**Instructions for submitting IDEAS Data Changes:**

Beginning 8/1/2016, all data corrections must be requested using the “Submit Data Change” button on the form you are requesting a data correction to. Simply open the form you want to request changes to and click on the “Submit Data Change” button to detail, in the box, the corrections for that form and then click “Send”. You will be contacted by IDEAS Staff if clarification is needed.
Instructions for submitting IDEAS Data Changes:

Once you click “send” the request is sent directly to the ideassdemanagement@acr.org mailbox and the IDEAS Staff will then have secure access to review your request and make the changes. You will receive an email with a status of your request. You may also click on “My Requests” button for status.
**Instructions for submitting IDEAS Data Changes:**

If the request is implemented, you will receive an email and may check your status by clicking on “My Requests” then the case number for details.

This is the email you will receive if data correction is implemented:

[DATA CORRECTION] Site: XXXX Case: XX Form: PET Completion

The status of your data change request [https://demo-portal.corepartners.ru/ideas.Demo.New/DataChangeRequest\DataChangeRequest?id=3](https://demo-portal.corepartners.ru/ideas.Demo.New/DataChangeRequest\DataChangeRequest?id=3) has been changed from New to Implemented. This data change request has been completed.

This email has been scanned by the Symantec Email Security.cloud service.

---

**Data Changes Requests**

Request # 3

- **Id:** 3
- **Status:** IMPLEMENTED
- **Date:** 02/03/05
- **Case #:** 02
- **Form:** PET Completion
- **Body:** Update scan type to PET/ICT.
- **Comment:** This data change request has been completed.
Instructions for submitting IDEAS Data Changes:

If the request is rejected you will receive an email as well and may check your status by clicking on “My Requests” then the case number for details as to why the request could not be implemented.

This is the email you will receive if data correction is rejected:

[DATA CORRECTION] Site: XXXX Case: XX Form: PET Completion

The status of your data change request https://demo-portal.corepartners.ru/ideas Demo.New/DataChangeRequest\DataChangeRequest?id=4 has been changed from New to Rejected. Physician has not completed Amyvid training. Correction cannot be made.

This email has been scanned by the Symantec Email Security. Cloud service.