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ALERRT

African coalItion for Epidemic Research, Response and Training

QUERY MANAGEMENT TOOL

Pa Modou Cham



ALERRT is part of the EDCTP2 Programme supported by the European Union under grant agreement RIA2016E-1612
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EDCTP

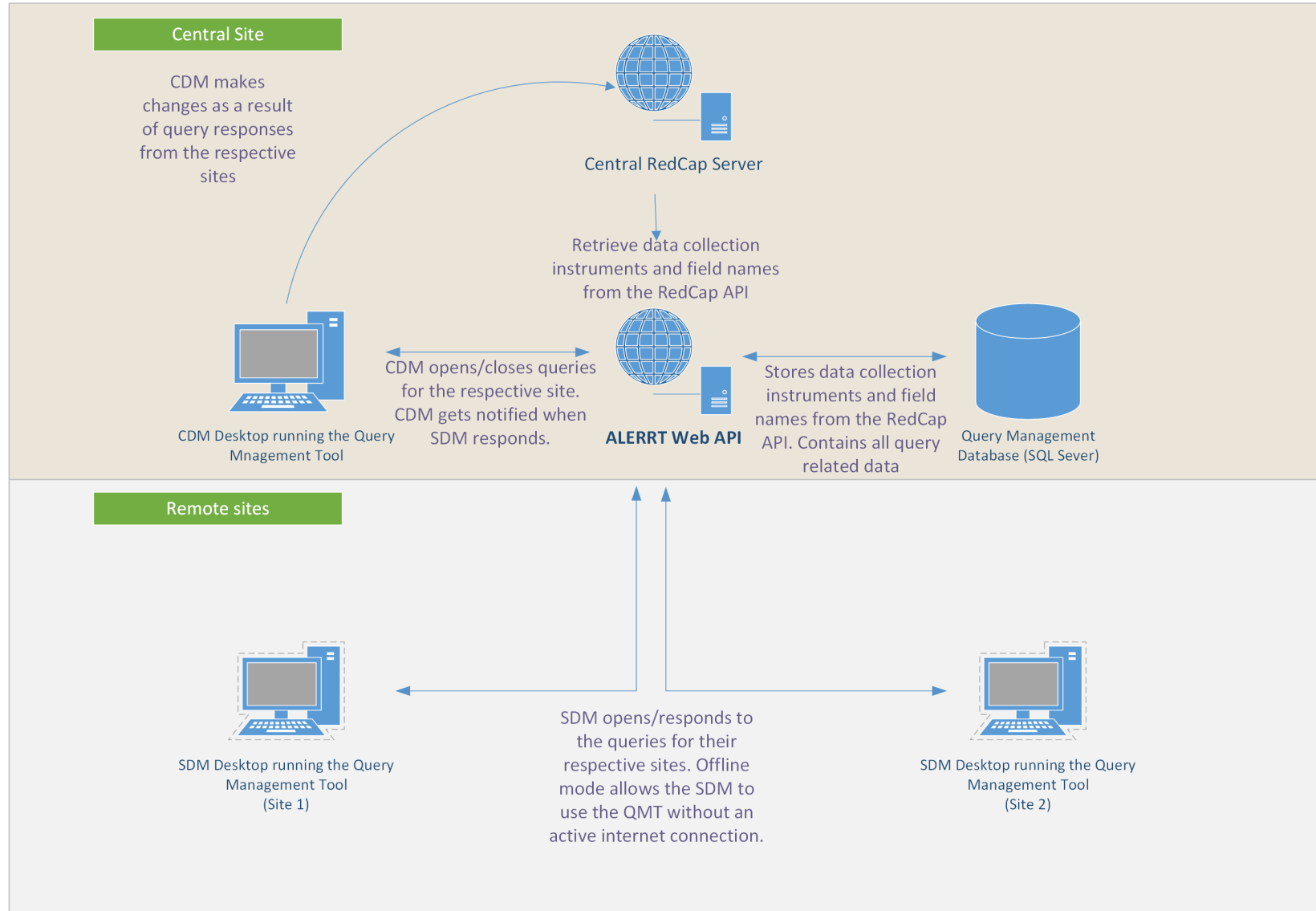


Learning Objectives

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



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.

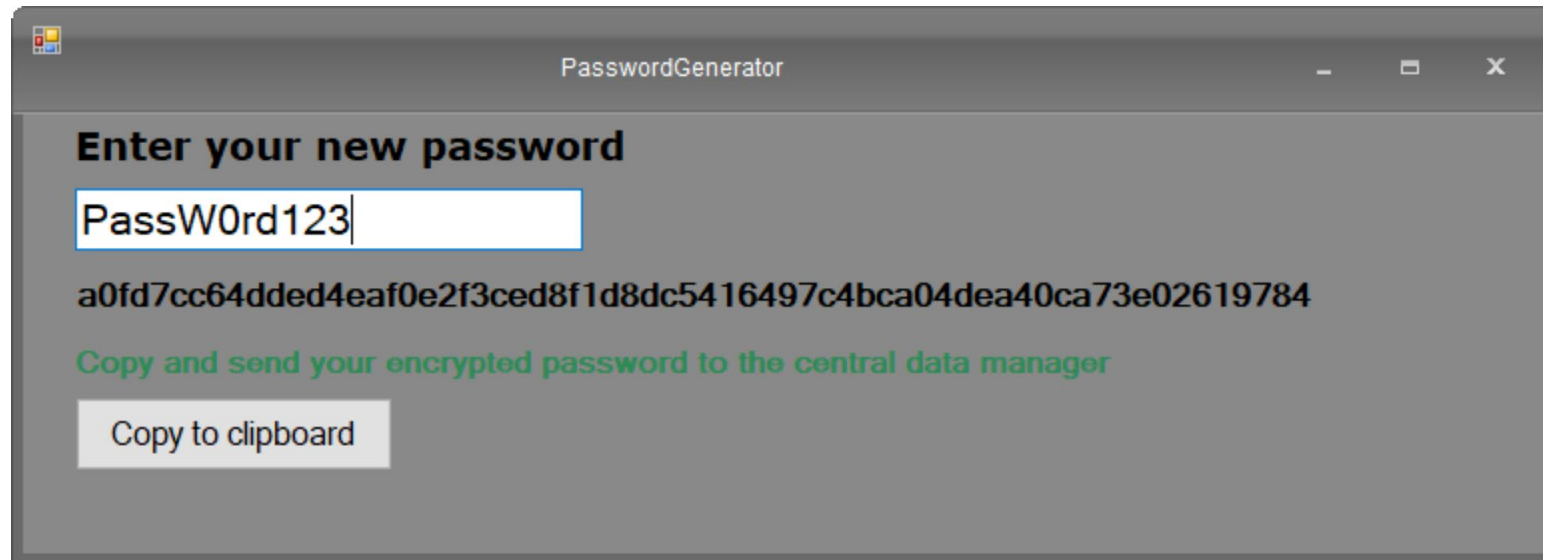
New Users

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

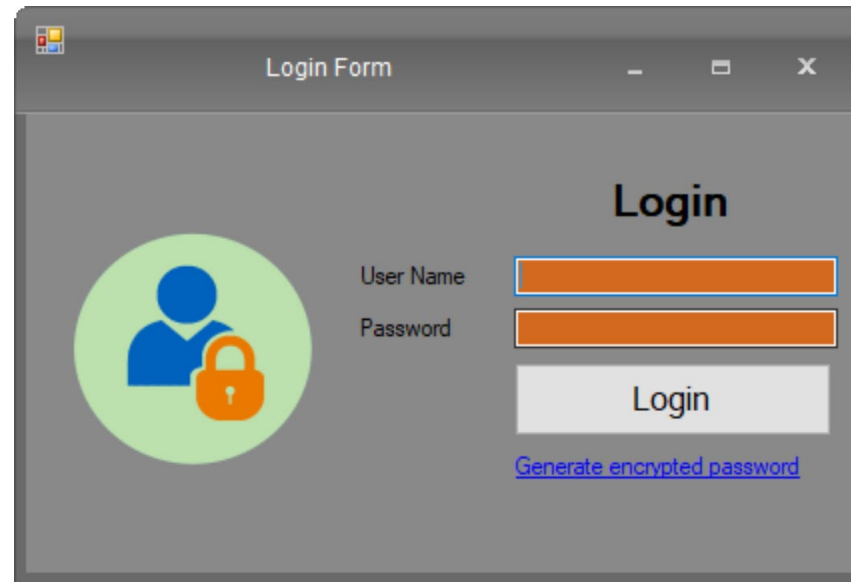
To generate an encrypted password

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



The image shows a screenshot of a web application window titled "Login Form". The window has a dark gray header with the title and standard window control buttons (minimize, maximize, close). The main content area is light gray and contains a login interface. On the left, there is a circular icon with a blue person silhouette and an orange padlock. To the right of the icon, the text "User Name" and "Password" is displayed next to two orange input fields. Below the input fields is a gray "Login" button. At the bottom right, there is a blue hyperlink that reads "Generate encrypted password".

Demo - Site Data Manager

The screenshot shows the ALERRT Multisite Query Management Tool interface. At the top left is the ALERRT logo and the title "Multisite Query Management Tool". A power button icon is in the top right. Below the title, the "Project Title" is "ALERRT Study site 0". A user profile icon is on the left, with a text box containing "User's name appears here". To the right, there is a "Connected site" dropdown menu showing "Site 0", and buttons for "Refresh Metadata", "Refresh Query Data", and "Work offline".

The "Existing Query(s)" section shows a table with one query. The table has columns: id, subjectId, formName, questionNumber, query, raisedBy, raisedByDate, status, and closeComment. The first row is highlighted in orange.

id	subjectId	formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
46	100037	visit_0_recrui...	5) Mother's Initials	The initi...	pcham	20/02/2020 11:...	Open	

Below the table, there is an "Add" button and the text "Number of open queries: 1".

The "Query Note(s)" section shows a table with columns: responseDate, username, responseMessage, and status. The table is currently empty. To the right of the table, there are two text input areas: "Initial query message" and "Response message". The "Initial query message" area contains the text: "The initials appears to be inconsistent with the name. Please clarify." There is also an "Add" button at the bottom left of the Query Note(s) section.

Demo – New query Note

The screenshot displays the ALEPDT Multisite Query Management Tool interface. A 'New Query Note' dialog box is open in the foreground, showing the 'Original Query' field with the text 'The initials appears to be inconsistent with the name. Please clarify.' and a 'Status' dropdown menu with options: 'Corrected - Data missing', 'Corrected - Tyographical error', 'Corrected - Wrong source used', 'Verified - Confirmed correct (no error)', 'Closed', and 'Other'. The background shows the main tool interface with a table of queries. The table has columns: 'formName', 'questionNumber', 'query', 'raisedBy', 'raisedByDate', 'status', and 'closeComment'. One query is visible: 'visit_0_recrui...' with '5) Mother's Initials' as the question number, 'The initi...' as the query, 'pcham' as the user, '20/02/2020 11:...' as the date, and 'Open' as the status. Below the table, there is a section for 'Initial query message' with the text 'The initials appears to be inconsistent with the name. Please clarify.' and a 'Response message' field. An 'Add' button is visible at the bottom left.

formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
visit_0_recrui...	5) Mother's Initials	The initi...	pcham	20/02/2020 11:...	Open	

Demo – Query Response

The screenshot displays the 'Multisite Query Management Tool' interface. A 'New Query Note' dialog box is open in the foreground, showing the original query and the response.

New Query Note Dialog:

- Original Query:** The initials appears 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.

Main Tool Interface:

- Header:** ALERPT Multisite Query Management Tool
- Site Selection:** Connected site: Site 0
- Buttons:** Refresh Metadata, Refresh Query Data, Work offline
- Input:** Enter subject id here...
- Table:**

formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
visit_0_recrul...	5)	Mother's Initials	The initi...	pcham	20/02/2020 11:...	Open

Number of open queries: 1

Response Details:

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

Buttons: Add, Save

Demo – New query note added

The screenshot displays the ALERT Multisite Query Management Tool interface. A 'New Query Note' dialog box is open in the foreground, showing the following details:

- Original Query:** The initials appears 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.

A 'Save' button is visible at the bottom of the dialog box. In the background, the main tool interface shows a table of queries with the following data:

formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
visit_0_recrul...	5) Mother's Initials	The initL...	pcham	20/02/2020 11:...	Open	

A small confirmation dialog box is also present, stating 'New query note added' with an 'OK' button. The background interface includes a search bar for 'Enter subject id here...', a 'Connected site' dropdown set to 'Site 0', and buttons for 'Refresh Metadata', 'Refresh Query Data', and 'Work offline'. At the bottom, there are fields for 'username', 'responseMessage', and 'status', along with an 'Add' button.

Demo – New query note added

The screenshot displays the ALERRT Multisite Query Management Tool interface. At the top, the project title is "ALERRT Study site 0". The user is logged in as "Lamin Saigy" and is connected to "Site 0". There are buttons for "Refresh Metadata", "Refresh Query Data", and "Work offline".

The "Existing Query(s)" section shows a table with one query:

id	subjectId	formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
46	100037	visit_0_recru...	5) Mother's Initials	The initl...	pcham	20/02/2020 11:...	Open	

Below the table, there is an "Add" button and a status indicator: "Number of open queries: 1".

The "Query Note(s)" section shows a table with one note:

responseDate	username	responseMessage	status
20/02/2020 13:1...	lsaidy	This was due to an e...	Correcte...

To the right of the table, there are two text boxes for the note:

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

Response message
This was due to an entry error. Please close query.

At the bottom, there is an "Add" button.

Demo – Closed query

The screenshot displays the ALERRT Multisite Query Management Tool interface. At the top, the project title is "ALERRT". The user is logged in as "Pa modou Cham". The interface shows a list of existing queries, with one query (ID 46) highlighted in orange, indicating it is closed. Below the query list, there is a section for query notes, showing two notes. The first note, from user "haidy", states: "The initials appears to be inconsistent with the name. Please clarify." The second note, from user "pcham", is marked as "Noted" and "Closed".

Project Title: ALERRT

Connected site: Site 0

Refresh Metadata Refresh Query Data Work offline

Existing Query(s)

id	subjectId	formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
46	100037	visit_0_recrul...	5) Mother's Initials	The initi...	pcham	20/02/2020 11:...	Closed	

Add Number of open queries: 0

Query Note(s)

responseDate	username	responseMessage	status
20/02/2020 13:1...	haidy	This was due to an e...	Correcte...
20/02/2020 13:1...	pcham	Noted	Closed

Initial query message

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

Response message

Add

Demo – Offline mode

The screenshot shows the ALERRT Multisite Query Management Tool interface. At the top left is the ALERRT logo and the title "Multisite Query Management Tool". On the top right is a power button icon. Below the title, the "Project Title" is "ALERRT Study site 0". The user "Lamin Saigy" is logged in, with a "Connected site" dropdown set to "Site 0". There are buttons for "Refresh Metadata", "Refresh Query Data", and "Work online".

The "Existing Query(s)" section shows a list of 2 queries. The first query (id 46) is "Closed" and the second (id 47) is "Open".

id	subjectId	formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
46	100037	visit_0_recrui...	5) Mother's Initials	The initi...	pcham	20/02/2020 11:...	Closed	
47	100037	post_delivery...	13) Confirm By Stu...	Staff id ...	pcham	20/02/2020 13:...	Open	

Below the table, there is an "Add" button and a status "Number of open queries: 1".

The "Query Note(s)" section shows 0 notes. It includes a table for response messages and two text input areas for "Initial query message" and "Response message".

responseDate	username	responseMessage	status
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Initial query message
Staff id not known. Please clarify.

Response message

At the bottom left, there is another "Add" button.

Demo – Raising a query in offline mode

Subject IDs: 100013

Electronic CRF name: visit_0_recruitment_delivery

Question name or number: 87) Confirm By Study Staff

Query description: Confirm staff id

Refresh Metadata Refresh Query Data Work online

raisedBy	raisedByDate	status	closeComment
pcham	20/02/2020 11:...	Closed	
pcham	20/02/2020 13:...	Open	
Isaidy	20/02/2020 21:...	Open	

New query added in offline mode.
Connect online to update.

OK

Query Note(s)

responseDate	username	responseMessage	status
20/02/2020 13:1...	Isaidy	This was due to an e...	Correcte...
20/02/2020 13:1...	pcham	Noted	Closed

Initial query message

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

Response message

This was due to an entry error. Please close query.

Add

Demo – Raising a query in offline mode

The screenshot displays the ALERRT Multisite Query Management Tool interface. At the top, the project title is "ALERRT Study site 0". The user is logged in as "Lamin Saidy". The interface shows a list of existing queries, with one query selected. Below the query list, there is a section for "Query Note(s)" showing a list of responses and a text area for the initial query message.

Project Title: ALERRT Study site 0

User: Lamin Saidy

Connected site: Site 0

Existing Query(s): 1 of 3

id	subjectId	formName	questionNumber	query	raisedBy	raisedByDate	status	closeComment
46	100037	visit_0_recru...	5) Mother's Initials	The initi...	pcham	20/02/2020 11:...	Closed	
47	100037	post_delivery...	13) Confirm By Stu...	Staff id ...	pcham	20/02/2020 13:...	Open	
	100013	visit_0_recru...	87) Confirm By Stu...	Confirm ...	Isaidy	20/02/2020 21:...	Open	

Number of open queries: 1

Query Note(s): 1 of 2

responseDate	username	responseMessage	status
20/02/2020 13:1...	Isaidy	This was due to an e...	Correcte...
20/02/2020 13:1...	pcham	Noted	Closed

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

Response message:
This was due to an entry error. Please close query.