

Generating the Trial Processing Activity 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 **Trial Processing Activity**. The Report Settings dialog box appears for that report.
3. In the **Date Range** fields, specify a range of time. For each date field, click the calendar icon to select a date.
4. Click **Submit**. The system loads the report. For information about the columns included in the report, refer to [Data Elements Included in Trial Processing Activity Report](#).

To return to the Report Settings dialog box, click **Report Settings**. For additional instructions, refer to [Working with CTRP Automated Reports](#).