QUERY MANAGEMENT TOOL

Pa Modou Cham
Learning Objectives

On successful completion of this module, you will:

• Understand the purpose of the Query Management Tool (QMT)

• Know how to request access for a new user

• Know how to use the QMT online and offline

• Be able to raise a query or respond to an open query
System Overview

Central Site
- CDM makes changes as a result of query responses from the respective sites
- Central RedCap Server
  - Retrieve data collection instruments and field names from the RedCap API
- ALERT Web API
  - Stores data collection instruments and field names from the RedCap API. Contains all query related data
- Query Management Database (SQL Server)

Remote sites
- SDM Desktop running the Query Management Tool (Site 1)
  - SDM opens/responds to the queries for their respective sites. Offline mode allows the SDM to use the QMT without an active internet connection.
- SDM Desktop running the Query Management Tool (Site 2)
Authorised Use Permission

Access to the QMT depends on the roles and responsibility a user is given

Roles

There are two distinct user roles.

1. The Central Data Manager (CDM) role has access to all functions within the QMT. They can open, respond and close data queries for multiple projects.

2. The Site User role is limited to one or more projects at their site only. Users with this role can open and respond to data queries within a specific project.
**Responsibilities**

- The System Developer (SD) is responsible for controlling and giving access to users on the system.

- The CDM submits new account request details to the SD on behalf of their project staff.

- The CDM reads all email notifications from the QMT and ensures appropriate actions are taken.

- The CDM ensures that all resolved queries are closed and appropriate changes are applied to the respective projects on the central server.
Logging in

The QMT is sent as a zip file to each site. This file is to be extracted and installed on the MDC.

New Users

New users must request an account to be created on their behalf through the CDM. The following information must be supplied:

- Project name and site ID
- First Name
- Last Name
- Email
- Username (must be unique)
- Encrypted Password
To generate an encrypted password

1. Launch the QMT
2. Click the ‘Generate encrypted password’ link
3. Enter your new password in the entry field provided
4. Click the ‘copy to clipboard’ button
5. Send the copied text to your CDM
Demo

Launch the Query Management Tool
Demo - Site Data Manager
Demo – New query Note
Demo – Query Response

- Original Query: The initials appear to be inconsistent with the name. Please clarify.

- New Query Note:
  - Status: Corrected - Typographical error
  - Query Response: This was due to an entry error. Please close query.

- Multisite Query Management Tool:
  - Table:
    - Form Name: Visit_0
    - Question Number: Recruit
    - Query: Mother's initials
    - Initial: Pcham
    - Date: 20/02/2020
    - Status: Open
  - Number of open queries: 1
  - Initial query message:
    - The initials appear to be inconsistent with the name. Please clarify.

Demo – New query note added
Demo – New query note added

![Multisite Query Management Tool](image)

<table>
<thead>
<tr>
<th>id</th>
<th>subjectId</th>
<th>formName</th>
<th>questionNumber</th>
<th>query</th>
<th>raisedBy</th>
<th>raisedByDate</th>
<th>status</th>
<th>closeComment</th>
</tr>
</thead>
<tbody>
<tr>
<td>46</td>
<td>100017</td>
<td>visit_0_recr...</td>
<td>5</td>
<td>Mother's Initials</td>
<td>The initial pcham</td>
<td>20/02/2020 11...</td>
<td>Open</td>
<td></td>
</tr>
</tbody>
</table>

**Query Note(s)**

<table>
<thead>
<tr>
<th>responseDate</th>
<th>username</th>
<th>responseMessage</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>20/02/2020 11:13</td>
<td>Lamin Saidy</td>
<td>This was due to an e... Corrected.</td>
<td></td>
</tr>
</tbody>
</table>

Initial query message:
The initials appear to be inconsistent with the name. Please clarify.

Response message:
This was due to an entry error. Please close query.
## Demo – Closed query

### Multisite Query Management Tool

<table>
<thead>
<tr>
<th>Project Title:</th>
<th>ALERRT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Connected site</td>
<td>Site 0</td>
</tr>
</tbody>
</table>

### Existing Query(s)

<table>
<thead>
<tr>
<th>id</th>
<th>subjectId</th>
<th>formName</th>
<th>questionNumber</th>
<th>query</th>
<th>raisedBy</th>
<th>raisedByDate</th>
<th>status</th>
<th>closeComment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>100037</td>
<td>visit_G_recruitment</td>
<td>J4 Mother’s Initials</td>
<td>The initials pcham</td>
<td>26/02/2020 11:32</td>
<td>Closed</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Query Note(s)

<table>
<thead>
<tr>
<th>responseDate</th>
<th>username</th>
<th>responseMessage</th>
<th>status</th>
</tr>
</thead>
<tbody>
<tr>
<td>26/02/2020 13:11</td>
<td>Pcham</td>
<td>This was due to an error. Corrective...</td>
<td>Noted</td>
</tr>
</tbody>
</table>

**Initial query message:**

The initials appears to be inconsistent with the name. Please clarify.

**Response message:**

...
Demo – Offline mode
Demo – Raising a query in offline mode
Demo – Raising a query in offline mode