

PowerTrials: reports

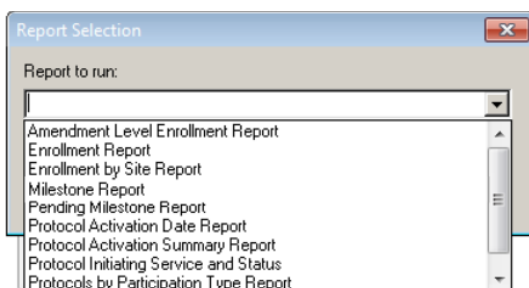
Quick reference guide

Various reports can be run through both **Protocol Office Manager (POM)** and **Patient Protocol Manager (PPM)**.

1. Click on the **Standard Reports** icon in the toolbar.

The **Report Selection** window will open.

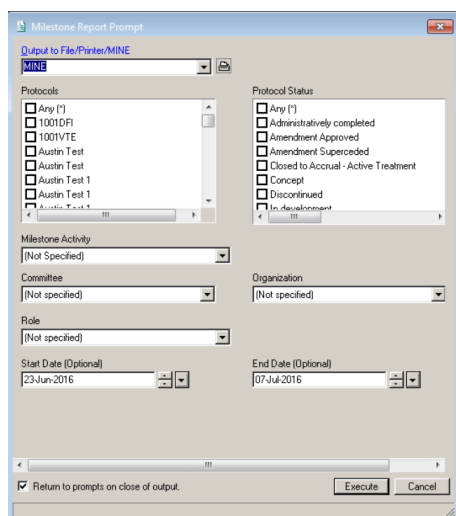
2. Select the desired report from the dropdown menu.



Note: Depending on the report selected, different prompts will form the upcoming **Report Prompt** window.

3. Click **OK**.

The **Report Prompt** window will open.

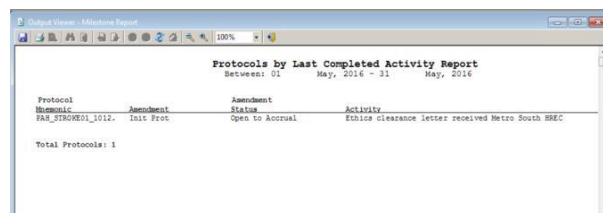


4. Select which protocol/s the report is to be run for.
5. Select the **Protocol Status** you wish to include in the report.
6. If desired, select the **Milestone Activity** to include in the report.

Note: If no **Milestone Activity** is selected, the last completed milestone activity will be listed on the report.

7. If desired, select a **Responsible Party** option from the appropriate dropdown menu to extract milestones completed by the specific party:
 - a. **Committee** to extract milestones completed by a specific Committee in the report.
 - b. **Organisation** to extract milestones completed by a specific Organisation in the report.
 - c. **Role** to extract milestones completed by a specific Role in the report.
8. Select the desired options on the display window.
9. Change the **Start/End Dates** if required.
10. Click the **Execute** button.

The **Output Viewer** window will open displaying the generated report.



Reports can be saved or printed from this window using the icons in the toolbar.

