**Specifications for CTGov Protocol Processing Status Report**

**April 13, 2010**

**PURPOSE:**

**Purpose:**  Please create a new CTGov Processing Status Report to track the processing of CTGov protocols that have been imported or converted. This report should be modeled after the current “Protocol Processing Status Report”, with some modifications. In the current Protocol Processing Status Report, there are two spreadsheets designated for CTGov protocols. We would have asked for a modification of that report but thought it would be better to have one separately for CTGov protocols which won’t take too long to run as the current one. This will also give us the opportunity to incorporate new enhancements to the Protocol Processing Details block.

I will be attaching a mock-up of the report spreadsheet with the details of the columns and counts of the rows that we are requesting. Nearly all the data in the spreadsheet is made up just for demonstration purpose.

**SPECIFICATIONS:**

**Selection Criteria:** All CTGov protocols that are either **newly imported** or **transferred** but have not had publishable versions created since they were imported or transformed. For transferred trials, they should not have had a publishable ctgov version after they have been transformed.

The protocol should not have been blocked from publication or marked as out of scope. When a protocol which should have been on the report as a result of the criterion above is blocked, it should drop off the list.

When a trial is made publishable for the first time after it has been imported or transformed from InScope to CTGovProtocol, it should drop off the report.

**Trials with multiple phases:** If a trial has multiple phases, map it to the highest phase or display only the higher phase and report the trial only once. In other words, a trial should only be displayed once on the report even if it has more than one phase. This is a departure from the existing report.

**Frequency:** On demand by users.

**Notification:** Email with link to report if the report will take longer to run.

**Elements:** The most recent Protocol Processing Details block of elements will be affected the most. Other elements that are not part of this block may be affected as well, such as the Overall Status of the trial, which may affect the display of the report.

The processing status element is multiply occurring but users have been instructed to only choose one processing status per block. In the remote case that there are multiple processing statuses, display both statuses separated by a semi-colon.

**Comments:** Include the comments from the Protocol Processing Details block

**DocType:** CTGovProtocol

**DISPLAY**

**Name of Report (admin menu):** CTGov Protocol Processing Status Report

**Title of Report (in Excel):** CTGov Protocol Processing Status Report

2010-03-10 12:36 (i.e. Include the Date and time it was generated)

**Format:** Excel

**Location:** Admin subsystem under Reports > CTGovProtocols > Management Reports

**Transferred trials:** Should display in red font

**Sort order:** Phase (Desc) and Date Create (Ascend)

**Counts:**

* Unique count of total trials
* Count of trials for each processing status
* Count of transferred trials