Resolving data queries in OpenClinica 4

Data queries are generated during data entry either automatically or manually, examples of why queries are generated: data missing, data not within expected range or inconsistent to data entered for previous question.

This document provides guidance for the query resolution process.

Notification

If you have been assigned to resolve a query, you'll receive an email containing a URL which opens the query information within OpenClinica. Below are instructions on how to provide information that will help resolve the query.

Resolving a query

1. If you have received an email notifying you of a data query, click on the URL within the email, otherwise go to https://npeu.openclinica.io/

2. Log in to OpenClinica

3. If you clicked the URL in the email you will be taken to the queries table which will be filtered to only display the query referred to in the email. To view all current data queries, click on Queries (located in the top menu bar)

4. If resolving a query requires editing the data click the **View query within record** button ,
    otherwise click **View query only** button .

5. Add brief information clarifying the resolution to the query in the **Respond to query** textbox.

Example of a description*:*

- *Data not available*
- *Data not recorded in medical notes*

or, if the resolution requires editing the data; please add **CHANGE OF DATA REQUIRED:** to the information you enter in the Respond to query textbox:

- *CHANGE OF DATA REQUIRED: The date of discharge is 2020-05-25, as confirmed in the medical notes*

6. Select **Recovery Trial** from the **Assign to** list

7. Tick the **Email?** checkbox

8. Press **Update**. This will change the status of the query to **updated** and close the query box but keep the form open.

9. If the data requires editing, follow the next steps, otherwise press **Close**, and you'll be taken back to the queries table.

10. To update the data, enter or select the new value, which will then display the following message:

Please enter a reason for change at the bottom of the page.

3.1.1 What was the date of discharge?

2020-04-25

Please enter a reason for change at bottom of page.

11. Scroll to the bottom of the page and enter a reason for the changing the data for the appropriate question

Looks like you've made some updates. Please tell us why:

| Enter a reason for your changes | ☐ Apply to all |

3.1.1 What was the date of discharge? *

Enter a reason for changing this value

The reason for change can be identical to the text added in the Respond to query text box.

12. Press **Close**. This will save the new value and close the form.