

Topics

- Maximizing the CTSU Website
- Rostering Tips
- Viewing Regulatory Information
- Data Quality Portal Reminders and Tips
- CTSU Dashboard
- CRISP Notifications
- General Resources

10/3/2019

Cancer Trials Support Unit (CTS)

Maximizing the CTSU Website

- The CTSU has a robust website that serves as the center point for many of the activities sites perform with respect to the conduct of NCI-funded clinical trials.
- These are some tips and tricks that apply across the website, as well as some that are more context-specific.
 - The goal is to help those using the website to become more efficient and self-sufficient and minimize the need to contact the CTSU Help Desk.



Things to Look For on the Website

- Click on pages/applications to find details on their use (i.e., user guide-type content).
- Use buttons to display context-specific details.
- Use More Commands or Export to Excel abuttons to export tables/grids for review and distribution.
- Use filters to focus your queries and reports.
- Use the Dashboard for information that is personalized to you and your site(s).
- Use CRISP to subscribe to email notifications.

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Page-Specific Help Content

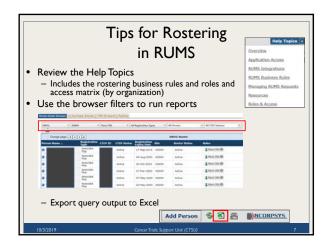
- Help Topics Help Topics
 - Home Page
 - Regulatory
 - Source Document Portal
 - RUMS
 - Delegation Log
- Other help content, incl. user guides or [796]
 - Dashboard
 - OPEN
 - Data Management,
 - incl. DQP
 - CRISP

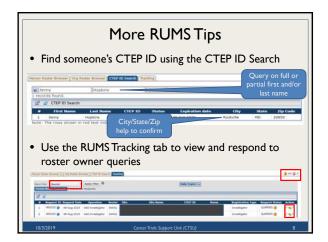
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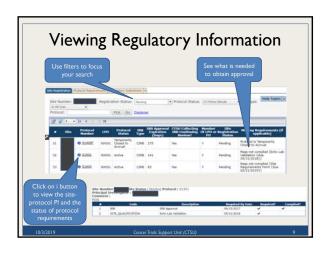
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Person Information (Including Your Own) Click on the My Account button to access information about your account Use the Person © button to view affiliation and registration data (all persons) Do you receive the Bi-Monthly Broadcast? Expiration dates and registration type Concretely Separate Sep







Data Quality Portal Reminders and Tips

- DQP Access
 - Anybody rostered to a site can view the DQP; those with Rave-related roles can link directly into Rave from the DQP.
- DQP Reports
- Aging Report Summaries
- DQP Summary Table (Rave Home)
- Delinquencies/Queries by Form
- DQPTimeliness Reports (Quarterly; Static)
- Rave Delinquencies/Queries
- Exporting DQP reports
 - Reports can be exported when the More Commands icon or the Excel icon is displayed.

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More DQP Reminders and Tips

- Remember that the DQP refreshes nightly.
- Drill down to the form/field level in Rave to find delinquent forms and outstanding queries that you can't see at the site, patient, or folder level.
- DQP User Guide
 - The DQP Site User Guide provides assistance for using the DQP and is accessible via the Help icon [7] Help.
- Use CRISP to subscribe to bi-weekly notifications from the DQP (and SDP).



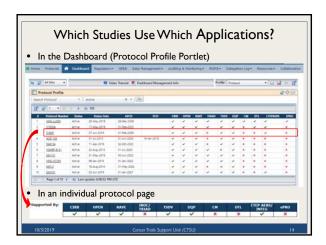
Dashboard Reminders and Tips

- The CTSU Dashboard contains all available data specific to each person, their associated sites, and protocols of interest.
 The Dashboard can be customized to suit your needs and preferences.
- Available portlets:

Site Accrual Report	2-	Protocol Accrual Summary	, Q v
In-Progress Enrollments	D.	Expiring IRB Approvals	0.
Multi-Step Enrollments	0.0	CTEP Profile	,O v
Rave Study Access	D.	CIRB Site Approvals	0 4
Site Registration	0.0	DTLs Awaiting Cl Approval	0
Unviewed DSNs	0 -	CIRS Document Updates	p.
Quick Links	,D ~	Site Registration Summary	p.
CTEP Status Notifications	0 ~	Protocol Profile	D.
Newly Posted Protocols	0 +	Outstanding Funding	0 4

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Dashboard, Cont. • Many portlets contain information you can find elsewhere, but the dashboard allows you to see them in one place, with your preferred filters in place. – For example, you can view data only for the protocols your sites are registered for: CORR Document Updates at all library of the protocols your sites are registered for: CORR Document Updates at all library of the protocols your sites are registered for:



CRISP Notifications The CTSU Report and Information Subscription Portal (CRISP) allows staff to manage automated subscription e-mail notifications in a central location. Some automated emails are distributed to certain individuals based on their roster roles (e.g., Primary Contacts) or other activities (e.g., the individual who uploaded something in the SDP that was then rejected), but these and other notifications can also be subscribed to via CRISP.



