

# 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

	Run The defa	ning RI ault Out	DC Repor tput Form	rts: PDF Oເ nat for RDC	utput Form Reports is	at s PDF
Step			Pro	cedure		
Step 1	After logging into OC CLICK the RDC Repu • The RDC	RDC Or orts hyp Reports	nsite, the ⊢ erlink, in th Login page	lome Tab wii ie Links sect e displays	ndow display ion.	/S.
	CRACLE® RDC Onsite Logout Change Password Help Home Casebooks Review Reports				ut Change Password Help	
				Logged in as Inv Us	er(Investigator, OCDB01T) Study	); Last Refresh 19-May-2011 12:55:37 and Site RDC46V1 V 102 V
	News     Patient Selection List       No Records Found        • Patient Selection List        Activities        • Patient Selection List        Review 2 Active Discrepancies        Patients				Study and Site Summary	
	Review 1 Other Discrepancies Select Patients and Onen Patient Casebooks Y Go					
	Review non-blank CRFs ready for initial approval	Select All Se	lect None			
	Review Investigator comments	Select 🛆	Patient Number	Last Modified	Casebook	
	Links		1021001	07-Dec-2010 12:27:15	RDC46V1	
	RDC Onsite 4.6 Online Training		1021002	06-Apr-2010 16:43:52	RDC46V1	
	RDC Reports		1021003	31-Aug-2010 09:27:40	RDC46V1	
			1021004	22-Dec-2010 12:03:33	RDC46V1	
			1021005	06-Apr-2010 12:22:34	RDC46V1	
			1021007	01-Nov-2010 08:01:33	RDC46V1	
			1021008	25-Aug-2010 10:23:57	RDC46V1	
			1021009	03-Nov-2010 13:07:27	RDC46V1	
			1021010	22 Nov 2010 00-26-20	DDC4694	



Step	Procedure
Step 2	ENTER your OC RDC log-in information (same log-in to access OC RDC).
	CLICK the <u>Login</u> button. • The Available Reports window displays
	RDC Reports
Step 3	Registered Users Login         Username *         Password *         Image: CLICK on the plus (+) sign next to the Main option.         • The Report categories display
	PPD <sup>®</sup> RDC Reports
	Logged in as OPS\$CRA101
	⊕ RDC Data Summary Reports ⊕ RDC Audit Reports



Step	Procedure			
Step 4	CLICK on the plus (+) sign next to the report categories, to see the available			
	The plus (+) sign is converted to a minus (-) sign			
	<ul> <li>CLICK on the <u>report title link</u>, to select the desired report.</li> <li>The Search studies window displays</li> </ul>			
	Available reports:			
	<sup>≟</sup> Main			
	⊕ RDC Metric Reports			
	Reports 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			
Step 5				
	<ul> <li>Select a study from the list by CLICKING on the <u>study name</u>.</li> <li>The Report Configuration Options window displays, which allows for report customization</li> </ul>			
	Search studies: 🧏			
	Studies RDC453V1 ▲ Page 1 of 1 ▶ M Please select a study before using this report.			





Step	Procedure		
Step 6	<ul> <li>CLICK on the <u>Parameter</u> Dropdown list button to select available parameters</li> <li>The available parameters/filters vary according to the report select</li> <li><u>NOTE</u>: The default Output Format = PDF</li> </ul>	ed	
	Standard     Date Comparison		
	Req Parameter Comparison		
	Output Format     Equal =       Output Format     Add Clear       Site     Image: Construction of the second s		
	Page       DCM Name       Discrepancy ID       Discrepancy Status       Parame       Date to Site       n / Value		
Step 7	Date Resolved Internal/Resolution Text Displayed		
	SELECT the desired Parameter.          Report configuration options         Standard       Date Comparison		
	Req     Parameter       Output Format     Image: Contract to the second		
	Date Resolved		





Step	Procedure			
Step 8	CLICK on the Comparison dropdown list button to select from the possible			
	comparisons.			
	Comparison			
	Equal =			
	List of Values IN Between			
	Equal =			
	Not Equal !=  Greater than or equal to >=  -			
	Less than or equal to <=			
	IS NULL			
	NOT LIKE			
Stop 9				
Step 9	CLICK on the List of Values button to display the possible comparison Values.			
	<ul> <li>The list of available comparison values for the parameter displays</li> </ul>			
	Reg Parameter Comparison			
	💥 Site 🔽 Equal =			
	Value			
Ctop 10	CLICK on the desired Comparison Value			
Step 10	CLICK on the desired Companison value.			
	Site			
	102			
	104			
	105			
	107			
	108 110			
	111 112			
	A Page I of Z P PM			



Step	Procedure	
Step 11	CLICK on the Add Deventer butter to add the selected filter to the report	4
	CLICK on the <b>Add Parameter button</b> to add the selected lifter to the repor	ι.
	Req Parameter Comparison	
	Site Equal =	
	Value <u>Add</u> Clear	r
	102	
Step 12		
• • • •	The defined Parameter is now displayed in the Selected reports filters are	ea.
	Relacted report filters	
	Parameter Comparison / Value Remove	
	Study Name RDC453V1	
	Site = (102)	
	Note: Some typed values will not be validated until the report is submitted.	
	<b>NOTE:</b> Repeat the above steps (#s 9-11) until all parameters for the report been defined.	t have
	Report configuration options	
	Standard Data Comparison	
	Reg Parameter Comparison	
	💢 Discrepancy Status 💌 Equal =	
	Value Add Clear	
	INV REVIEW 📃 🗔 📮	
	Selected report filters	
	Selected report litters	
	Parameter Comparison / Value Remove	
	Study Name RDC453V1	~~~
	Site = (102)	
	Discrepancy Status = (INV REVIEW)	
	Note: Some typed values will not be validated until the report is submitted.	



Step	Procedure
Step 13	Once you have defined and added the desired Parameters to the Selected report filters, CLICK on the Schedule Options (+) sign.
	Schedule options
Step 14	The Schedule options area expands.
	This is where you can select to run the report immediately or schedule the report to run automatically on a pre-defined frequency
	Schedule options
	Execution mode         Execute with a Schedule on Server RS08RDCREPusdmoct.         Frequency            • Once       Pattern       Option #1       Option #2            • Repeating         Starting            • Now          • Today          Tomorrow            • At OI          • On:          • Retry on failure            • times(s) after       Minute(s)          • Note: Schedule times must be entered in EDT (GMT-0400).         Schedule       Show Schedules    Once you have selected the Schedule options, CLICK the Schedule button to submit the report to the Reports Server Queue.

If you experience any problems with OC RDC, contact the EDC Support Center Toll free numbers can be found at http://edc.ppdi.com/html







Step	Procedure			
Step 17	While the report is spooling, the <u>Job Status</u> displays as Enqueued. When the report is ready for review, the Job Status displays as Finished.			
	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			
Step 18				
	Click the <b>Refresh button</b> , until the Job Status displays as Finished.			
	N 🖣 Page 1 of 1 🕨 🕅			
	Refresh			
	Tenesi			
Stop 10				
Step 19	Click the <u>View icon button</u> to display the report.			
	Job Status Parameters View			
	Finished Site = (102) and			
Step 20				
	The <b><u>File Download window</u></b> appears, giving you the option to Open or Save the file to your local desktop.			
	File Download			
	Do you want to open or save this file?			
	Image: OPS\$CRA101_20090611_114007.pdf         Image: Adobe Acrobat Document, 11.6 KB         From: rtpedc.ppdi.com			
	Open Save Cancel			
	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. <u>What's the risk?</u>			



01	
Step	Procedure
Step 21	To immediately open/view the file, click on the Open button.
Step 22	The report will display in the default (PDF) Output format.
	OP5\$CRA101_20090611_114007[1].pdf - Adobe Reader      File Edit View Document Tools Window Help
	📄   🚑 •   💠 🌩 1 / 5   💿 💿 70.6% •   🕁 🚼   Find •
	C C C C C C C C C C C C C C C C C C C
Step 23	The <b>Schedule Queue window</b> may be closed by clicking on the window upper right corner Close button.



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	Running RDC Reports: CVDD Output Format (Microsoft Excel) 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.
Step	Procedure
Steps 1-8	Following steps # 1-10 above: • Select <u>Output Format</u> as one of your Parameters (Step 7). • Equal = is the default comparison for the Output Format parameter (Step 8) Report configuration options Standard Date Comparison Req Parameter Comparison © Output Format © Output Format Page DCM Name Discrepancy ID Discrepancy ID Discrepancy ID Discrepancy Status Parame Date to Site Date Resolved Internal/Resolution Text Displayed
Step 9	<ul> <li>CLICK on the List of Values button to display the possible comparison Values (Step 9).</li> <li>The list of available comparison values for the parameter displays</li> </ul>



	Req	Parameter	Comparison	
	💥 Site	•	Equal =	
		Value		
Cton	,		Dreeedure	
Step Step 10			Procedure	
	CLICK on the	desired Comparison	Value (Step10).	
	• <u>CVDD</u> data o	- Microsoft Excel ( nto an Excel spreads	Comma Separated Values F sheet.	ile will format the
		Output Format		
		CSVDD - Microsoft B	ixcel Comma Separated Values	File
		PDF - Portable Docu	ment Format	
		Id_ 4	Page 1 of 1 N	—
Step 11-21				
	Follow Steps	# 11-21 above.		
	<ul> <li>Verity</li> <li>Output Fo</li> </ul>	that the <u>Selected re</u> rmat = CSVDD – Mic	port filters includes the Para prosoft Excel Comma Separa	imeter for ted Values File
	oupurro			
	Selected repo	ort filters	•	
	Davametav	Companies ( Value		<b>B</b> amana 🕞
				Kelliuve 🛒
	Study Name			
		= (CSVDD - Microsoft Ex	cel Collina Separateu Values File)	
	Site	= (102)		
	Note: Some	typed values will not be va	alidated until the report is submitted.	



Step	Procedure				
Step 22					
	The report will display in the CSVDD (Microsoft Excel) Output format.				
	• <b>NOTE:</b> 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.				
	A B C D E F G H I J K L M N U				
	REPORT TITLE: Detailed RDC Query Tracking Report     ADAM/TEED: Output Samet = (CSV/D, Microsoft Evapl Commo Separated Values File)Study Name = (DDC/52)(1)				
	4 RUN BY: OPS\$CRA101				
	5 RUN DATE: June 12, 2009				
	7				
	8 Sponsor Study Site Patient Visit Page DCM Disc. ID Discrepan/Date to SitDate Reso Resolution Query MecInternal Co# of Days Out				
	ID         RDC453V1         ID2         ID21001         ADVERSEAD         640662         UNREVIE         I11-Jun-09         This does         Internal         1				
	11 RDC453V1 102 1021001 VISIT 1 MEDICAL MH 63852 CLOSED ######### 05-Jun-09 7 For Body \$Internal				
	12 RDC455V1 102 1021001 VISI 1 VIALS VII 638282 (20SE) ####################################				
	14         RDC453V1         102         1021001         VISIT 2         VITALS         VIT         640062         UNREVIE\ 04-Jur-09         Value for Finternal         8				
	15 RDC453V1 102 1021001 [VISIT 2 VITALS VIT 640072 UNREVIEV 04-Jun-09 Value for Hinternal 8				
	10 RDC453V1 102 1021001 VISIT 2 VTIALS VIT 640092 0VREVIEV 04-001-09 Value for Vitremal 6				
	18 RDC453V1 102 1021001 VISIT 4 VITALS VIT 639852 CLOSED 03-Jun-09 03-Jun-09 0 test Internal				
	19 RDC453V1 102 1021002 ADVERSEADVERSEAE 633192 INV REVIE ###################################				
	20 RDC453V1 102 1021002 ADVERSEAUVERSEAE 6299821 VESUEVE 09-April-09 11-30H09 53 fest internal 9				
	22 RDC453V1 102 1021002 VISIT 1 DEMOG DM 622792 RESOLVED 09-Apr-09 2 Value for Finitemal				
	23 RDC453V1 102 1021002/VISIT 1 MEDICAL MH 622712 CLOSED 07-Apr-09 07-Apr-09 0 For Body §Internal				
	24 RDU453V1 102 1021002 VISI1 MEDICAL MH 63982 (2005E0 03-00-09 05-00-09 2 infernal				
	26 RDC453V1 102 1021002 VISIT 1 MEDICAL IMH 633892 UNREVIEV 03 Jun-09 test 3 Internal 9				
	27         RDC453V1         102         1021002         VISIT 4         VITALS         VIT         636012         CRA REV         #########         Value for H Internal         22				
	28 RDC453V1 102 1021002 VISI 4 VIALS VII 635022 UNREVIEV ########## Value for Enternal 35 29 RDC453V1 102 102103 VISI 1 DEMOG DM 627202 UNREVIEV ##################################				
	30 RDC453V1 102 1021003 VISIT 1 VTLAS VIT 638682 INV REVIE ###################################				
	31 RDC453V1 102 1021004 VISIT 1 MEDICAL MH 640642 CLOSED 11-Jun-09 11-Jun-09 0 Value of Y Internal				
	32 RDC453V1 102 1021004 VISIT 1 MEDICAL MH 640652 UNREVIEV 11-Jun-09 Value of 01 Internal 1				
Stop 22					
Step 23					
	The <u>Schedule Queue window</u> may be closed by clicking on the window upper				
	right corner Close button.				