


Pulling Reports in Study Portal

Things to keep in mind



Sign in with your username and password

Username

Password

[Forgot your password?](#)

Sign in



Study portal and Medidata often times does not work hand and hand . It is important to double check that you are making the appropriate updates and change for each application

Creating profiles in study portal

Entering actual visits dates

Scheduling BTACT appointments

Things to keep in mind

When selecting the Date Range Start and Date Range End the report will pull all visits that fall within the range specified.

Meaning if a visit is open 1 day during the specified range it will populate on the report generated.

The image shows a web interface for generating reports. The title 'Reports' is in blue. The form contains the following fields and controls:

- Subject ID:** A text input field containing '01C'.
- Visit Type:** A dropdown menu with 'All Visits' selected.
- Date Range Start:** An empty text input field.
- DTC:** A dropdown menu with 'All' selected.
- Site:** A text input field containing 'Hunter Holmes McGuire VA Medical Center'.
- Date Range End:** An empty text input field.
- Run Visit Report:** A blue button.

Call Center Reports

BTACT Reports

		Reports	
Subject ID	<input type="text" value="01C"/>	Site	<input type="text" value="Hunter Holmes McGuire VA Medical Center"/>
Visit Type	<input type="text" value="BTACT"/>		
Date Range Start	<input type="text" value="03/01/2023"/>	Date Range End	<input type="text" value="03/31/2023"/>
DTC	<input type="text" value="All"/>		

[Run Visit Report](#)

This report will show you all BTACT that were open during the range specified

BTACT Reports

Subject ID	Visit Status	Visit Type	Visit Year	Actual Visit Date	DTC Status	DTC Date	DTC Notes	Final Status Date	Visit Window Start	Visit Window End	Days Till Visit Window End
0X0000	Complete	BTACT	Baseline_BT	01/30/2023	No			2/16/2023	01/30/2023	3/31/2023	0
0X0000	Complete	BTACT	Baseline_BT	02/09/2023	No			2/24/2023	02/09/2023	4/10/2023	7
0X0000	Complete	BTACT	Baseline_BT	02/17/2023	No			3/7/2023	02/17/2023	4/18/2023	15
0X0000	Complete	BTACT	Baseline_BT	2/28/2023	No			3/14/2023	2/28/2023	4/29/2023	26
0X0000	Complete	BTACT	Baseline_BT	03/14/2023	No			3/29/2023	03/14/2023	5/13/2023	40
0X0000	Open	BTACT	Baseline_BT	03/20/2023	No				03/20/2023	5/19/2023	46
0X0000	Open	BTACT	Baseline_BT	03/31/2023	No				03/31/2023	5/30/2023	57
0X0000	Expired	BTACT	Y_10_BTACT		No				09/24/2022	03/24/2023	0
0X0000	Expired	BTACT	Y_15_BTACT		No				09/17/2022	03/17/2023	0
0X0000	Expired	BTACT	Y_15_BTACT		No				09/14/2022	03/14/2023	0
0X0000	Expired	BTACT	Y_15_BTACT		No				09/20/2022	03/20/2023	0
0X0000	Open	BTACT	Y_20_BTACT	03/28/2023	No				03/28/2023	5/27/2023	54
0X0000	In Progress	BTACT	Y_30_BTACT	02/27/2023	Yes	3/30/2023			02/27/2023	4/28/2023	25
0X0000	Open	BTACT	Y_30_BTACT	03/30/2023	No				03/30/2023	5/29/2023	56

Once you turn the report into a table this is an example, here you can find out which visits that have been completed and actual visit dates entered into the study portal.

DTC Reports

Reports

Subject ID	<input type="text" value="00C"/>	Site	<input type="text" value="Data and Biostatistics Core"/>
Visit Type	<input type="text" value="All Visits"/>		
Date Range Start	<input type="text" value="02/01/2023"/>	Date Range End	<input type="text" value="03/31/2023"/>
DTC	<input type="text" value="DTC"/>		

[Run Visit Report](#) [Baseline Date Mismatch](#) [Subjects With Missing Index Date](#)

This report will show you all of the participants that have been identified as DTC by the Call Center and were open during the range specified .

DTC Reports

Subject ID	Visit Status	Visit Type	Visit Year	Actual Visit Date	DTC Status	DTC Date	DTC Notes	Final Status Date	Visit Window Start	Visit Window End	Days Till Visit Window End
OXC0000	Expired	BTACT	Y_20_BTACT	XX/XX/XXXX	Yes	1/30/2023			12/07/2022	2/5/2023	0
OXC0000	Expired	Annual Telep	Y_26		Yes	2/7/2023			10/12/2022	02/12/2023	0
OXC0000	Expired	Annual Telep	Y_12		Yes	2/28/2023			11/06/2022	03/06/2023	0
OXC0000	Expired	Annual Telep	Y_17		Yes	2/22/2023			10/26/2022	02/26/2023	0
OXC0000	In Progress	BTACT	Y_30_BTACT	XX/XX/XXXX	Yes	3/30/2023			02/27/2023	4/28/2023	28
OXC0000	Wrong Numbe	Annual Telep	Y_19		Yes	3/29/2023		3/29/2023	01/28/2023	05/28/2023	58
OXC0000	In Progress	Annual Telep	Y_19		Yes	3/30/2023			03/11/2023	07/11/2023	102

This report can be used to keep track of all of the notifications sent via email ,as well as double checking if you have processed updates for a DTC request.

This report is similar to the one sent out with the Agendas for individual site calls.

Visit Status Reports

* Please see Pulling Reports Video