Data Central QRC: Creating & Managing Queries

Queries in Data Central

The Queries panel is available for studies with query data imported into elluminate and configured to display Queries. Depending on the EDC system and a user's privileges, users may be able to only view Queries in the status of Open, Answered, Closed, or Cancelled, or they may also be able to create and manage queries directly in elluminate. Single queries are created from a listing's Details view and multiple queries can be created from an Exception or Reconciliation Listing, depending on the configuration. Once created, they are managed from the Queries panel.

Access Create Query Window

During data review, a single query can be created from a listing's Details view, or multiple queries from an Exception Listing.

Single Query from a Listing:

1. Open the Details view of a record.
2. Select the field that requires the query.
3. Click the Create icon in the panel toolbar or right-click.
4. Select **Create Query** from the drop-down.

To add a query when reviewing a GPP, access the data listing by clicking on the View Data icon of a section at the right, or on a data point, then follow the instructions above.

Multiple Queries from an Exception Listing:

1. Select the records by checking the boxes at the left.
2. Click the **Create** icon (+) in the panel toolbar.
3. From the drop-down, select **Create Query**.

Create the Query

From the Create Query window, complete the fields:

1. Enter the Query Text, this is a required field.
2. Select the Notification Group (for Rave studies) from the drop-down, if different from the default.
3. Select the Query Category from the drop-down, if applicable.
4. Click **Save**. The query is immediately sent to the EDC system. Responses display after the next query import into elluminate.

***Note**: When creating queries from an Exception Listing, it must have the field 'QueryText' and the text from that field is pre-populated in the Query Text field.

See / Add Comments in Query Record

To see existing comments or to add comments to a query record from the Query Details view:

1. Scroll to the lower section of the window.
2. Click the **Comments** drop-down.
3. Enter comment text.
4. Click **Add**. Comments display in the entry box below.

See Related Issues in a Query Record

To see related issues from the Query Details view:

1. Scroll to the lower section of the window.
2. Click the Related Issues drop-down.

Open the Queries Panel

To open the Queries Panel, click on Queries from the left navigation pane.

Open the Details View

To open the Details view for a query, use one of the following methods:

- Double-click on a record.
- Highlight a record and then click the Details icon.
- Right-click on a record and select Details.

Use Filters to Refine Records

By default, the Queries panel is filtered to display queries with the status of Open and Answered. Use filter options to display queries of interest.

- Find answered queries to see the query response that require your action, such as close or re-query:
  - Status = Answered
- Find open queries to see # Days Open that may require your follow up:
  - Status = Open

For more information on Filtering, refer to the Data Central Using Filters QRC.

Action Queries

Actions depend on Reviewer Role, the Action Settings, and the Status of the query.

Manage Multiple Queries at one time from the Queries panel:

1. Check the box(es) at the left of each record.
2. Click the Action icon.
3. Select the appropriate action.

Other ways to action a Query:

- To action a single query from the panel, right-click on a record, select Action, then select action item.
- To action from the Details view, use the icons in the panel toolbar.
- In the Details view, queries can be managed from the Related Queries section.

Note: Creating Queries within Data Central currently works for studies using 2-way query integration, i.e., Rave, InForm, and Veeva.