

Generating the Duplicate PO Person Records Report - Include 20171003



You must have a username and password to use the web application. Additionally, you must have special permission to run the reports. For assistance, contact us at ctrp_support@nih.gov.

1. Visit <https://strap.trials.nci.nih.gov/login>. The login page appears. Specify your user name (email address) and password. Click **Sign In**. Follow the prompts to complete 2-step verification. The home page appears. Click **Automated Reports**. The Report Settings dialog box appears for the CTRP Data Table 4 report.
2. Click **Cancel**. From the list of reports, select **Duplicate PO Person Records**. The system loads that report. For information about the columns included in the report, refer to [Data Elements Included in the Duplicate PO Person Records Report](#).

For additional instructions, refer to [Working with CTRP Automated Reports](#).