Using the Administrative Abstractor's Dashboard Details Page - Include v4.4

The abstraction dashboard's Details page displays information about the trial you select from the abstraction dashboard's Workload page.

Admin Check Out Check	out History Validate View TSR			
Submission Type	Original	Processing Status	Submitted	
NCIID	2015-00356	Processing Status Date	06/22/2015	
ClinicalTrials.gov Identifie	r	Admin Check-out		
CTEP ID		Scientific Check-out		
DCP ID	NZA			
	National Cancer Institute	Milestone	Date	Creator
Submitting Organization	08/22/2015	Submission Received Date	08/22/2015	C
Amondmont #	N/A			
Amenament #	Complete Trial			
Trial Type				
Summany 4 Euroding	Externally Peer Reviewed			
On Hold Date	N/A			
Off Hold Date	N/A			
On Hold Reason	N/A			
NCI Sponsored?	No			
Assigned To	Unassigned 💌			
Submission Source	REST Service			
Processing Priority	2 - Normal			
Trial Processing Comments				
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The Details page includes the following trial details:

Field	Description
Submiss ion Type	The submission type: Complete: An original submission of a <i>Complete</i> (National, Externally Peer-Reviewed, or Institutional) trial Abbreviated: An original submission of an <i>Abbreviated</i> (Industrial) trial Amendment: An amendment submitted for a Complete or Abbreviated trial For information, refer to Processing Trial History Information (original versus amendment) or Abstracting NCI-Specific Information (Complete versus Abbreviated).

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NCI ID	The unique ID assigned to the trial by the CTRP.	
	NCI Trial Identifiers	
	The prefix "NCI" is implicit in the NCI trial identifiers.	
ClinicalT rials.gov Identifier	The unique ID assigned to the trial by the National Clinical Trial program (ClinicalTrials.gov) for trials that have been submitted to ClinicalTrials.gov Protocol Registration System (PRS) previously. This ClinicalTrials.gov ID appears as "NCT" followed by 8 numeric characters (such as NCT12345678). For details, refer to Abstracting Trial Descriptions, Titles, and Identifiers.	
CTEP ID	The unique ID assigned to the trial submitted by CTEP (Cancer Therapy Evaluation Program). For details, refer to Abstracting Trial Descriptions, Titles, and Identifiers.	
DCP ID	The unique ID assigned to the trial submitted by DCP (Division of Cancer Prevention). For details, refer to Abstracting Trial Descriptions, Titles, and Identifiers.	
CDR ID (PDQ ID)	The number assigned to trials in the Clinical Data Repository. For details, refer to Abstracting Interventions.	
Submitti ng Organiza tion	The organization associated with the CTRP user who submitted the trial to CTRP.	
Submiss ion Date	The date on which the CTRP user submitted the trial.	
Amendm ent #	If the trial submitter specified a value as the amendment number while amending the trial, this field displays that value. (This value may be a text string, whereas the submission number is numeric.) For instructions on revising this value, refer to Editing Trial Submission History.	
Trial Category	The category of the trial, as determined by the submission of a full protocol (Complete) or a ClinicalTrials.gov import (Abbreviated). For information, refer to CTRP Trial Categories, Study Sources and Abstracting NCI-Specific Information.	
Trial Type	The primary investigative techniques used in the protocol (interventional or non-interventional). The non-interventional category includes observational and ancillary/correlative studies. For information, refer to Trial Types and Subtypes, Abstracting Interventional Trial Design, and Abstracting Non-Interventional Trial Design.	
Data Table 4 Funding	The type of Data Table 4 funding sponsorship (National, Externally Peer-Reviewed, Institutional, or Industrial). For information, refer to CTR P Trial Categories, Study Sources and Abstracting NCI-Specific Information.	
On Hold Date	The date on which the abstractor put the trial on hold, if applicable. For details, refer to Putting Trial Processing On Hold.	
Off Hold Date	The date on which the abstractor took the trial off hold, if applicable. For details, refer to Putting Trial Processing On Hold.	
On Hold Reason	The reason why the abstractor put the trial on hold, if applicable. For details, refer to Putting Trial Processing On Hold.	
NCI Sponsor ed?	An indication whether National Cancer Institute (NCI) sponsored the trial. For details, refer to Abstracting Sponsors and Responsible Parties.	
Assigne d To	Displays the name of the abstractor assigned to the trial by a Super Abstractor. Only users with the Super Abstractor role can assign a trial to another PA user. For information, refer to Assigning Trials to Abstractors.	
Submiss ion Source	The means by which the trial was submitted to the CTRP: Batch: Trials submitted via the NCI CTRP Registration Batch Upload site ClinicalTrials.gov: Trials imported from ClinicalTrials.gov Grid Service: Trials submitted via the NCI CTRP web services PDQ: Trials submitted via the NCI Physician Data Query database Registry: Trials submitted via Registration REST Service: Trials submitted via NCI CTRP Registration REST Service Other: Trials submitted via any method other than those listed above	

Processi ng Priority	 The importance assigned to the trial by a Super Abstractor: 1 = High 2 = Normal 3 = Low Only users with the Super Abstractor role can assign a priority to a trial. For information, refer to Assigning Trial Priorities.
Trial Processi ng Commen ts	Any comments that an abstractor has recorded for this trial. This field also allows you to enter new comments about the trial. An abstractor can also add comments on the Trial Identification page. For information, refer to Viewing Trial Identification Details.
Processi ng Status	The current status of the trial in the CTRP trial processing work flow. For information, refer to Trial Processing Statuses and Abstracting Trial Statuses.
Processi ng Status Date	The date on which the current processing status was recorded.
Admin Check- out	The Administrative Abstractor who has the trial checked out currently (if applicable). For details, refer to Checking In and Checking Out Trials.
Scientifi c Check- out	The Scientific Abstractor who has the trial checked out currently (if applicable). For details, refer to Checking In and Checking Out Trials.
Milestone (table)	A list of the milestones recorded to date. For details, refer to Processing Trial Milestones.

How to Use the Details Page

To do this	Do this
Check the trial in or out	Click the Admin Check In/Out link.
	The trial is checked out to you, preventing other users from abstracting the same trial at the same time.
	(i) This link is not available when the trial is currently checked out by another Administrative Abstractor. Current check-out information is displayed on the <i>Details</i> page.
	If a Super Abstractor assigned the trial to you, it will already be checked out to you when you log in. You can check it back in when you have finished processing it. See Checking In and Checking Out Trials.
View check-	Click the Check-Out History link.
	The Trial Check-Out History page displays records of each check-out/check-in event. For details, see Viewing Check-Out History Records .
Accept the trial	Click the Validate link. This link is available only for trials that have been submitted but not accepted yet.
Abstract the trial	Click the Abstract link.
View the TSR	Click the View TSR link.
Enter comments	Enter text in the Trial Processing Comments text box, then click Save. The comment field is limited to 4000 characters.

Vorkload Details		Current proce	essing status det	ails		
Admin Check Out Check o	ut History Validate View TSR					
Submission Type	Original	Processing Status	Submitted			
NCI ID	2015-00356	Processing Status Date	06/22/2015	Check-out		
ClinicalTrials.gov Identifier		Admin Check-out		information		
CTEP ID		Scientific Check-out				
DCP ID						
CDR ID	N/A	Milestone	Date 0	reator		
Submitting Organization	National Cancer Institute	Submission Received Date	06/22/2015			
Submission Date	06/22/2015					
Amendment #	N/A			_		
Trial Category	Complete Trial			Λ		
Trial Type	Interventional			Λ		
Summary 4 Funding	Externally Peer Reviewed		Milest	one details		
On Hold Date	N/A					
Off Hold Date	N/A					
On Hold Reason	N/A	Abstractor assignment				
NCI Sponsored?	No					
Assigned To	Unassigned 🔹					
Submission Source	REST Service	\square				
Processing Priority	2 - Normal 💌	Priority				
Trial Processing Comments		_				
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In the figure above, a Super Abstractor has not assigned the trial to a particular abstractor for processing, and has kept the default processing priority (2 - Normal).