

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

The abstraction dashboard's *Search Criteria* page enables you to search for trials that meet the criteria you select.

My Dashboard — Super Abstractor

Help

Refresh

WorkloadCountsSearch Criteria

Assigned To

Checked Out By

Submitted Between and

Submitted By

Look Up

Submission Type

AllOriginalUpdateAmendment

On-Hold Status

AllOn-Hold (now)Not On-Hold (now)On-Hold (at anytime)

On-Hold Reason

AllSubmission Incomplete (Submitter)Submission Incomplete – Missing Documents (Submitter)Invalid Grant (Submitter)Pending CTRP Review (CTRP)

Processing Status

AllSubmittedSubmission TerminatedAmendment SubmittedAccepted

Disease/Condition

Interventions

Processing Priority

All1 - High2 - Normal3 - Low

NCI Sponsored

AllNCI SponsoredNot NCI Sponsored

DCP/CTEP Trials

AllCTEP and DCP PIO Trials OnlyCTEP PIO Trials OnlyDCP PIO Trials OnlyExclude CTEP and DCP Trials

Milestones

Has milestone

Has a last milestone

|                | Abstraction              | QC                       |
|----------------|--------------------------|--------------------------|
| Administrative | <input type="checkbox"/> | <input type="checkbox"/> |
| Scientific     | <input type="checkbox"/> | <input type="checkbox"/> |

Summary 4 Anatomic Site

SearchReset



**i** When you select two or more search criteria, the search includes only those trials that contain both/all criteria. For example, if you select *Processing Status = Accepted*, and *Priority = 1 - High*, the results will include only those trials that have been Accepted AND are Priority 1.

## How to Search for Trials Using the Search Criteria Page

Type or select any of the search criteria listed in the following table, and then click **Search**.

**Selecting multiple options**  
You can select more than one option in many of the criteria lists. Your selections for **Interventions**, **Disease/Condition**, and **Data Table 4 Anatomic Site** are cumulative. For other fields, press and hold the <Shift> or <Ctrl> key to select multiple options.

| Search Criteria | Description/Instructions   |
|-----------------|--|
| Assigned To     | To narrow the search results to trials that are currently assigned to any one abstractor, specify the abstractor. Only users with the Super Abstractor role can assign a trial to another PA user. For information, refer to <a href="#">Assigning Trials to Abstractors</a> . |

|                            |  |
|----------------------------|--|
| <b>Checked Out By</b>      | To narrow the search results to trials that are currently checked out to any one abstractor, specify the abstractor. For information, refer to <a href="#">Checking In and Checking Out Trials</a> .   |
| <b>Submitted Between</b>   | <p>To narrow the search by this trial attribute, specify a date or date range:</p> <ul style="list-style-type: none"> <li>To limit the search results to trials submitted on a given date, enter a date in the first date field only.</li> <li>To limit the search results to trials submitted during a given date range, enter a start date in the first date field, and an end date in the <b>And</b> date field. The range of dates is inclusive of the start and end dates.</li> </ul>   |
| <b>Submitted By</b>        | To narrow the search results to trials submitted by a given organization, click <b>Look Up</b> and follow the instructions in <a href="#">Searching for Organizations</a> .  |
| <b>Processing Priority</b> | <p>To narrow the search results by this trial attribute, specify a priority. Otherwise, select <b>All</b>. Valid values are as follows:</p> <ul style="list-style-type: none"> <li><b>All</b>. Includes all levels of priority. This is the default unless you select some other priority.</li> <li><b>1 - High</b></li> <li><b>2 - Normal</b></li> <li><b>3 - Low</b></li> </ul> <p>For information, refer to <a href="#">Assigning Trial Priorities</a>.</p>   |
| <b>Submission Type</b>     | <p>To narrow the search results by this trial attribute, specify one or more submission types. Otherwise, select <b>All</b>. Valid values are as follows:</p> <ul style="list-style-type: none"> <li><b>All</b> - Original and amended submissions</li> <li><b>Original</b> - Original submissions</li> <li><b>Update</b> - Updated submissions</li> <li><b>Amendment</b> - Amended submissions</li> </ul>   |
| <b>On-Hold Status</b>      | <p>To narrow the search by this trial attribute, specify the hold status. Otherwise, select <b>All</b>. Valid values are as follows:</p> <ul style="list-style-type: none"> <li><b>All</b> - Search for trials without consideration of On Hold status.</li> <li><b>On Hold (now)</b> - Limits your search to trials that are currently on hold.</li> <li><b>Not On Hold (now)</b> - Limits your search to trials that are currently <i>not</i> on hold.</li> <li><b>On Hold (at any time)</b> - Limits your search to trials that have ever been on hold.</li> </ul> <p>For information, refer to <a href="#">Putting Trial Processing On Hold</a>.</p> |
| <b>On-Hold Reason</b>      | <p>To narrow the search by this trial attribute, specify one or more reason codes. For information, refer to <a href="#">Putting Trial Processing On Hold</a> and <a href="#">On Hold Reason Codes</a>.</p> <div>  If you select a reason code, but not an On-Hold Status option, the system automatically searches for trials with the <i>On Hold (at any time)</i> status. </div>   |
| <b>Processing Status</b>   | To narrow the search results by this trial attribute, specify one or more processing statuses. For processing status definitions, refer to <a href="#">Trial Processing Statuses</a> .   |
| <b>Disease /Condition</b>  | <p>To narrow the search results by this trial attribute, start typing the name of a disease or condition. All of the matching diseases /conditions in the system appear, with the matching text in bold. Select one or more diseases/conditions.</p> <p>To view a disease/condition's position in the disease tree, click the tree icon () next to it. You can navigate the disease tree and double-click a term to include it in your search criteria selection.</p> <p>For information, refer to <a href="#">Abstracting Diseases and Conditions</a>.</p>          |
| <b>Interventions</b>       | <p>To narrow the search results by this trial attribute, start typing the name of an intervention. All of the matching interventions in the system appear, with the matching text in bold. The interventions in the list appear in the following format:</p> <p>Preferred Name (Type Code/ClinicalTrials.gov Type Code)</p> <p>Select one or more interventions. For information, refer to <a href="#">Abstracting Interventions</a>.</p>  |
| <b>NCI Sponsored</b>       | To narrow the search results by this trial attribute, specify whether National Cancer Institute (NCI) sponsored the trial. Otherwise, select <b>All</b> . For information, refer to <a href="#">Abstracting Sponsors and Responsible Parties</a> .   |

|                                   |  |
|-----------------------------------|--|
| <b>DCP /CTEP Trials</b>           | <p>To narrow the search results by this trial attribute, specify the sponsor organization. Otherwise, select <b>All Trials</b>. Valid values are as follows:</p> <ul style="list-style-type: none"> <li>• <b>All</b></li> <li>• <b>CTEP and DCP PIO Trials Only</b></li> <li>• <b>CTEP PIO Trials Only</b></li> <li>• <b>DCP PIO Trials Only</b></li> <li>• <b>Exclude CTEP and DCP Trials</b></li> </ul> <p>DCP is an abbreviation of Division of Cancer Prevention. CTEP is an abbreviation of Cancer Therapy Evaluation Program. PIO is an abbreviation of Protocol and Information Office. For information, refer to <a href="#">Abstracting Sponsors and Responsible Parties</a>.</p> |
| <b>Milestones</b>                 | <p>To narrow the search results by this trial attribute, specify a milestone:</p> <ul style="list-style-type: none"> <li>• To limit your search to a trial that has reached a milestone to date, select <b>Has a milestone</b>, and then select the milestone from the drop-down list.</li> <li>• To limit your search to a trial that has a <i>current</i> milestone, select <b>Has a last milestone</b>, and then select the milestone from the drop-down list.</li> </ul> <p>For information, refer to <a href="#">Processing Trial Milestones</a> or <a href="#">Milestone Definitions and Recording Rules</a>.</p>  |
| <b>Show Trials Ready for</b>      | <p>To narrow the search results by this trial attribute, specify one or more of the following processing statuses:</p> <ul style="list-style-type: none"> <li>• (Ready for) <b>Administrative Abstraction</b></li> <li>• (Ready for) <b>Administrative QC</b></li> <li>• (Ready for) <b>Scientific Abstraction</b></li> <li>• (Ready for) <b>Scientific QC</b></li> </ul> <p>For processing status definitions, refer to <a href="#">Trial Processing Statuses</a>.</p>  |
| <b>Data Table 4 Anatomic Site</b> | <p>To narrow the search results by this trial attribute, specify one or more anatomic sites. For information, refer to <a href="#">Data Table 4 Anatomic Site Values</a> or <a href="#">Abstracting Data Table 4 Anatomic Sites</a>.</p>   |



The system will not return any results if you select certain combinations of search criteria. For example, selecting a name from the *Checked Out By* list cancels out the *Not Checked Out* option when selected together. If you select no other criteria for the same search, the system will not return results.