## Accessing Reports via the Reporter Module in Medidata Rave

Medidata Rave (Rave) reports are available to Cancer Prevention Clinical Trials Network (CP-CTNet) members via the *Reporter* module in Rave (see QKREFGD13 *Accessing Medidata Rave* for more information about accessing Rave). This section highlights the steps that users follow to access Rave reports.
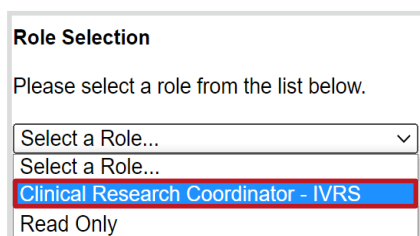
1. Select one of the **CP-CTNET** links from the *Apps* sidebar on the Rave homepage.
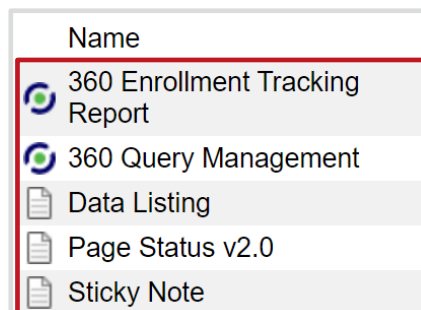
RAVE

EDC

CP-CTNET
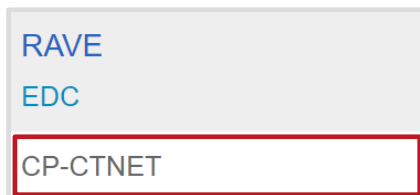
3. Select **Reporter** from the *Installed Modules* list.

Installed Modules

- Architect
- Reporter
- PDF Generator
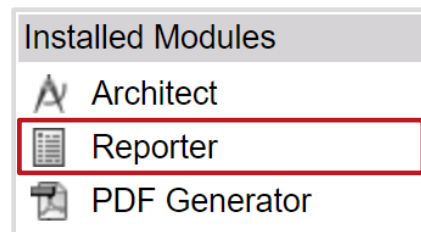
2. Select the appropriate role from the *Role Selection* dropdown and click the **Continue** button. If only one role is assigned, this dropdown is not displayed. Proceed to step 3.

Role Selection

Please select a role from the list below.

Select a Role...
Select a Role...
Clinical Research Coordinator - IVRS
Read Only

4. Rave reports are available for selection in the *My Reports* list.

Name

- 360 Enrollment Tracking Report
- 360 Query Management
- Data Listing
- Page Status v2.0
- Sticky Note

Setting and Saving Rave Report Parameters

All Rave reports include parameters that users can set to customize the report output. Once a user sets all applicable parameters, they can either submit the report or save the selected parameters for later use. If saved, a custom report appears in the user's *My Reports* list in the *Reporter* module. This section highlights the key Rave interface components that are relevant to setting report parameters, saving report parameters, and submitting reports.

Submit Report

➢ Click the *Submit Report* button to run the report.

Parameter Options

➢ Click the arrow next to each parameter to display a list of options that can be selected to refine the report output.

🏠 📄 My Reports 📄 Page Status v2.0 - Page Status v2.0

Submit Report

Report Parameters   View Report Help
                          Clear All Parameters   Reset All Parameters

Study: ▼LAO20-01-01 | DEV

Name	Environment
☑ LAO20-01-01	DEV
☐ Recruitment	DEV
1	

Sites ▶
Subjects ▶
Folders ▶
Forms ▶

Create User Saved Report:

Report Name: [   ]   Report Description: [   ]

✔ Save   ✖ Cancel

Report Parameters

➢ Different parameters are included for each standard report and are listed from broadest to narrowest.
Note: Bolded parameters are required.

Save Report

➢ To save any selected report parameters as a custom report, add a report name and description and click the *Save* button.

360 Enrollment Tracking Report Overview

The *360 Enrollment Tracking* report tracks the overall status of participants' pre-screening, screening, and enrollment for a selected study and enables the user to assess various aspects of study and site enrollment performance. The report offers visualization tools to aid in the understanding and sharing of study enrollment data. **Note:** The *Screen Failure Rates* and *Enrollment Performance Summary* report metrics are not set up for CP-CTNet. This section highlights key components of the *360 Enrollment Tracking* report interface and common uses for CP-CTNet.

Report Overview & Metrics Tabs
➤ Click each tab to navigate between report help and metric visualizations and tables.

Action & Export Menu
➤ Click the menu icon to display a list of undo, redo, and export options.
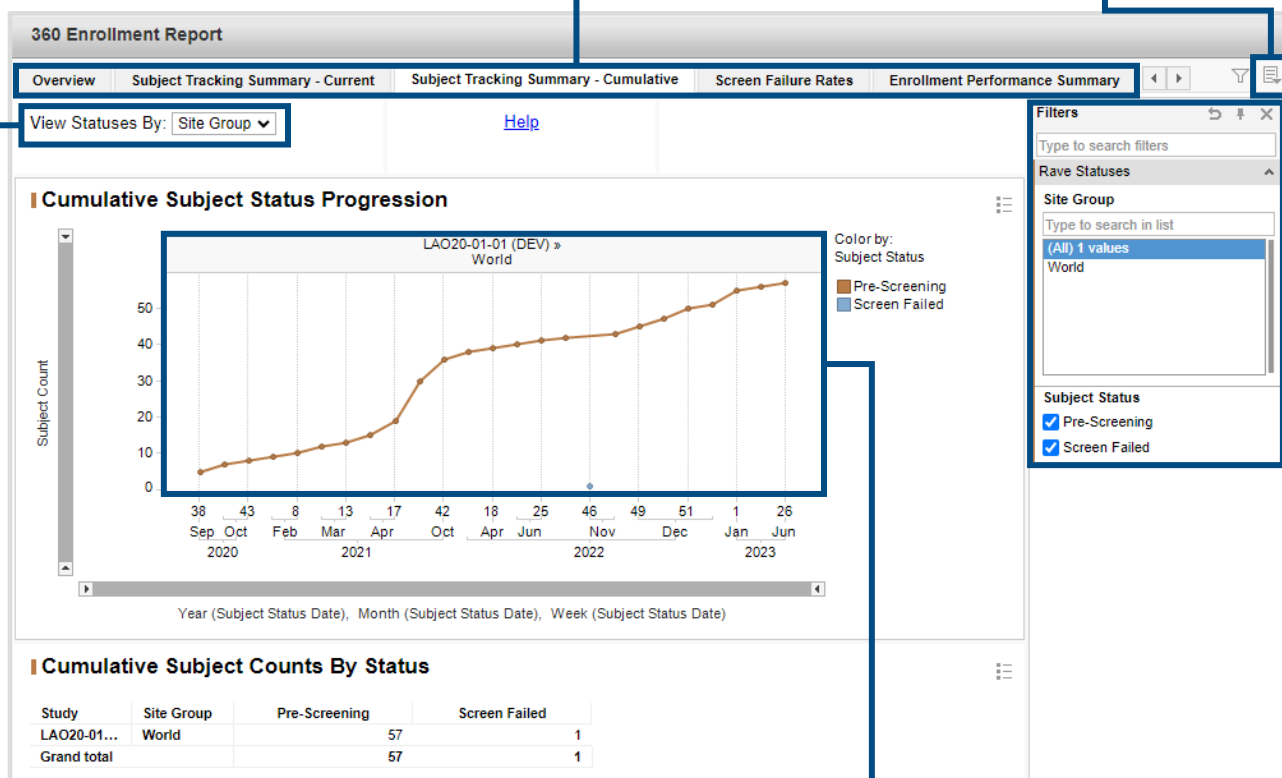
View Status By Dropdown
➤ Select *Study, Site,* or *Site Group* to change the columns and data displayed in the data visualizations and tables*.*

Interactive Data Visualizations
➤ Select a data point or line to highlight the selected data throughout the report.

Filters
➤ Search, select, or de-select filters to refine the data displayed in the report.

Common Uses for CP-CTNet:

Lead Academic Organization (LAO) Administrative Teams can use this report to identify enrollment trends that occur at a specific accruing LAO or Affiliated Organization (AO) or across the entire study. Accruing LAOs and AOs can use this report to identify the enrollment trends that are occurring at their own accruing LAO or AO. See USRMAN03 *Rave Reports Resource Guide for the CP-CTNet Project* and the *Overview* tab within the report for more information.

360 Query Management Report Overview

The *360 Query Management* report combines other query-focused reports to provide an up-to-date, detailed summary of a study's open, answered, and closed queries over time. The report offers visualization tools to aid in the understanding and sharing of study query data. This section highlights key components of the *360 Query Management* report interface and common uses for CP-CTNet.

Report Metrics & About Tabs

➢ Click each tab to navigate between metric visualizations and tables and report help.

Action & Export Menu

➢ Click the menu icon to display a list of undo, redo, and export options.

360 Query Management

| Query Counts by Status | Query Aging | Query Details | Query Cycle Times | About This 360 Report |

View Queries By: Site

? Learn More

Query Counts By Status

Site	Open	Answered	Closed	Cancelled
CP-CTNet...	70	- - -	34	5
CP-CTNet...	18	2	4	- - -

Query Status Counts

Color by: Query Status
- Open
- Answered
- Closed
- Cancelled

(Query Count axis: 0, 20, 40, 60, 80, 100, 120, 140)
Sites: CP-CTNet Study Test Site 1, CP-CTNet Study Test Site 2

Filters

Type to search filters

Query Management

Site Group

Type to search in list

(All) 1 values
World

Site

Type to search in list

(All) 2 values
CP-CTNet Study Test Site 1
CP-CTNet Study Test Site 2

Subject

Type to search in list

(All) 17 values
1
100026
100222
100708
111111
KCD123

View Queries By Dropdown

➢ Select from the dropdown to change the data displayed in the figures and tables.
Note: Dropdown titles and options vary between report metrics (tabs).

Interactive Data Visualizations

➢ Select a data bar to highlight the selected data throughout the report.

Filters

➢ Search, select, or de-select filters to refine the data displayed in the report.

Common Uses for CP-CTNet:

LAO Administrative Teams can use this report to review the progress that their accruing LAOs and AOs are making toward resolving queries and retrieve details about each query. Accruing LAOs and AOs can use this report to assess their own progress at resolving queries and view query details. This report allows users to identify trends, review outstanding queries, and guide corrective action plan development (as needed) to increase query responsiveness. See USRMAN03 *Rave Reports Resource Guide for the CP-CTNet Project* and the *About This 360 Report* tab within the report for more information.

Data Listing Report Overview

The *Data Listing* report provides users with a method to browse up-to-date participant data entered into a specific electronic Case Report Form (eCRF) in a simple, tabular format. This report generates four types of views, but *Production Clinical Views Raw* is the recommended view because it displays data entered on eCRFs in the Rave production environment for the selected study. The tabular database views of the clinical study data can be extracted and analyzed by third-party software (e.g., SAS). This section highlights key components of the *Data Listing* report interface and common uses for CP-CTNet.

Data Source
➢ Select *Production Clinical Views Raw* as the data source.

Form
➢ Select the desired eCRF to include in the report output.

Run
➢ Click the *Run* button to retrieve data based on the selected data source (view) and eCRF.

Data Listings Report - LAO20-01-01

Data Source: Production Clinical Views Raw
Form: CP-CTNet Protocol Deviation Not
Rows per page: ____ Run
☐ Show all clinical view columns

project	studyid	Subject	SDVTier	Site	SiteNumber	SiteGroup	InstanceName	InstanceRepeatNumber	FolderName	DataPageName	RecordPosition	SaveTS	StudyEnvSiteNumber	RecordActive
LAO20-01-01	7	100026		CP-CTNet Study Test Site 2	ZZ200	World	Protocol Deviation Notification 15 Apr 2022	0	Protocol Deviation Notification	CP-CTNet Protocol Deviation Notification	0	6/22/2023 10:39:35 AM		True
LAO20-01-01	7	100027		CP-CTNet Study Test Site 2	ZZ200	World	Protocol Deviation Notification 01 Jan 2022	0	Protocol Deviation Notification	CP-CTNet Protocol Deviation Notification	0	6/22/2023 10:39:35 AM		True
LAO20-01-01	7	100222		CP-CTNet Study Test Site 2	ZZ200	World				CP-CTNet Protocol Deviation Notification	0	6/22/2023 10:39:35 AM		True
LAO20-01-01	7	100690		CP-CTNet Study Test Site 1	ZZ100	World	Protocol Deviation Notification 15 Feb 2021	0	Protocol Deviation Notification	CP-CTNet Protocol Deviation Notification	0	6/22/2023 10:39:35 AM		True

1

File type: .csv (text/plain)
Export type: attachment
Separator: ,
Save as Unicode: ☐
Download File

Show All Clinical View Columns
➢ Leave this checkbox unchecked to avoid displaying irrelevant backend fields.

Export Settings
➢ Customize export settings (as needed) before downloading a report output file.

Report Output
➢ The eCRF location and fields are displayed for each participant with data entered into the selected eCRF.

Common Uses for CP-CTNet:

LAO Administrative Teams can use this report to browse up-to-date participant data entered into an eCRF across participants in a study. Accruing LAOs and AOs can use this report to view the data entered in a specific eCRF for all participants at an accruing LAO or AO. This report is often used to ensure that similar data are entered consistently across participants, create protocol deviation and adverse event reports, and identify data trends across accruing LAOs and AOs. See USRMAN03 *Rave Reports Resource Guide for the CP-CTNet Project* and the *Help* link for the report in the *My Reports* list for more information.

Page Status Report v2.0 Overview

The *Page Status Report v2.0* indicates how many eCRFs are *Expected Total, Expected to Date, Entered,* or *Overdue*; how many queries are either *Open* or *Answered*; and identifies eCRFs that require action (e.g., to be *Reviewed, Locked*, etc.). A *page* refers to an eCRF in Rave (e.g., the *Pages Requiring Action* section details the number of eCRFs that require an action to be taken in Rave). This report includes a drill down feature, which allows users to view progress at the study, site, participant, folder, and eCRF level. This section highlights key components of the *Page Status Report v2.0* interface and common uses for CP-CTNet.

Navigation & Magnification
➤ View additional report pages and/or update the zoom settings.

Export Settings
➤ Customize export settings before downloading a report output file.

Drill Down Tabs
➤ New tabs are displayed as users drill down into various levels of detail within the report output.

Export To: [PDF] Expand All ☑ [Export] View Report Help

Page Status Report for LAO20-01-01

	Expected Total	Expected To Date	Entered	Over due	Verified	Reviewed	Entry Locked	Locked	Open	Answered	Verify	Review	Translate	Coding	Sign	Entry Lock	Lock
CP-CTNet Study Test Site 1 - World	404	404	181	62	0	0	0	0	13	0	0	0	0	0	0	0	0
100059	17	17	3	4	0	0	0	0	0	0	0	0	0	0	0	0	0
LAO20-01-01, Step 1 (1)	1	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Pre-Screening	2	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Screening (1)	6	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Subject Level	3	3	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Visit 1 26 Jun 2023	4	4	1	3	0	0	0	0	0	0	0	0	0	0	0	0	0
Visit 2 (1)	1	1	0	1	0	0	0	0	0	0	0	0	0	0	0	0	0
LAO20-01-01 - DEV	584	584	249	62	0	0	0	0	16	1	0	0	0	0	0	0	0

(Column groups: Total Counts | Queries (Open, Answered) | Pages Requiring Action)

Drill Down Feature
➤ Select row headers (e.g., site names, participants) to display various levels of detail within the report output (e.g., folders, eCRFs).

Status Columns
➤ View total counts for expected and completed data entry and management activities, as well as open and answered queries.

Common Uses for CP-CTNet:

LAO Administrative Teams can use this report to determine accruing LAO, AO, and participant progress in relation to eCRF completion windows and overall study timelines. They can also view the number of queries that are open and answered as well as any eCRFs that need to be reviewed, verified, signed, entry locked, or locked. Accruing LAOs and AOs can use this report to determine the progress of their participants and accruing LAO or AO in relation to eCRF and query completion, and to highlight any eCRFs that require an action to be taken in Rave. Drilling down through the report refines the counts by site, participant, folder, and eCRF. The report can help identify any eCRFs or queries that require attention throughout the study. See USRMAN03 *Rave Reports Resource Guide for the CP-CTNet Project* and the *View Report Help* link within the report for more information.
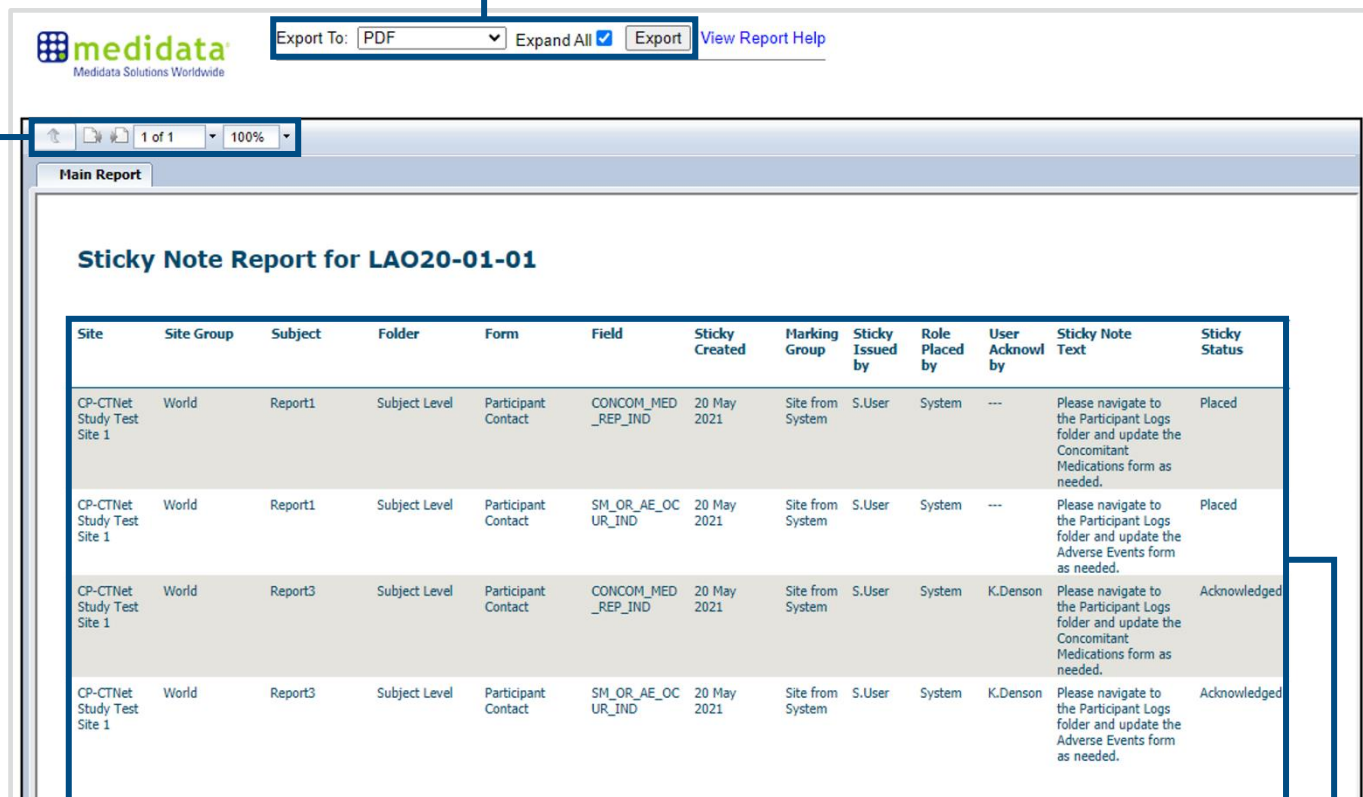
Sticky Note Report Overview

A sticky note is a reminder and a means of communication with another user within Rave. It is used in the same way a sticky note or a Post-it® would be used on a paper-based study. The *Sticky Note* report retrieves all sticky notes that an accruing LAO or AO has received, including the location, full text, and status information for each sticky note placed for a study. This section highlights key components of the *Sticky Note* report interface and common uses for CP-CTNet.

Navigation & Magnification
➢ View additional report pages and/or update the zoom settings.

Export Settings
➢ Customize export settings before downloading a report output file.

Report Output
➢ Includes the location, full text, and status information for each sticky note placed for a study.

Common Uses for CP-CTNet:

LAO Administrative Teams can use this report to review all the sticky note reminders that have been issued for a study. Accruing LAOs and AOs can use this report to review all the sticky note reminders that have been issued for their accruing LAO or AO. This report helps users identify the sticky notes that have been created, view the location and full text of the sticky notes, verify whether a particular sticky note has been acknowledged, and identify areas to improve workflows (as needed). See USRMAN03 *Rave Reports Resource Guide for the CP-CTNet Project* and the *View Report Help* link within the report for more information.