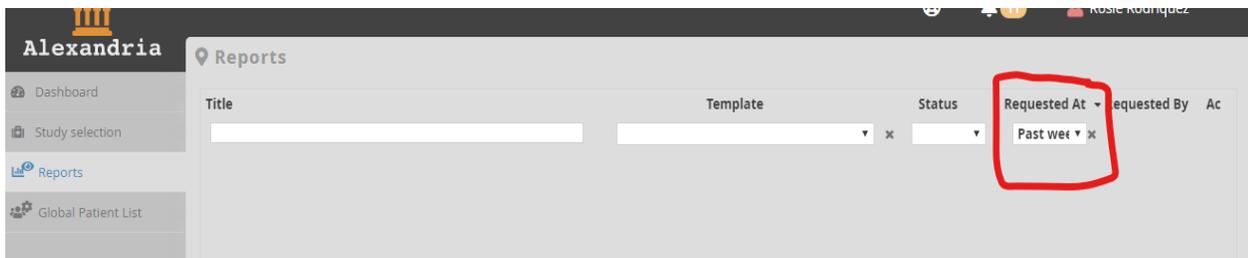


REPORT ACCESS IN ALEXANDRIA

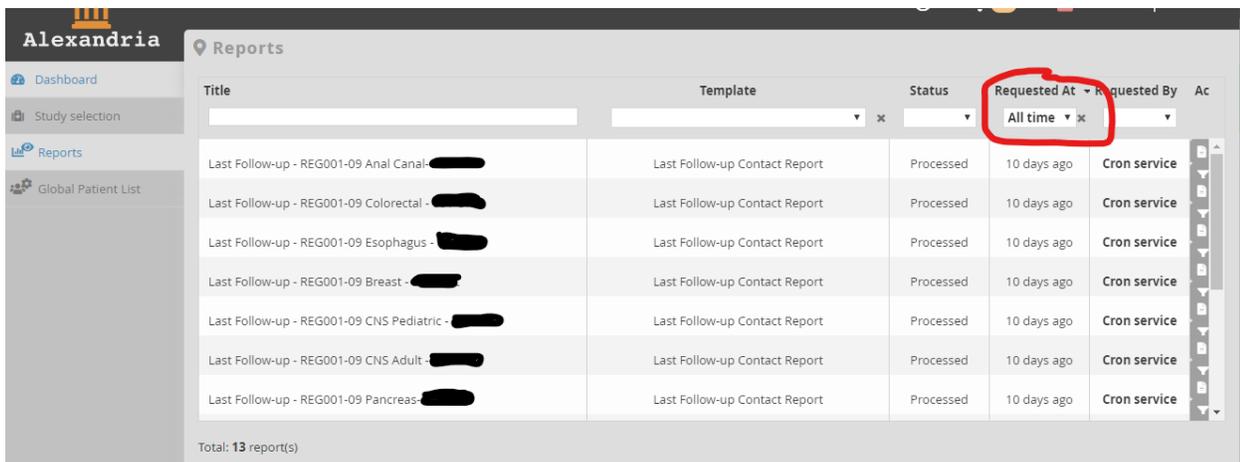
1. Click on the “Reports” tab on the left side of the EDC application



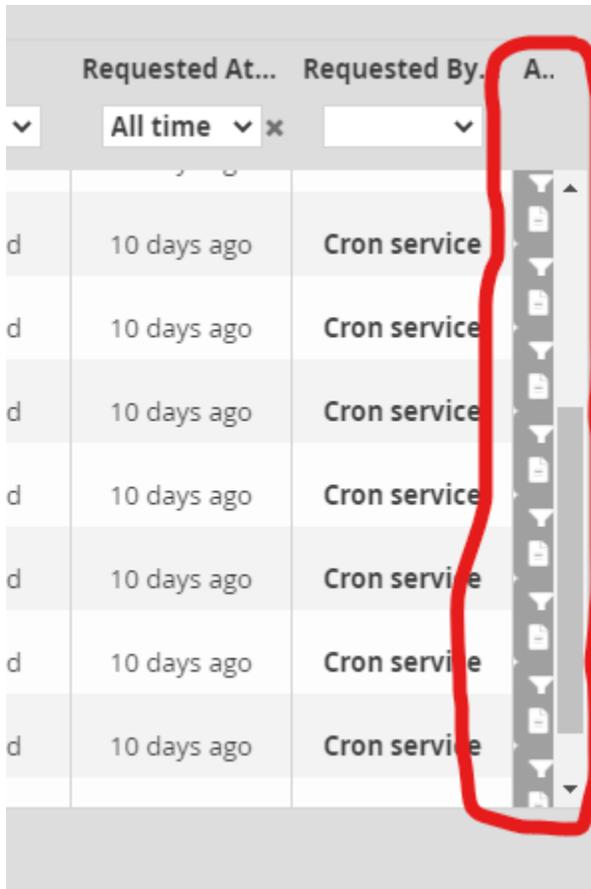
2. ALL users assigned to your specific site/facility will have access to all reports that were created for each registry and treatment trial (if applicable).
 - a. When new registries or treatment trials are open, these reports will be created by a PCG staff member and shared with your specific site.
 - b. Please allow up to 60 days to see those reports in your view.
3. Reports are updated on the 1st of each month; at first glance when you go into the “reports” section, your view may be empty. If so, you will need to change the “requested at” column as shown on the screenshot below. Go to step 4.



4. Remove the “past week” and select “All Time”. See screenshot.



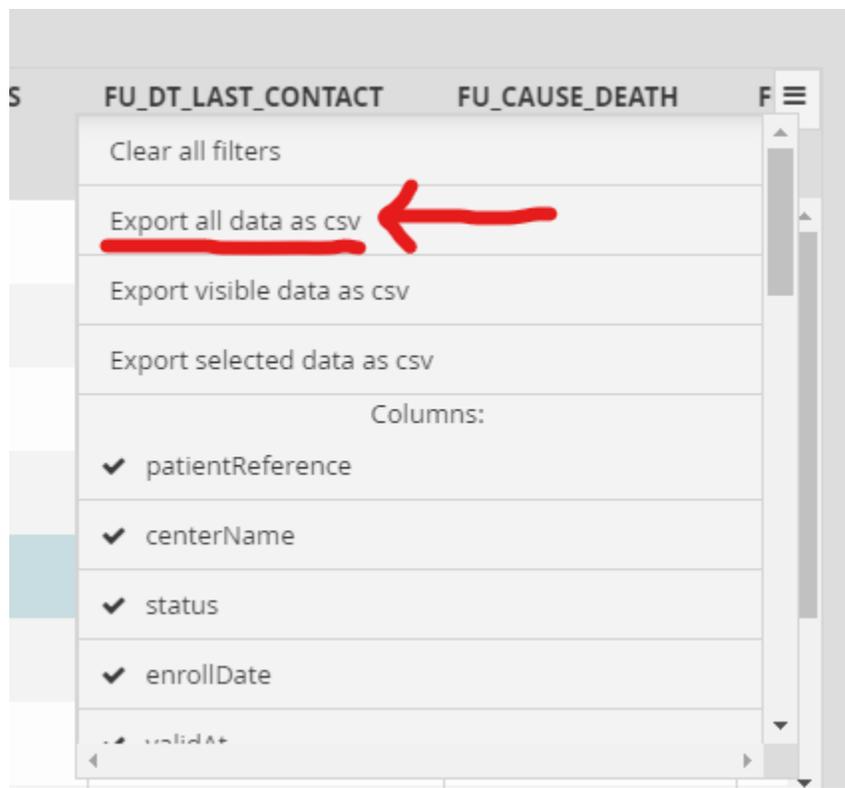
5. Now that the list is displayed on your view, you are able to view and download the reports to your computer by selecting the “view report” option on the far-right column under “actions”. ***Note: you may hover over the two icons to get a description on which to select.
 - a. Please see the next step for downloading the report to your computer



6. The “view report” icon allows you to review the report within Alexandria. Alternatively, click the icon with 3 horizontal lines to download the file to your computer.
 - a. Please see screenshot and see next step to download.



7. Once you have clicked on the 3 lines, several options will appear.
 - a. Select “Export all data as CSV”. See first screen shot below.
 - b. Save the report to a folder on your computer.
 - c. Please note, you must change the file type from .csv to .xlsx because a CSV file will NOT save any changes you make to the file.
 - d. To allow your changes to be saved open the report and do a File-Save As. Choose the same folder where you saved the .csv file, and change the “Save as Type” box to Excel Workbook (*.xlsx) Please see second screenshot below.
 - e. Once this is in an excel format, any changes made to the data will be saved.



File name:	Last Follow-up Contact Report - March 10, 2021
Save as type:	Excel Workbook