

# Copy of Working with Accrual Tables and Search Results

## v4.4 - ALT 2/13/2024 v2.0

The system lists search results in tables. You can navigate through the records in several ways, and choose which columns are of interest to you. Additionally, you can filter the results by typing a string of characters in a search field.

To do this...	Do this...
Move horizontally across the page	Press the Left arrow (←) or Right arrow (→) on your keyboard.
Sort your results by column	Click the <b>Sort</b> icons (up arrow for ascending order; down arrow for descending order).
Move to the first page of results	Click <<.
Move to the previous page of results	Click < or click the preceding page number.
Move to the next page of results	Click > or click the next page number.
Move to the last page of results	Click >>.
Move to a specific page of results	Click a specific page number.
Choose how many rows you want to display per page	Select the number of rows from the <b>Show</b> selector.
Choose which columns to display	Click <b>Show/Hide</b> . A list of available columns appears. Check or clear the boxes to indicate which columns you want to show or hide.
Search the list of results by keywords	In the <b>Search All...</b> field, type one or more characters contained in your keyword(s). The results are filtered as you type subsequent characters.
Export search results to a file	At the top of the table, click <b>Export</b> to export the search results to a comma-separated file or <b>Excel</b> to export to a file in Microsoft Excel format.

The screenshot shows the NCI Trial Search results page. The header includes the NCI logo, 'Trial Search', and '999 List of Trials'. The main content is a table of trial results. Annotations highlight various features:

- Select the columns you want to display:** Points to the 'Show/Hide' button.
- Filter the search results:** Points to the search bar and the 'Filter Options' dropdown.
- Select the sort order:** Points to the sort arrow in the 'NCI Trial ID' column header.
- Export Excel or CSV:** Points to the 'Export' button.
- Disease code change indicator:** Points to the 'Disease code change indicator' label in the 'Accrual Disease Terminology' column.
- Go to the last page:** Points to the '>' button in the pagination controls.
- Go to a specific page:** Points to the page number '3' in the pagination controls.
- Go to the next page:** Points to the '>' button in the pagination controls.
- Select the number of records you want to display:** Points to the 'Show 10' dropdown in the pagination controls.

NCI Trial ID	Current Trial Status	Trial Type	Trial Category	Accrual Type	Accrual Disease Terminology	Action
<a href="#">NCI-2023-</a>	Complete	Non-interventional	Abbreviated	Partial Subject	SDC	
<a href="#">NCI-2022-</a>	Active	Interventional	Abbreviated	Summary	SDC	
<a href="#">NCI-2021-</a>	Active	Interventional	Complete	Summary	SDC	
<a href="#">NCI-2021-</a>	Active	Interventional	Abbreviated	Summary	SDC	
<a href="#">NCI-2020-</a>	Active	Interventional	Complete	Subject	ICD9	
<a href="#">NCI-2020-</a>	Active	Non-interventional	Complete	Summary	SDC	
<a href="#">NCI-2020-</a>	In Review	Non-interventional	Complete	Summary	ICD10	
<a href="#">NCI-2017-</a>	Withdrawn	Non-interventional	Complete	Partial Subject	ICD-O-3	
<a href="#">NCI-2017-</a>	Active	Interventional	Complete	Subject	SDC	
<a href="#">NCI-2017-</a>	In Review	Interventional	Complete	Subject	ICD-O-3	

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 For additional instructions, refer to [Filtering Accrual Search Results](#).