How to Use Workload - Include v4.4

To do this	Do this
Sort the list of trials	 By default, the system sorts the trials by Expected Abstraction Completion Date. To sort the list by any other column, click any column header. To reverse the order, click the column header again. An arrow indicates the sort order: Ascending: Down arrow indicates that you can click to sort in descending order. Descending: Up arrow indicates that you can click to sort in ascending order.
Filter the list of trials by submission type	Click the Filter icon () in the Submission Type column. The Submission Type dialog box appears. Select one or more submission types that you want to include and click OK. Submission Type Limit the results to the following submission types: Abbreviated Amendment Complete OK Cancel

Filter the list of trials by date	1 Click the Filter icon (
	Date Filter ×
	Limit the results to the following date range (inclusive):
	From:
	То:
	O Does NOT exist
	Unrestricted
	OK Cancel
	 Choose one of the following: If you want to limit the results to a specific date range, select the first option and specify the date range that you want to include. If you want to limit the results to trials that do not have dates, select the second option. If you want to reset this date filter (include trials regardless of date), select the last option. Click OK.
Update the list of trials and reset all filters	Click the Refresh button.
Export the list of trials to a file	 On the upper or lower right corner of the page, click one of the following: Click CSV to create a generic comma-separated value file. Click Excel to create a Microsoft Excel spreadsheet.
View comments on an overridden Expected Abstraction Completion Date	Hover the mouse over the underlined date.
View trial details	Click an NCI Trial Identifier link. The Details page appears with information about the trial you selected.