2.4.10 Create and Configure Data Review Tables

Definition:
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Data Review Tables: Custom tables of form data used to review data and perform bulk actions in Study Runner.
• **Primary form:** A form within either a repeating event or one or more non-repeating events that is selected to use as the main form for the Data Review Table. Actions on the Data Review Table are based off of the Primary form (bulk Remove/Restore Primary forms).
Potential Uses:
• **Remove erroneous form data after an import:** Quickly review form data in bulk after importing data (such as data from devices). If issues are noticed, the form data can be removed without having to go into each form individually. The issue can then be addressed, and the data can be imported correctly.
• **Bulk-close automatic queries:** If automatic queries are set to appear incorrectly and the issue has been resolved, these automatic queries can be resolved in bulk.
• **Review information to catch potential errors:** Create a data review table to track a participant's weight from visit to visit and check for any potential errors. If an error is suspected, a query can be added or the value can be updated.
User Roles:
• Investigators, Clinical Research Coordinators, Data Managers, Data Entry Persons, and Data Specialists.
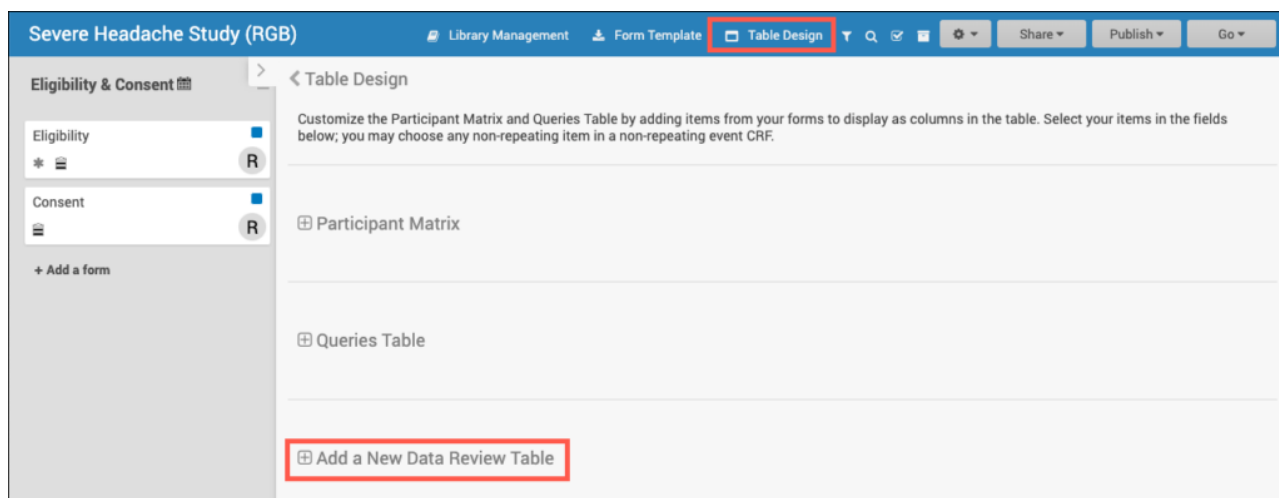• Monitors can access Data Review Tables where they can view and close queries, but they cannot Remove or Restore records.
• Site/Study Viewer users are not currently able to access Data Review Tables.

Data Review Tables are first created and configured within Study Designer by a Data Manager. After the table is configured and the study is published, the table can be accessed from the **Tasks** menu in Study Runner.

Create a Data Review Table:

1. Within Study Designer, click **Table Design**, then select the **+ Add a New Data Review Table** link.

2. Add the table details including the table name and description (optional). Then select the primary form (and optional event) to use.

a. The Primary form is the form on which your table is based. Information based off of the Primary form will be displayed in the default columns on the table (*Event Start Date, Form Status, Event Name, Event Status, Form Last Modified By,* and *Form Last Modified Date*). The Primary form is the form which is removed when you click **Remove Forms** (the forms with additional items displaying on the table will retain their status).

b. Many forms are used for multiple events (*Vital Signs* can be used for the *Baseline*, *Follow Up,* and *Treatment* events). When an event is selected for the form, this means that only forms within the selected event will display.

3. Click into the grey box and select which items to display in the table. Only items that can be added to the table will be displayed. This list includes all items from the chosen form that are not in a repeating group, and all items from forms in non-repeating events that are not in repeating groups. Items in archived forms or archived events as well as items in repeating groups will not be able to be selected.

a. The items in the dropdown will be listed as a string in the form of "ItemName (EventName -> FormName)" and will be displayed in alphabetical order based on that string.

b. Type a key word in the grey box and press **Enter** to filter the list.

4. If needed, drag and drop the selected items to rearrange the order in which the corresponding table columns will appear, then click **Save**.

     a. After the table is saved, **Publish** the study to see the table within Study Runner.

Note: *If you edit a review table that has **Archived** items in it, the items will remain in the table (unless manually removed from the table) and the table can still be resaved. However, if the **Archived** items are removed from the table, these items cannot be added back.* Use the **[Data Review Tables](#)** page for information on accessing and using Data Review Tables within Study Runner.