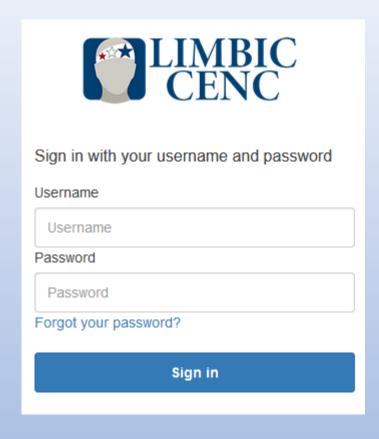# Pulling Reports in Study Portal

Things to keep in mind

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
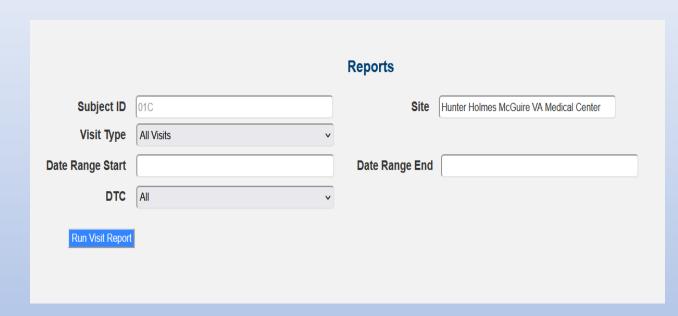Creating profiles in study portal
Entering actual visits dates
Scheduling BTACT appointments
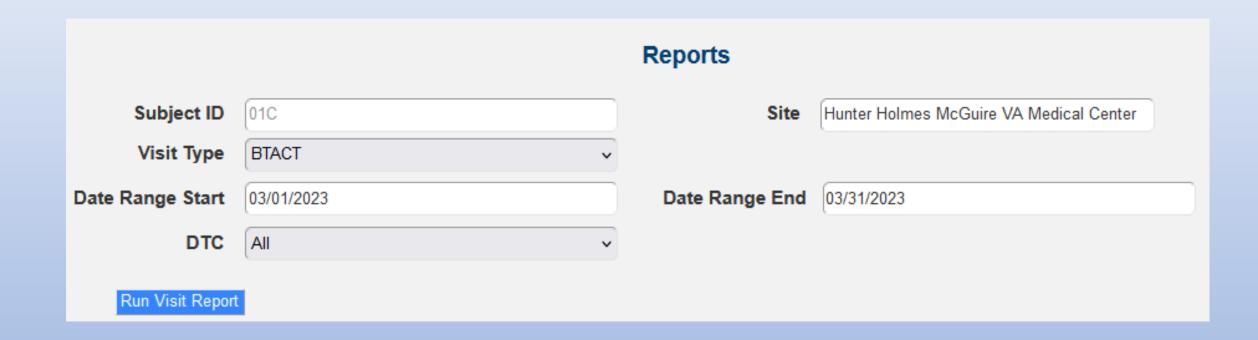
Things to keep in mind

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.
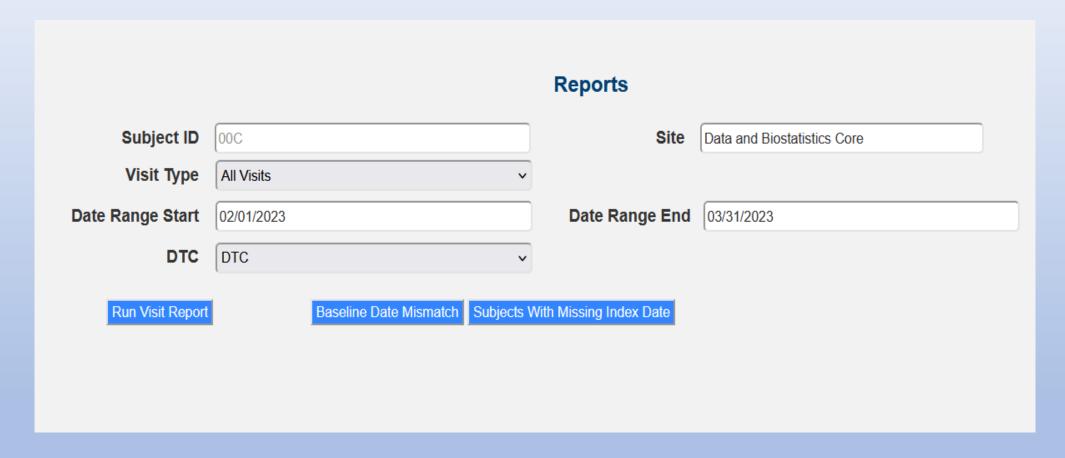
Call Center Reports

BTACT Reports

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

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
0XC0000	Expired	BTACT	Y_20_BTACT XX/XX/XXXX		Yes	1/30/2023			12/07/2022	2/5/2023	0
0XC0000	Expired	Annual Telep|	Y_26		Yes	2/7/2023			10/12/2022	02/12/2023	0
0XC0000	Expired	Annual Telep|	Y_12		Yes	2/28/2023			11/06/2022	03/06/2023	0
0XC0000	Expired	Annual Telep|	Y_17		Yes	2/22/2023			10/26/2022	02/26/2023	0
0XC0000	In Progress	BTACT	Y_30_BTACT XX/XX/XXXX		Yes	3/30/2023			02/27/2023	4/28/2023	28
0XC0000	Wrong Numbe|	Annual Telep|	Y_19		Yes	3/29/2023		3/29/2023	01/28/2023	05/28/2023	58
0XC0000	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