Please check the study specific requirements for available reports before requesting an ad-hoc report.

|  |  |
| --- | --- |
| **System** | <system> |
| **Study** | <study> |
| **Study Number** | <West\_ID> |
| **Request Date** | <dd-Mmm-yyyy> |
| **Requester (Name, Role and Company)** | <First\_name> <Last\_name>, <Role>, <Company> |
| **Mode of Data Transfer** | Email / SFTP / Secure Document Repository |
| **Data File Format** | csv / Excel / pdf / Word |
| **Filename** | <Filename> |
| **Recipients** | <email\_address\_1> | Unblinded [ ]  |
| <email\_address\_2> | Unblinded [ ]  |
| <email\_address\_3> | Unblinded [ ]  |
| <email\_address\_4> | Unblinded [ ]  |
| <email\_address\_5> | Unblinded [ ]  |
| **Request ID** | <Request\_ID> |
| **Schedule / Frequency** | Once Only / As Requested / Daily@hh:mm / Weekly: <day> / Monthly: <day> |

| **Column Name[1]** | **Unblinded** **Information[2]** | **Data Required[3]** | **Data Type[4]** | **Field Length[5]** | **Example of Output[6]** |
| --- | --- | --- | --- | --- | --- |
| Visit Date and Time | [ ]  | “subjectvisits.visdatetime” or “subjectvisits.actvisdate” | TimestampDDMonYYYY HH:MI:SS | 18 | 12Dec2011 00:00:00 |
| Patient ID | [ ]  | subjects.patientid | Numericnnnnn | 9 | 000100001 |
|  | [ ]  |  |  |  |  |
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| **Sort on** | *E.g.*Patient ID ascending,Visit Date and Time ascending |
| **Filter on** | *E.g.*Active visits onlyOnly include subjects at site 0005 |

1. *Column Name = Column name to display on the report for the given data field.*
2. *Unblinded Information = Check this box if this data field contains unblinded information.*
3. *Data Required = Information on how to derive the data from the data source for the given data field.*
4. *Data Type = Classification of the type of data being extracted, e.g. integer, text.*
5. *Field Length = The expected or maximum length of the data in the field. If the length is not fixed, enter the text “Variable”.*
6. *Example of Output = The format in which the report will display data in the field. Do not include examples which could be unblinding, e.g. real kit number and treatment type.*
7. *Sort on = List columns or hidden fields in order of precedence on which to apply sort, specifying direction of sort as ascending or descending for each.*
8. *Filter on = List constraints to apply to include or exclude data from the report.*

**Approved by: (Sponsor)**

Signed by Global Project Lead or Sponsor (Sponsor must sign if unblinded data) confirming that the information is correct and will not unblind blinded personnel

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| --- | --- | --- | --- | --- |
| **Name** | **Role** | **Company** | **Signature** | **Date** |
|  |  |  |  |  |

* Send the signed Ad-hoc report request via email to: irt-support@worldwide.com
* Sponsor should allow 72 hours for the ad-hoc report request to be processed.

**Quality Control (QC) Checked by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
|  |  |  |  |

**Report sent by:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Role** | **Signature** | **Date** |
|  |  |  |  |

**All local copies of ad-hoc report data have been removed:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stage** | **Name** | **Role** | **Signature** | **Date** |
| Report Generation |  |  |  |  |
| QC Check |  |  |  |  |
| Distribution |  |  |  |  |