

## How to use the Manufacturer Incident Report (MIR) Form

1. Acrobat version: Use the Acrobat Reader or Acrobat Professional version 9 or higher.
2. Identification of the type of report: Mandatory field depending on the type of report (Initial, Follow-up or Final Report) can be identified by hitting the button "Highlight Fields" in the right upper corner of the Reader.
3. When the author of the report is the manufacturer or the authorised representative (identified via the radio buttons in section 2), the information from section 3 or 4 will be copied line by line into section 6.
4. The option to produce templates is implemented. Fill all areas of interest (usually administrative data) and store the template under an individual name.
5. By hitting the button "new" next to the headline in sections 2-6 and 9, all data of the specific sections will be deleted.
6. Date format is YYYY-MM-DD.
7. Hitting the button "send xml-data per Email":
  - ✓ checks that all mandatory data are filled,
  - ✓ produces the xml file containing all entered data
  - ✓ and opens the local E-mail client.

The xml file is attached and the mail is ready to be sent. The body of the email may be modified. Recipients may be added or deleted .  
PLEASE DO NOT CHANGE THE ATTACHED XML FILE.
8. The form is locked once the button "send XML by Email" is hit. Store the copy in your file system and add it to the email.  
Sending the xml file is sufficient as the information will be loaded back into the form.