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

(i)

1. Select the study/studiesyou want to work with by following instructions in Searching for and Selecting Your Trials.

8	Trial Search 999 List of Trials	C Show/Hide	is considered a report) ?
NCI-	rial ID + ↓ NCT Trial ID + ↓ Lead Org ID + ↓ 2023:	Local Trial ID † ⊥	Lead Organization † 1 Official Title † 1	Action ①
	Trial Search 999 List of Trials	Export Trials File Name trials Custom file name	Accrual Registration	AT • ?
	NCI Trial ID + 1 NCT Trial ID + 1 Lead Org ID + 1 NCI-2023- NCI-2021- NCI-2021- NCI-2021- NCI-2021- NCI-2021-	File Format Export data in CSV format Column Options Export data from visible columns Export data from visible columns Export data from all columns	Lead Organization † 1 Official Title † 1	Action © 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 0 1 1 1 1 1 1 1 1 1 1 1 1 1
	NGL2020: NGL2020: NGL2017:	Auto Download: Yes To download a file in the background Start Export		0 0

- 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.
- 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.

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how/Hide	View Exported	Files	þ.

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