR Listing** screen. It displays what's been written to the eCHR. When you start a job and work through the workflow, content will be written to the eCHR. There are also actions you can perform in the **Content** page which are discussed in detail below.

Interactive View of eCHR Lines

You can view the eCHR Lines that have been recorded so far, at the point of viewing. Each section can have several eCHR Lines, for example, multiple documents attached to the **Documents** section.

eCHR Content

Refresh

Finalise Report

Section

	Line #	Type	Summary	Revision Reason	eSignature	Created	Revision #
Section: BoM							
	1	BOM Definition	BoM Version Description: CO PROD 01 bom version No. Slots: 2 Version: 1.0	New	Not Required	15/09/2025 06:28	1
	5	Use/Remove Transactions	Bom Slot: CO slot 01 Child Product: CO PROD 02 Child Item Serial No: CO 002 Quantity: 5 KG Timestamp: 15/09/2025 06:31:26 Transaction: Use Transacted By: Gopal Gaurav	New	Not Required	15/09/2025 06:31	1
	6	Use/Remove Transactions	Bom Slot: CO slot 01 Child Product: CO PROD 02 Child Item Serial No: CO 002 Quantity: 10 KG Timestamp: 15/09/2025 06:31:41 Transaction: Use Transacted By: Gopal Gaurav	New	Not Required	15/09/2025 06:31	1
	7	Use/Remove Transactions	Bom Slot: CO slot 01 Child Product: CO PROD 02 Child Item Serial No: CO 002 Quantity: 2 KG Timestamp: 15/09/2025 06:32:46 Transaction: Remove Transacted By: Gopal Gaurav	New	Not Required	15/09/2025 06:32	1
	8	Use/Remove Transactions	Bom Slot: CO slot 01 Child Product: CO PROD 02 Child Item Serial No: CO 002 Quantity: 1 KG Timestamp: 15/09/2025 06:33:32 Transaction: Remove Transacted By: Gopal Gaurav	New	Not Required	15/09/2025 06:33	1

eCHR Line

Expand the eCHR Line to see the detailed information. A line consists of a summary and detailed section.

Section: BOM Definition

Lin...	Type	Summary	Revision Re...	eSignature	Created	Revisio...
1	BOM Definition	BoM Version Description: edhr Test BOM No. Slots: 2 Version: 1.0	Signed	Signed	20/08/2025 11:25	2

Revision: 2 (Latest) | Who: peterskworcow | When: 22/08/2025 15:26:31 | Reason: Signed | Content: Formatted Content | eSignature: Author: Peter Skworcow MESTEC managed | Meaning: Sign inserted line | When: 22/08/2025 15:26:27 | View Details

BoM Version Description: edhr Test BOM | BoM Version: 1.0

Drag a column header and drop it here to group by that column

Bom Slot	Slot Type	Required?	Child Product	Quantity	Unit
Slot A	Default	No	Banana Protein Flapjack	1	EA
Slot A	Default	No	RAM 32GB	5	EA
Slot B	Default	Yes	Weapons	2	EA

The detailed section contains information about the revision of the eCHR Line and human-friendly presentation of the line data.

Sign eCHR Lines

You can see which lines have not been signed and which do not need signature in the content page. For lines that support retrospective signatures, you can click on the line and click the **Sign Line** button to bring up the **Sign eCHR Line** pop-up. The meaning of the signature, the user and password is required. You can also leave a comment.

Refresh Finalise Report **Sign Line** Delete Line

Section: BOM Definition

Lin...	Type	Summary	Revision Re...	eSignature	Created	Revisio...
1	BOM Definition	BoM Version Description: edhr Test BOM No. Slots: 2 Version: 1.0	Copied	Not Signed	26/08/2025 15:44	1

Revision: 1 (Latest) | Who: Peter Skworcow | When: 26/08/2025 17:03:44 | Reason: Copied | Content: Formatted Content | eSignature: Not Available

BoM Version Description: edhr Test BOM | BoM Version: 1.0

Drag a column header and drop it here to group by that column

Bom Slot	Slot Type	Required?	Child Product	Quantity	Unit
Slot A	Default	No	Banana Protein Flapjack	1	EA
Slot A	Default	No	RAM 32GB	5	EA
Slot B	Default	Yes	Weapons	2	EA

Lin... Type Summary Revision Re... eSignature Created Revisio...

Section: BOM Definition

1 BOM Definition BoM Version Description: edhr Test BOM No. Slots: 2 Version: 1.0 Signed Signed 20/08/2025 11:25 2

Revision: 2 (Latest) | Who: Peter Skworcow MESTEC managed | Meaning: Sign inserted line | When: 22/08/2025 15:26:27 | View Details

BoM Version Description: edhr Test BOM

eSignature Content

Author: Peter Skworcow MESTEC managed

Sign Mean: Sign inserted line

Signed Datetime: 22/08/2025 15:26:27

You can:

- View the status of eSignatures for a line which can be *Not Required*, *Not Signed*, and *Signed*.
- The View Details on lines that were signed brings up the eSignature Content pop-up with information about the signature.

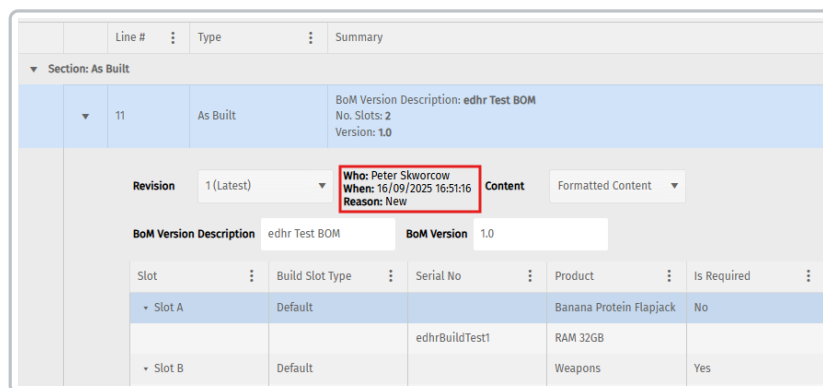
Lines can also be signed through an explicit action in a workflow. For more information, see the [Review and Sign eCHR Workflow Action](#) documentation.

Detailed Information

Expand the eCHR Line to display the detailed information included in the eCHR including all revision of that information. The content defaults to a human-friendly format (*Formatted Content*) of the data in eCHR that has been captured so far.

User Information

The user account and the date/time of the login session during which the selected revision of the eCHR Line was written. The reason tells you the mechanism that caused the selected revision to be created.



Line #	Type	Summary		
11	As Built	BoM Version Description: edhr Test BOM No. Slots: 2 Version: 1.0		
Revision 1 (Latest) Who: Peter Skworcow When: 16/09/2025 16:51:16 Reason: New Content: Formatted Content				
BoM Version Description edhr Test BOM BoM Version 1.0				
Slot	Build Slot Type	Serial No	Product	Is Required
Slot A	Default	edhrBuildTest1	Banana Protein Flapjack	No
Slot B	Default		Weapons	Yes

Revision

An eCHR Line can have one or many revisions. Whenever the eCHR Line is changed in any way, a new revision is generated. This provides full traceability of all updates of information in the eCHR blockchain storage.

Formatted Content vs Raw Data

Line content can be viewed as *Formatted Content* or *Raw Data*, where both relates to the detailed information.

- **Formatted Content:** Database data is rendered in a human-friendly format as defined in the eCHR Profile. This allows you to control how information is displayed, enabling you to choose which fields are relevant for your needs without writing code. This flexibility ensures that different customers can tailor the display to their requirements.
- **Raw Data:** Database data presented in JSON format. The Binary Data displays the documentation attached to the eCHR Line. Updates to the raw data creates a new revision with the details about who made the changes, when it was made, and the reason. Retaining raw data supports robust audit trails, making it possible to defend the integrity of the data if questioned. The raw data field contains all collected information, while the formatted view is a subset or a presentation of that data.

Company Log on Printable Report

Your company logo can be displayed in the top left hand corner of the printable report.

1. Navigate to the **Application Properties** page.
2. Select the *ECHR_PRINTABLE_REPORT_LOGO_KEY* and click the **Edit** button to display the **Set Property** pop-up.
3. Provide the document name of your logo image as it appears in the **Document Manager**. It displays as a fixed size in the report irrespective of the size in the **Document Manager**.
4. If the logo is upversioned in the **Document Manager**, the latest version will automatically display in eCHR printable report.

Preview Report

The **Preview Report** lets you view an eCHR report before it's been approved and how it will be visualised in the final report. The report may not be complete when previewing. For example, this could be useful for WIP jobs where you might want to see what's already in there and what status it is.

To preview a report:

1. Navigate to the **eCHR Listing** screen.
2. Apply the filters to limit the search results returned. Note that when the **Show Images** checkbox is ticked, other documents besides images like spreadsheets, text documents, etc., are not included in the report. These would have to be downloaded from the **Line Documents** section of the **Preview Report** pop-up.
3. Select an eCHR listing and click the **Preview Report** button.
4. Use the checkboxes to specify what to include in the HTML report.
5. The **eCHR Line Type** field selections filters the results displayed.
6. Click the **Preview Report** button to download the HTML report.
7. The **Line Documents** contain all the documents associated with the eCHR. They are referenced in the eCHR and can be printed. Click the **Download** button next to the documents in the report you want to download.

Finalise Report

When you finalise a report, it puts it into a *Pending Approval* status. You can finalise an eCHR report from the eCHR Listing screen or the Content screen. Both routes displays the **Finalise Report** pop-up. Note: when an eCHR is in Pending Approval status it is fixed and any transactions that are configured to update the eCHR are blocked. The exception to this is if [Manage Transaction Controls](#) settings on certain controls have been set.

Click the **Finalise Report** button. This button only displays for eCHR's that are in *Open* status. This opens the **Finalise Report** pop-up. It is similar to the **Preview Report** pop-up, except for the **Finalise Report** button which changes the status of the eCHR to *Pending Approval*.

Approve eCHR

When an eCHR is in Pending Approval status, it can be approved from the **eCHR Listing** page or from the **Content** screen. An eSignature is required to approve an eCHR and therefore the **Choose eSign Requirement** pop-up is displayed with a dropdown of eSignature requirements. Note that approval of the eCHR supports multiple signature requirements if configured in the eSignature Profile.

eSign eCHR

eCHR headers must be signed on approval where the signature requirements are defined in the eCHR Profile. eCHR Lines may or may not need a signature. You cannot sign an eCHR header until all child lines that require signature, have been signed. For more information [Sign eCHR Lines](#).

To see which eCHR's are unsigned or partially signed, you can unhide the **Signature Status** column. To do this:

1. Right click the three dots next to any of the columns in the **eCHR Listing** screen.
2. Select the 3 vertical lines **III** and check the **Signature Status** box.

The statuses could be *Not Signed*, *Partially Signed* (the full compliment of signatures haven't been obtained), or *Signed*. When selecting partially signed and signed eCHRs, the **View Signatures** button displays which shows the signature details when clicked.

View Report

View an approved eCHR report. This revision of the report cannot be changed. If this eCHR were to be reopened, it would create a new revision.

Reopen eCHR

Creates a new revision of the header that is unsigned and allows changes to be made. If you re-open an eCHR, you have to provide an eSignature.

History

Click the **History** button on the **eCHR Listing** screen to view the revisions of the selected eCHR.
