Downloading Accrual Count Reports

This section provides instructions for downloading a report that lists site accrual counts. For *Complete* trials, the report includes accrual counts for the lead organization. For *Abbreviated* trials, the report includes accrual counts from participating sites.

> ⓘ The Accrual Count report includes accrual information for your affiliated organization or participating site only. You must have Accrual access to use this feature.

How to Download Accrual Account Reports

1. On the toolbar, click **Accrual Counts**.
   The Accrual Count page displays trials to which you have access.

2. At the bottom of the list of trials, click **CSV** to download the report as a comma-separated-value text file, or **Excel** to download the report as an Excel spreadsheet.