OpenClinica

2.6.5.4 Download Discrepancy Notes

You can download Discrepancy Notes to a file:

- 1. <u>Use the Notes and Discrepancies Filter</u> so the table shows only the Notes you want to download. All data for those Notes will be downloaded, that is all the data that appears when you click Show More, even if you did not click Show More.
- 2. Click the Download button , which is located above the column headers. The Download Notes window opens.

| Please choose a format for downloading discrepancy notes | 101 |
|--|-----|
| format: comma separated values 🛟 | |
| Download notes | |
| Close Window | |

- 3. Select the format for the downloaded file from the drop-down list:
 - Comma separated values (CSV), which is best for use with other software, such as a spreadsheet or database.
 - $\,\circ\,$ Portable document format (PDF), which creates a file that is easy-to-read and to print.

4. Click Download notes.

Depending on your browser settings, you might be prompted to open or save the downloaded file.

- 5. In the downloaded file:
 - $\circ\,$ The CSV file contains one row for each Note, whether it is a child or parent Note.
 - $\circ\,$ The PDF file shows a parent Note in bold, followed by the child Notes associated with the parent Note, in the normal font style.
- 6. In the Download Notes window, click Close Window.

Example of Page from Downloaded Discrepancy Notes, PDF File:

| Study Identifier: R01-123456 | | | | | | | | |
|---|---|--|--|--|--|--|--|--|
| Item field name/value: IFC_PDF | | | | | | | | |
| Study Subject: CAM105 | Study Event: Registration Visit | | | | | | | |
| Study Event Date: 2011-07- 06 12:00:00.0 | CRF: Verification of Informed Consent Status: Complete | | | | | | | |
| Type: Query | Resolution Status: New | | | | | | | |
| Number of notes: 2 | Discrepancy Note ID: 9 | | | | | | | |
| Days Open: 167 | Days Since Updated: 167 | | | | | | | |
| Discrepancy note id: 10 | | | | | | | | |
| Subject name: CAM105 | CRF name: Verification of Informed Consent | | | | | | | |
| Description: Please attach signed informed consent | Discrepancy note type: Query | | | | | | | |
| Event name: Registration Visit | Parent note ID: 9 | | | | | | | |
| Resolution status: New | Detailed notes: This subject has a signed paper form on record. Please attach | | | | | | | |
| Entity name: IFC_PDF | Entity value: | | | | | | | |
| Date updated: 06- Jul-2011 | Study ID: 3 | | | | | | | |

Example of Records from Downloaded Discrepancy Notes, Comma Sepated Values File:

| | A | В | C | D | E | F | G | H | 1 | J | K | L |
|----|---------------|---------------|----------------|-----------|---------|------------|-------------|------------|-----------|-----------------|------------------|---------------|
| 1 | Study Subject | Subject Statu | Study/Site OID | Thread ID | Note ID | Parent Not | Date Create | Date Updat | Days Open | Days Since Upda | Discrepancy Ty | Resolution St |
| 2 | CAM105 | available | S_R0112345 | 1 | 9 | | 6-Jul-11 | 6-Jul-11 | 167 | 167 | Query | New |
| 3 | CAM105 | available | S_R0112345 | 1 | 10 | 9 | 6-Jul-11 | 6-Jul-11 | | | Query | New |
| 4 | SCRC010 | available | S_R0112345_7 | 2 | 3 | | 5-Jul-11 | 5-Jul-11 | 168 | 168 | Failed Validatio | New |
| 5 | SCRC010 | available | S_R0112345_7 | 2 | 4 | 3 | 5-Jul-11 | 5-Jul-11 | | | Failed Validatio | New |
| 6 | SCRC005 | available | S_R0112345_7 | 3 | 1 | | 5-Jul-11 | 5-Jul-11 | 168 | 168 | Failed Validatio | New |
| 7 | SCRC005 | available | S_R0112345_7 | 3 | 2 | 1 | 5-Jul-11 | 5-Jul-11 | | | Failed Validatio | New |
| 8 | CAM105 | available | S_R0112345 | 4 | 7 | | 6-Jul-11 | 6-Jul-11 | 167 | 167 | Failed Validatio | New |
| 9 | CAM105 | available | S_R0112345 | 4 | 8 | 7 | 6-Jul-11 | 6-Jul-11 | | | Failed Validatio | New |
| 10 | | | | | | | | | | | | |
| | | | | | | | | | | | | |

This page is not approved for publication.