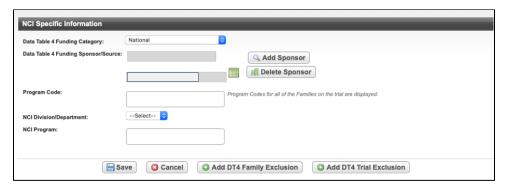
Managing Data Table 4 Exclusions v1.0

Trials can be excluded from Data Table 4 (DT4) reports at either the Trial or Family level:

- Trial: Exclude a trial from appearing on all Families DT4 report, typically used for trials that are non-oncology based.
- Family. Exclude a trial from appearing on a specific Family or Families DT4 report. Typically Expanded Access trials where a Center determines the particular trial should not be included on their DT4 report.
- 1. Search for the trial of interest. For instructions, refer to Searching for Trials in PA.
- 2. In the search results, Select the NCI Trial Identifier link for that trial. The Trial Identification page opens.
- 3. On the **Trial Identification** page, check out the trial. For instructions, refer to Checking In and Checking Out Trials. (This checkout step is optional for Super Abstractors.)
- 4. On the Administrative Data menu, click NCI Specific Information. The NCI Specific Information page opens.



Data Table 4 Family Exclusions

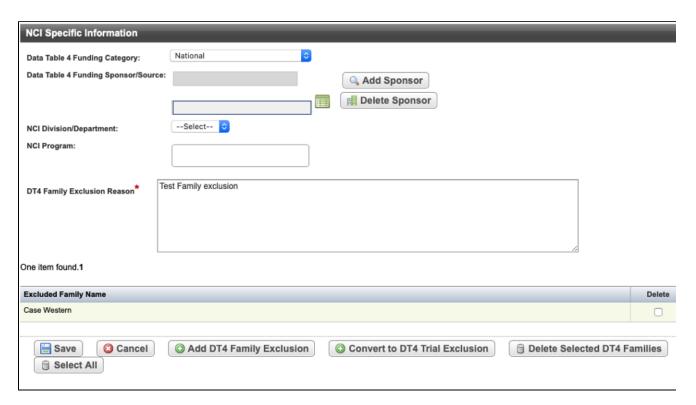
Adding a Family Exclusion

1. On the NCI Specific Information page, select Add DT4 Family Exclusion. The Add Family for DT4 Exclusion page opens.



- 2. In the Family drop down menu, select the desired Family.
- 3. In the DT4 Family Exclusion Reason field, enter a reason for the exclusion.
- 4. Select Save. The NCI Specific Information page opens.

Managing Family Exclusions



On the NCI Specific Information page for trials with existing DT4 Family Exclusions, the following options are available:

Field Label	Description/Instructions
Add DT4 Family Exclusion	Add an additional family for DT4 exclusion.
Convert to DT4 Trial Exclusion	Change exclusion from a Family Exclusion to a Trial Exclusion
Delete Selected DT4 Families	To remove one or more families from the DT4 exclusion.

Data Table 4 Trial Exclusions

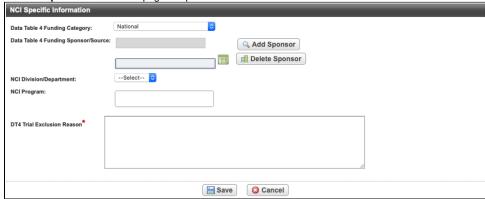
Adding a Trial Exclusion

1. On the NCI Specific Information page, select Add DT4 Trial Exclusion.

To enter a dt4 trial exclusion, enter a dt4 trial exclusion comment.
Then hit Save.

Close

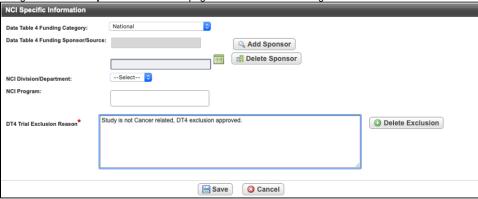
3. The NCI Specific Information page re-opens with the DT4 Trial Exclusion Reason field available.



- 4. In the DT4 Trial Exclusion Reason field, enter a reason for the exclusion.
- 5. Select Save. A Message Recorded confirmation is displayed.

Deleting a Trial Exclusion (Can only be completed by a Super Abstractor)

1. Navigate to the NCI Specific Information page for a trial with an existing DT4 Trial Exclusion. Refer to Searching for Trials in PA.



- 2. Select Delete Exclusion.
- 3. An Update Succeeded message will be displayed and the NCI Specific Information page will re-open.

