

# Using the Super Abstractor's Dashboard Counts Page - Include v4.4

The Counts page of the abstraction dashboard displays trial count panels.

My Dashboard — Super Abstractor

Help

Refresh

Workload

Counts

Search Criteria

▼ Milestones in Progress

| Milestone (Excluding on-hold)        | Trial Count         |
|--------------------------------------|---------------------|
| Submission Received Date             | <a href="#">78</a>  |
| Submission Acceptance Date           | <a href="#">225</a> |
| Administrative Processing Start Date | <a href="#">0</a>   |
| Ready for Administrative QC Date     | <a href="#">2</a>   |
| Administrative QC Start Date         | <a href="#">0</a>   |
| Scientific Processing Start Date     | <a href="#">1</a>   |
| Ready for Scientific QC Date         | <a href="#">18</a>  |
| Scientific QC Start Date             | <a href="#">0</a>   |
| Ready for Trial Summary Report Date  | <a href="#">0</a>   |
| Total                                | 324                 |

▼ On-Hold Trials

| On-Hold Reason                             | Trial Count        |
|--|--------------------|
| Submission Incomplete                      | <a href="#">0</a>  |
| Submission Incomplete -- Missing Documents | <a href="#">0</a>  |
| Invalid Grant                              | <a href="#">0</a>  |
| Pending CTRP Review                        | <a href="#">6</a>  |
| Pending Disease Curation                   | <a href="#">0</a>  |
| Pending Person Curation                    | <a href="#">2</a>  |
| Pending Organization Curation              | <a href="#">0</a>  |
| Pending Intervention Curation              | <a href="#">0</a>  |
| Other (CTRP)                               | <a href="#">44</a> |
| Other (Submitter)                          | <a href="#">0</a>  |
| Total                                      | 52                 |

▼ Trial Submission Distribution

| Business Days Since Trial Submission | Trial Count         |
|--------------------------------------|---------------------|
| 0-3                                  | <a href="#">375</a> |
| 4-7                                  | <a href="#">1</a>   |
| 8-10                                 | <a href="#">4</a>   |
| >10                                  | <a href="#">0</a>   |

▼ Abstractors Work in Progress

| Abstractor (Role)                   | Admin | Scientific | Admin & Scientific |
|-------------------------------------|-------|------------|--------------------|
| <a href="#">[Name], [Role] (SU)</a> | 1     | 0          | 0                  |
| <a href="#">[Name], [Role] (AS)</a> | 0     | 26         | 0                  |
| <a href="#">[Name], [Role] (AS)</a> | 5     | 0          | 0                  |
| <a href="#">[Name], [Role] (SU)</a> | 1     | 0          | 0                  |

Workload

Counts

Search Criteria

► Milestones in Progress

► Trial Submission Distribution

► On-Hold Trials

► Abstractors Work in Progress

▼ Trial Counts by Date

Please enter a data range:

From 09/24/2016

To 10/07/2016

Display Counts

Reset

| Date         | Submitted        | Submitted + 10 Business Days | Expected to Complete |
|--------------|------------------|------------------------------|----------------------|
| 09/24/2016   |                  |                              |                      |
| 09/25/2016   |                  |                              |                      |
| 09/26/2016   | <u>1</u>         |                              |                      |
| 09/27/2016   | <u>4</u>         |                              |                      |
| 09/28/2016   | <u>20</u>        |                              |                      |
| 09/29/2016   | <u>19</u>        |                              |                      |
| 09/30/2016   | <u>21</u>        |                              |                      |
| 10/01/2016   |                  |                              |                      |
| 10/02/2016   |                  |                              |                      |
| 10/03/2016   | <u>23</u>        |                              |                      |
| 10/04/2016   |                  |                              | <u>1</u>             |
| 10/05/2016   |                  |                              |                      |
| 10/06/2016   |                  | <u>2</u>                     | <u>2</u>             |
| 10/07/2016   |                  |                              |                      |
| <b>Total</b> | <u><b>88</b></u> | <u><b>2</b></u>              | <u><b>3</b></u>      |

The following table describes each trial count panel on the Counts page:

| Trial Count Panel                    | Description   |
|--------------------------------------|---|
| <b>Milestones in Progress</b>        | Lists the number of trials in progress at specific milestones. This list does not include trials on hold. |
| <b>On-Hold Trials</b>                | Lists the number of trials on hold for each on-hold reason.   |
| <b>Trial Submission Distribution</b> | Lists the number of trials submitted for each time range.   |

|                                     |  |
|-------------------------------------|--|
| <b>Abstractors Work in Progress</b> | <p>Lists the number of trials checked out to each abstractor, for each type of check-out. An abbreviation in parentheses after each user name indicates the role of that user:</p> <ul style="list-style-type: none"> <li>• <b>AD:</b> Administrative Abstractor</li> <li>• <b>SC:</b> Scientific Abstractor</li> <li>• <b>AS:</b> Administrative and Scientific Abstractor</li> <li>• <b>SU:</b> Super Abstractor</li> </ul>  |
| <b>Trial Counts by Date</b>         | <p>Lists a number of trials in the following columns:</p> <ul style="list-style-type: none"> <li>• <b>Submitted:</b> The number of trials with the specified date in the Submitted On column of the Workload tab.</li> <li>• <b>Submitted + 10 Business Days:</b> The number of trials with the specified date in the Submission Plus 10 Business Days column of the Workload tab.</li> <li>• <b>Expected to Complete:</b> The number of trials with the specified date in the Expected Abstraction Completion Date column of the Workload tab.</li> </ul> |

#### How to Use the Trial Count Panels

| To do this...  | Do this   |
|--|---|
| Expand or collapse a trial count panel                       | Click the panel header.   |
| View the trials represented by a link in a trial count panel | Click the link. The <b>Results</b> page of the abstraction dashboard appears, listing the relevant trials. (In some cases, the <b>Search Criteria</b> tab retains the search criteria.) |