


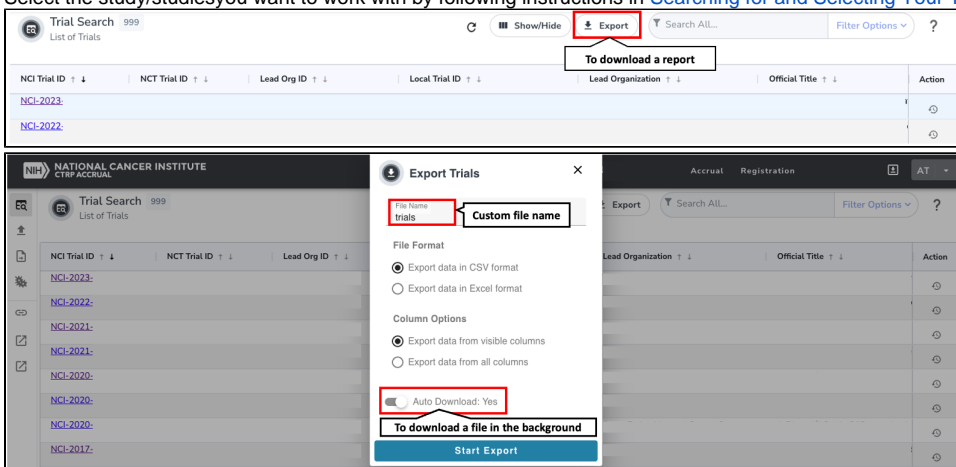
# Copy of Downloading Accrual Count Reports v4.4 - ALT 2 /13/2024 v2.0

This section provides instructions for downloading a report that includes all trials and all accrual reported by the center for those trials. This report can be filtered by Complete trials, Abbreviated trials, or both. For *Complete* trials, the report includes accrual counts reported by the lead organization's cancer center. For *Abbreviated* trials, the report includes accrual counts from participating sites from the cancer center.

 The Accrual Count report includes accrual information for your affiliated organization or participating site only. You must have Accrual access to use this feature.

## How to Download Accrual Account Reports

1. Select the study/studies you want to work with by following instructions in [Searching for and Selecting Your Trials](#).

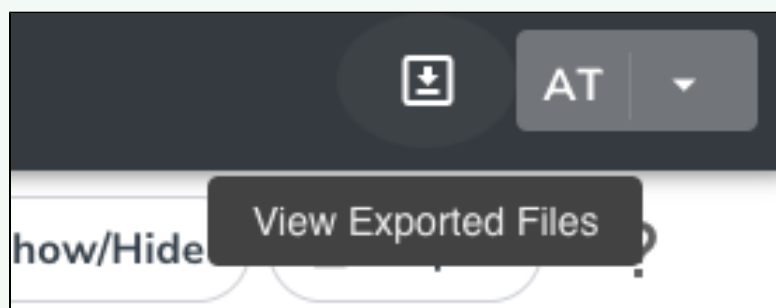


2. Click **Export** to launch a pop-up modal.
3. Select **Excel** format to download the report as an Excel spreadsheet. Select **CSV** format to download a comma-separated-value text file.
4. Select **Export data from visible columns** to download the report based on the Show/Hide selection(s). Select **Export data from all columns** to disregard the Show/Hide selection.
5. Click **Start Export** to download report.

## New Feature

Under the **Export** button in the pop-up modal, you will see an **Auto Download** toggle.

- If Auto Download is set to "Yes", the file will download immediately.
  - This is recommended for smaller data sets.
- If Auto Download is set to "No", the file will download in the background.
  - This is recommended for larger data sets.



To view a file downloading in the background or a history of exported files, click the **View Exported Files** icon to the left of your account menu. You can retrieve files here if the Auto Download toggle is set to "No".