Searching for Persons in PA - Include v4.4

You can search for persons that are currently registered with the Clinical Trials Reporting Program.

How to Look Up Registered Persons

1. On the main menu, click Search Persons.

The Search Persons	window appears.		
Search Persons			(2) Help
Enter information for at least one	of the criteria and then click Search. The maximum number of re search	sults returned for any sea criteria.	rch is 500 records. If necessary, limit your search by providing additional
PO ID (Exact Match)		Person Role	Any 🕄
CTEP ID]	
Status	()	
First Name]	
Last Name]	
Organization Affiliation]	
	Search	3 Reset	

Search Persons Window

 Provide as much information as you can about the person you are looking for, or, enter the Person/Organization (PO) ID or Cancer Therapy Evaluation Program (CTEP) Identifier. To search by person role, select a role from the **Person Role** drop-down list. You must enter search criteria in at least one field.



The PO ID you enter for your search criterion must be exact and complete. That is, do not use partial IDs or wildcards.

Using wildcard characters (%)

You can type a series of characters in any of the search fields (except the PO ID, which must be an exact match) to narrow the search results. The system adds wildcards on both sides of the search string (the series of letters you type) for you implicitly. You can type wildcard symbols (% or *) between characters of the string as necessary.

3. Click Search.

The Search Persons window displays the results of your search.

Person(s):									
3 items found, displaying all items.1									
PO-ID	CTEP ID	First Name	Last Name	Email	Organization Affiliation	Role	City	State	Status
<u>23863952</u>		Isabelle	Autissier	Autissierl@example.ort	National Childhood Cancer Foundation Example	Clinical Research Staff Healthcare Provider	Le Selve	ME	PENDING
23857498		Doc	Tester1	tester1@doc.org	Abbott Laboratories Cancer Therapy Evaluation Program Example Cancer Treatment Center	Clinical Research Staff Healthcare Provider	Kensington	MD	PENDING
<u>23857480</u>		Doc	Tester4	abc@test.org	Example	Clinical Research Staff Healthcare Provider	Kensington	MD	PENDING

🕢 Tip

If the person you are searching for is not listed, you may have searched too narrowly (that is, you may have provided too much information about the person). If the list of results is very long and contains many persons that are similar to the one you are searching for, you can narrow your search by providing more information.

- 4. If the person does not appear in the results table, do one of the following to modify your search:
 - To broaden your search so that more persons are listed in the search results, delete one or more of your criteria. For example, if you searched by part of the person's name, city, state, and zip code in your original search, you may want to search by state alone.
 or -
 - To narrow your search so that fewer persons are listed in the search results, provide more about your person. For example, if you searched by state in your original search, you may want to search by city in addition to the state.

 To view the details of any person in the search results list, click its PO-ID link. The Person Details window displays current information about the person.

Person Details							
Prefix: N	VA.	PO ID:	23863952				
First Name: Is	sabelle	CTEP ID:	N/A				
Middle Name: N	I/A						
Last Name: A	Autissier	Role:	Clinical Research Staff Healthcare Provider				
Address: 3	21 Reef St.	Status:	PENDING				
City: L	e Selve	Status Date:	ite: 04/30/2012				
State: M	/E						
Postal Code: 2	5842						
Country: U	JSA						
Phone: N	I/A						
Fax: N	I/A						
Email: A	utissierl@example.ort						
Website: N	I/A						
Organization Affilia	ition						
2 items found, displaying a	all items.1						
PO ID	Name						
<u>43284</u>	National Childhood Cance	er Foundation					
23863935	Example						
		Close					
To view the details of th	To view the details of the organization with which the person is affiliated, click its PO-ID link						
Organization Details	5	· ·					
Name:	Example	P	O ID: 23863935				
Family Name:	N/A	CTE	P ID: N/A				
Address: 11122 Darwin St.		r	Type: Lead Organization Participating Site				
City:	Boston	St	atus: PENDING				
State: MA		Status	Date: 04/30/2012				
Postal Code: 320159							
Country:	United States						
Phone	N/A						
Fnone:	N/A						
Fax:	orgoontoot@ovamelo.cr						
Email:	orgeomaci@example.or	8					

🖧 Close

O Displaying Organization and Person Details

Website: N/A

6.

You can display the details of any organization or person, including their CTEP and PO IDs, that appears on abstraction pages by clicking the D

etails icon () located next to an organization or person name field.