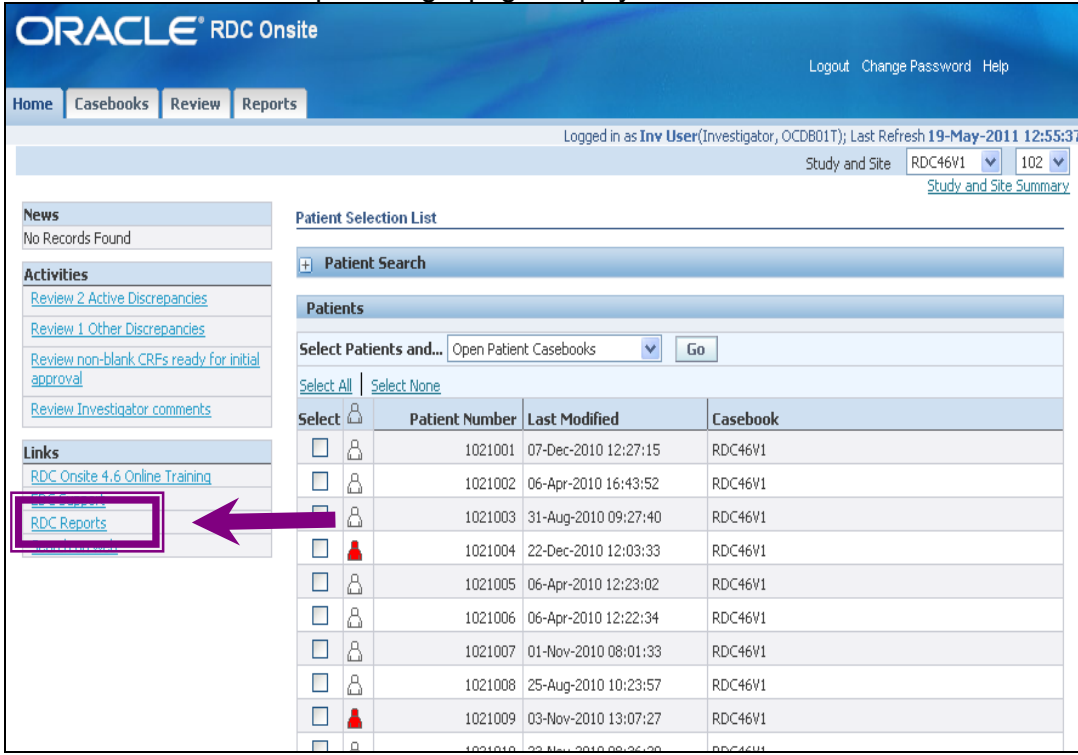
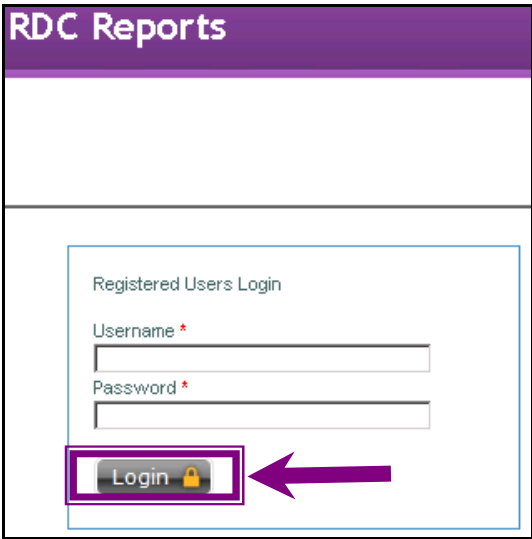
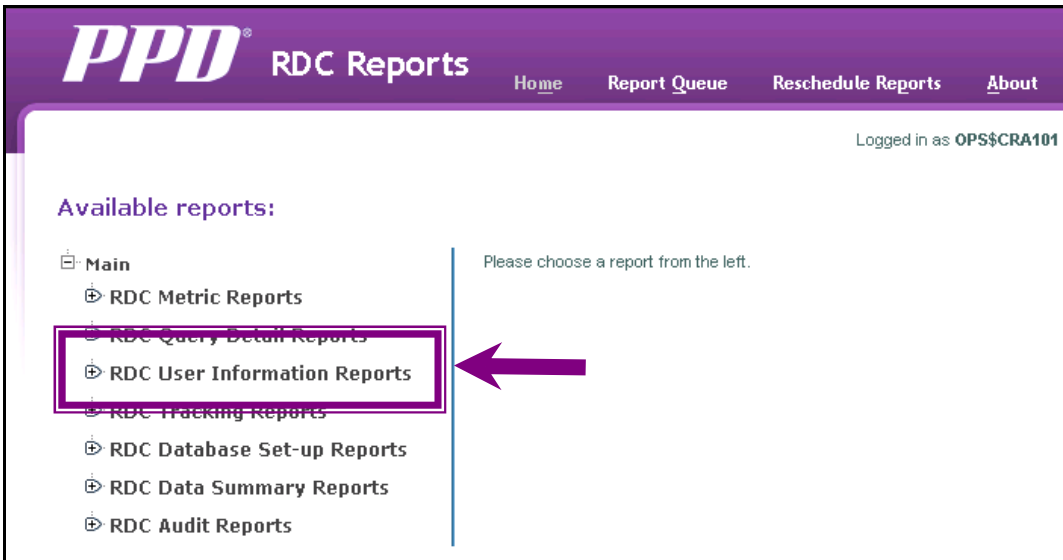


RUNNING RDC REPORTS: PDF AND MICROSOFT EXCEL OUTPUT FORMAT

RDC reports allow you to monitor various activities to ensure critical dates are adhered to and to identify early warnings of issues that may affect project dates. In order to run or view a report in OC RDC, there must be data captured and saved for at least one subject that you have access to in OC RDC. The default Output Format for RDC Reports is PDF. This guide will illustrate how to run RDC Reports for both PDF and Microsoft Excel Output Formats

Running RDC Reports: PDF Output Format	
The default Output Format for RDC Reports is PDF	
Step	Procedure
Step 1	<p>After logging into OC RDC Onsite, the Home Tab window displays.</p> <p>CLICK the RDC Reports hyperlink, in the Links section.</p> <ul style="list-style-type: none"> The RDC Reports Login page displays 

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Step	Procedure
<p>Step 2</p>	<p>ENTER your OC RDC log-in information (same log-in to access OC RDC).</p> <p>CLICK the Login button.</p> <ul style="list-style-type: none"> The Available Reports window displays 
<p>Step 3</p>	<p>CLICK on the plus (+) sign next to the Main option.</p> <ul style="list-style-type: none"> The Report categories display 

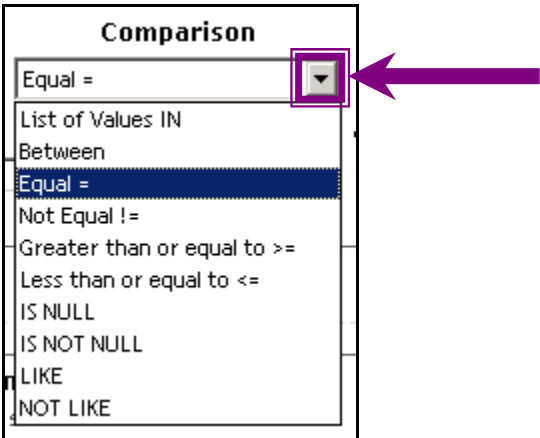
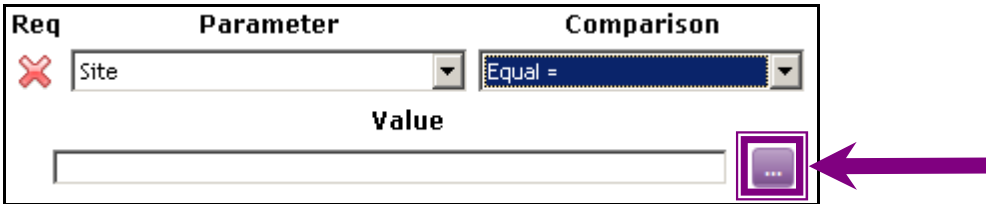
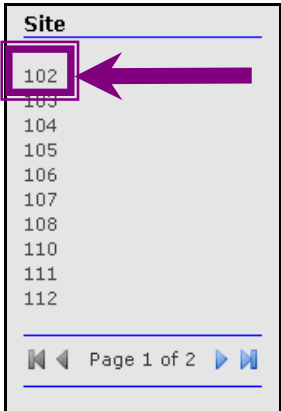
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Step	Procedure
<p>Step 4</p>	<p>CLICK on the plus (+) sign next to the report categories, to see the available reports.</p> <ul style="list-style-type: none"> The plus (+) sign is converted to a minus (-) sign <p>CLICK on the report title link, to select the desired report.</p> <ul style="list-style-type: none"> The Search studies window displays <div data-bbox="678 533 1182 1306"> <p>Available reports:</p> <ul style="list-style-type: none"> Main <ul style="list-style-type: none"> RDC Metric Reports RDC Query Detail Reports <ul style="list-style-type: none"> Detailed RDC Query Tracking Query Frequency by Edit Check RDC User Information Reports RDC Tracking Reports RDC Database Set-up Reports RDC Data Summary Reports RDC Audit Reports </div>
<p>Step 5</p>	<p>Select a study from the list by CLICKING on the study name.</p> <ul style="list-style-type: none"> The Report Configuration Options window displays, which allows for report customization <div data-bbox="444 1509 1310 1822"> <p>Search studies: % Go</p> <p>Studies</p> <ul style="list-style-type: none"> RDC453V1 <p>Page 1 of 1</p> <p>Please select a study before using this report.</p> </div>

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Step	Procedure												
Step 6	<p>CLICK on the Parameter Dropdown list button to select available parameters.</p> <ul style="list-style-type: none">The available parameters/filters vary according to the report selectedNOTE: The default Output Format = PDF <div><p>Report configuration options</p><div><div>Standard</div><div>Date Comparison</div></div><table><thead><tr><th>Req</th><th>Parameter</th><th>Comparison</th></tr></thead><tbody><tr><td></td><td>Output Format</td><td>Equal =</td></tr></tbody></table><div><div>Output Format</div><div>Site</div><div>Patient</div><div>Visit</div><div>Page</div><div>DCM Name</div><div>Discrepancy ID</div><div>Discrepancy Status</div><div>Date to Site</div><div>Date Resolved</div><div>Internal/Resolution Text Displayed</div></div><div><div>Add</div><div>Clear</div></div></div> <tr><td>Step 7</td><td><p>SELECT the desired Parameter.</p><div><p>Report configuration options</p><div><div>Standard</div><div>Date Comparison</div></div><table><thead><tr><th>Req</th><th>Parameter</th></tr></thead><tbody><tr><td></td><td>Output Format</td></tr></tbody></table><div><div>Output Format</div><div>Site</div><div>Patient</div><div>Visit</div><div>Page</div><div>DCM Name</div><div>Discrepancy ID</div><div>Discrepancy Status</div><div>Date to Site</div><div>Date Resolved</div><div>Internal/Resolution Text Displayed</div></div></div></td></tr>	Req	Parameter	Comparison		Output Format	Equal =	Step 7	<p>SELECT the desired Parameter.</p> <div><p>Report configuration options</p><div><div>Standard</div><div>Date Comparison</div></div><table><thead><tr><th>Req</th><th>Parameter</th></tr></thead><tbody><tr><td></td><td>Output Format</td></tr></tbody></table><div><div>Output Format</div><div>Site</div><div>Patient</div><div>Visit</div><div>Page</div><div>DCM Name</div><div>Discrepancy ID</div><div>Discrepancy Status</div><div>Date to Site</div><div>Date Resolved</div><div>Internal/Resolution Text Displayed</div></div></div>	Req	Parameter		Output Format
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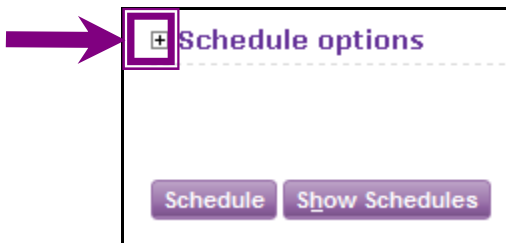
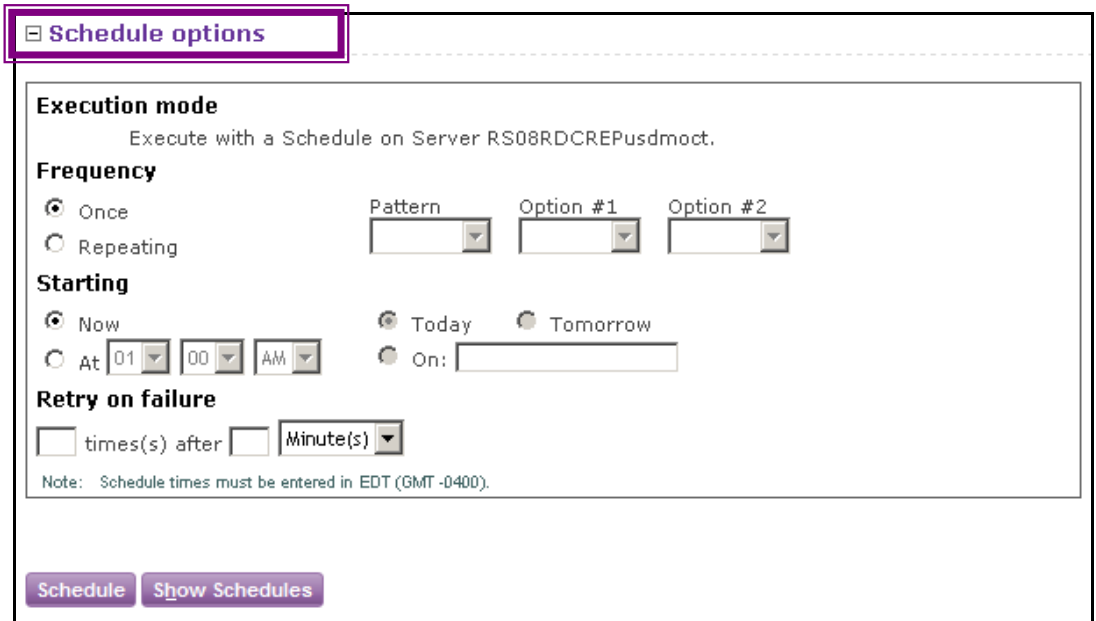
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Step	Procedure
Step 8	<p>CLICK on the <u>Comparison dropdown list button</u> to select from the possible comparisons.</p> 
Step 9	<p>CLICK on the <u>List of Values button</u> to display the possible comparison Values.</p> <ul style="list-style-type: none"> The <u>list of available comparison values</u> for the parameter displays 
Step 10	<p>CLICK on the desired Comparison Value.</p> 

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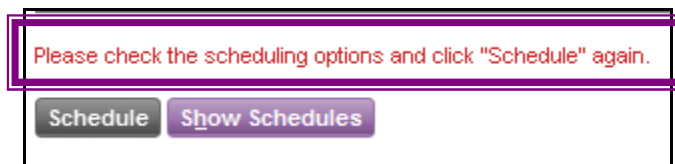
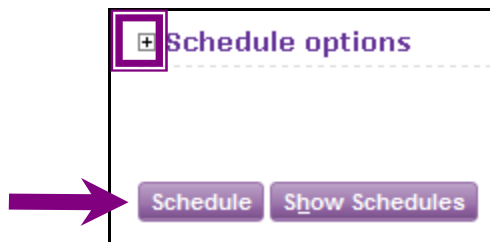
Step	Procedure																																	
Step 11	<p>CLICK on the Add Parameter button to add the selected filter to the report.</p> <div> <table border="1"> <thead> <tr> <th>Req</th><th>Parameter</th><th>Comparison</th><th>Value</th><th></th><th>Add Clear</th></tr> </thead> <tbody> <tr> <td></td><td>Site</td><td>Equal =</td><td>102</td><td></td><td> </td></tr> </tbody> </table> </div>	Req	Parameter	Comparison	Value		Add Clear		Site	Equal =	102																							
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Step 12	<p>The defined Parameter is now displayed in the Selected reports filters area.</p> <div> <div>Selected report filters</div> <table border="1"> <thead> <tr> <th>Parameter</th><th>Comparison / Value</th><th>Remove</th></tr> </thead> <tbody> <tr> <td>Study Name</td><td>RDC453V1</td><td></td></tr> <tr> <td>Site</td><td>= (102)</td><td></td></tr> </tbody> </table> <p>Note: Some typed values will not be validated until the report is submitted.</p> </div> <p>NOTE: Repeat the above steps (#s 9-11) until all parameters for the report have been defined.</p> <div> <div>Report configuration options</div> <div> <div>Standard</div> <div>Date Comparison</div> <table border="1"> <thead> <tr> <th>Req</th><th>Parameter</th><th>Comparison</th><th>Value</th><th></th><th>Add Clear</th></tr> </thead> <tbody> <tr> <td></td><td>Discrepancy Status</td><td>Equal =</td><td>INV REVIEW</td><td></td><td> </td></tr> </tbody> </table> </div> </div> <div> <div>Selected report filters</div> <table border="1"> <thead> <tr> <th>Parameter</th><th>Comparison / Value</th><th>Remove</th></tr> </thead> <tbody> <tr> <td>Study Name</td><td>RDC453V1</td><td></td></tr> <tr> <td>Site</td><td>= (102)</td><td></td></tr> <tr> <td>Discrepancy Status</td><td>= (INV REVIEW)</td><td></td></tr> </tbody> </table> <p>Note: Some typed values will not be validated until the report is submitted.</p> </div>	Parameter	Comparison / Value	Remove	Study Name	RDC453V1		Site	= (102)		Req	Parameter	Comparison	Value		Add Clear		Discrepancy Status	Equal =	INV REVIEW			Parameter	Comparison / Value	Remove	Study Name	RDC453V1		Site	= (102)		Discrepancy Status	= (INV REVIEW)	
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Step	Procedure
Step 13	<p>Once you have defined and added the desired Parameters to the Selected report filters, CLICK on the <u>Schedule Options (+) sign.</u></p> 
Step 14	<p>The <u>Schedule options</u> area expands.</p> <ul style="list-style-type: none"> This is where you can select to run the report immediately or schedule the report to run automatically on a pre-defined frequency  <p>Once you have selected the Schedule options, CLICK the Schedule button to submit the report to the Reports Server Queue.</p>

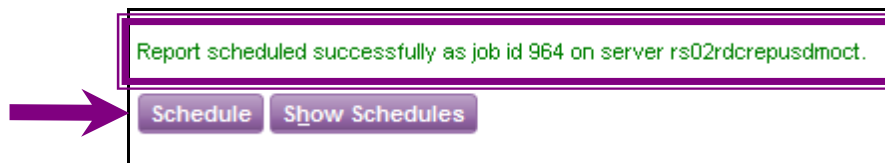
**If you experience any problems with OC RDC, contact the EDC Support Center
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NOTE: If you click on the Schedule button, without expanding the Schedule options area you will receive a warning message reminding you to review the Schedule options.



Step 15

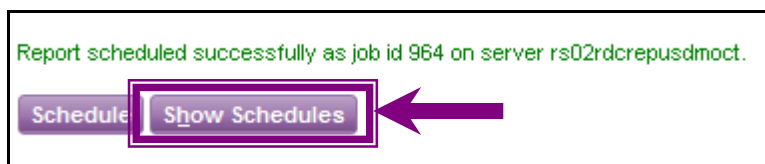
You will receive a message that the report has been scheduled successfully.



Step 16

CLICK the **Show Schedules button**.

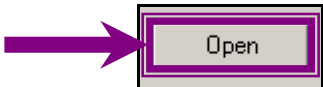
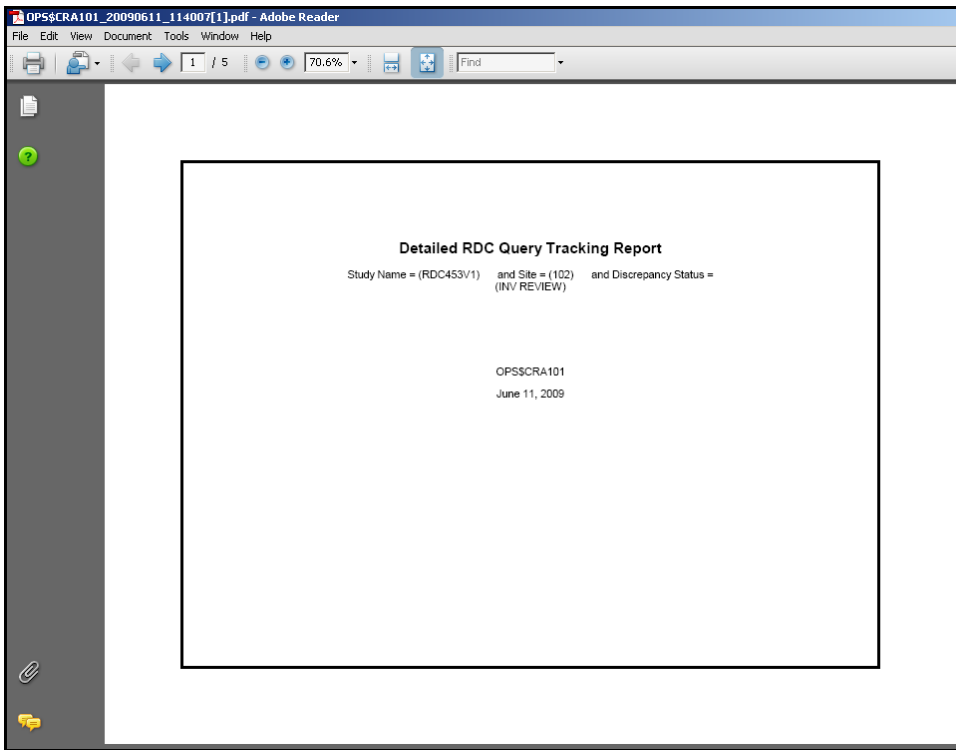

- The schedule queue for your report displays



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Step	Procedure															
Step 17	<p>While the report is spooling, the Job Status displays as Enqueued. When the report is ready for review, the Job Status displays as Finished.</p> <table border="1"><thead><tr><th>Job Type</th><th>Submitted On</th><th>Submitted By</th><th>Job Id</th><th>Job Status</th></tr></thead><tbody><tr><td>Current</td><td>11-Jun-2009 11:40</td><td>OPS\$CRA101</td><td>965</td><td>Enqueued</td></tr><tr><td>Past</td><td>11-Jun-2009 11:34</td><td>OPS\$CRA101</td><td>964</td><td>Finished</td></tr></tbody></table>	Job Type	Submitted On	Submitted By	Job Id	Job Status	Current	11-Jun-2009 11:40	OPS\$CRA101	965	Enqueued	Past	11-Jun-2009 11:34	OPS\$CRA101	964	Finished
Job Type	Submitted On	Submitted By	Job Id	Job Status												
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Past	11-Jun-2009 11:34	OPS\$CRA101	964	Finished												
Step 18	<p>Click the Refresh button, until the Job Status displays as Finished.</p> <div><div>Page 1 of 1</div><div>Refresh</div></div>															
Step 19	<p>Click the View icon button to display the report.</p> <table border="1"><thead><tr><th>Job Status</th><th>Parameters</th><th>View</th></tr></thead><tbody><tr><td>Finished</td><td>"Study Name = (RDC453V1) and Site = (102) and</td><td></td></tr></tbody></table>	Job Status	Parameters	View	Finished	"Study Name = (RDC453V1) and Site = (102) and										
Job Status	Parameters	View														
Finished	"Study Name = (RDC453V1) and Site = (102) and															
Step 20	<p>The File Download window appears, giving you the option to Open or Save the file to your local desktop.</p> <div><div><div>File Download</div><div>Do you want to open or save this file?</div><div><div></div><div>Name: OPS\$CRA101_20090611_114007.pdf Type: Adobe Acrobat Document, 11.6 KB From: rtpedc.ppdli.com</div></div><div><div>Open</div><div>Save</div><div>Cancel</div></div><div><div></div><div>While files from the Internet can be useful, some files can potentially harm your computer. If you do not trust the source, do not open or save this file. What's the risk?</div></div></div></div>															

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Step	Procedure
Step 21	<p>To immediately open/view the file, click on the <u>Open button</u>.</p> 
Step 22	<p>The report will display in the default (PDF) Output format.</p> 
Step 23	<p>The <u>Schedule Queue window</u> may be closed by clicking on the window upper right corner Close button.</p> 

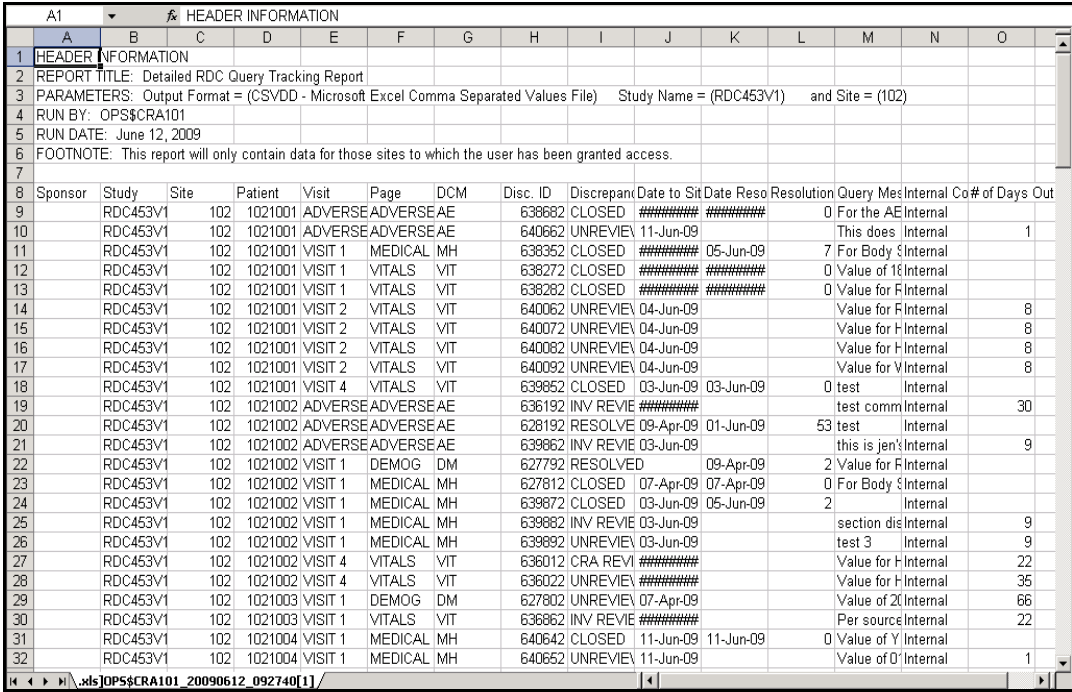

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	<div>Running RDC Reports: CVDD Output Format (Microsoft Excel)</div> <div>RDC Reports can also be configured to have an Output Format of CSVDD – Microsoft Excel Comma Separated Values File. This allows for the flexibility of exporting to an Excel spreadsheet, so that the data can be further manipulated to meet your needs.</div>
Step Steps 1-8	<div>Procedure</div> <div>Following steps # 1-10 above:</div> <div><ul style="list-style-type: none">Select Output Format as one of your Parameters (Step 7).Equal = is the default comparison for the Output Format parameter (Step 8)</div> <div><div>Report configuration options</div><div><div>StandardDate Comparison</div><div><div>Req</div><div><div>✗</div><div>Output Format</div><div>Output Format</div><div>Site</div><div>Patient</div><div>Visit</div><div>Page</div><div>DCM Name</div><div>Discrepancy ID</div><div>Discrepancy Status</div><div>Date to Site</div><div>Date Resolved</div><div>Internal/Resolution Text Displayed</div></div><div><div>Parameter</div><div>Output Format</div><div>Site</div><div>Patient</div><div>Visit</div><div>Page</div><div>DCM Name</div><div>Discrepancy ID</div><div>Discrepancy Status</div><div>Date to Site</div><div>Date Resolved</div><div>Internal/Resolution Text Displayed</div></div><div><div>Comparison</div><div>Equal =</div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div><div></div></div><div><div>Add</div><div>Clear</div></div><div><div>n / Value</div><div>selected.</div></div></div></div></div>
Step 9	<div>CLICK on the List of Values button to display the possible comparison Values (Step 9).</div> <div><ul style="list-style-type: none">The list of available comparison values for the parameter displays</div>

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	<table><tr><th>Req</th><th>Parameter</th><th>Comparison</th></tr><tr><td></td><td>Site</td><td>Equal =</td></tr><tr><td></td><td colspan="2">Value</td></tr><tr><td></td><td><input type="text"/></td><td></td></tr></table>	Req	Parameter	Comparison		Site	Equal =		Value			<input type="text"/>	
Req	Parameter	Comparison											
	Site	Equal =											
	Value												
	<input type="text"/>												
Step 10	<p>Procedure</p> <p>CLICK on the desired Comparison Value (Step10).</p> <ul style="list-style-type: none"><u>CVDD – Microsoft Excel Comma Separated Values File</u> will format the data onto an Excel spreadsheet. <div><p>Output Format</p><div style="border: 1px solid gray; padding: 5px;"><p><u>CSVDD - Microsoft Excel Comma Separated Values File</u></p><p>PDF - Portable Document Format</p></div><p>Page 1 of 1</p></div>												
Step 11-21	<p>Follow Steps # 11-21 above.</p> <ul style="list-style-type: none">Verify that the <u>Selected report filters</u> includes the Parameter for Output Format = CSVDD – Microsoft Excel Comma Separated Values File <div><p>Selected report filters</p><table><tr><th>Parameter</th><th>Comparison / Value</th><th>Remove</th></tr><tr><td>Study Name</td><td>RDC453V1</td><td></td></tr><tr style="border: 2px solid purple;"><td>Output Format</td><td>= (CSVDD - Microsoft Excel Comma Separated Values File)</td><td></td></tr><tr><td>Site</td><td>= (102)</td><td></td></tr></table><p>Note: Some typed values will not be validated until the report is submitted.</p></div>	Parameter	Comparison / Value	Remove	Study Name	RDC453V1		Output Format	= (CSVDD - Microsoft Excel Comma Separated Values File)		Site	= (102)	
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Step	Procedure
Step 22	<p>The report will display in the CSVDD (Microsoft Excel) Output format.</p> <ul style="list-style-type: none"> NOTE: For future reference, always keep a copy of the raw data – original report. TIP: Copy the original data onto a new worksheet or book, prior to manipulating the data. 
Step 23	<p>The Schedule Queue window may be closed by clicking on the window upper right corner Close button.</p> 

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