File Note

<<Study Name/Acronym>>

**Subject:** Query and Missing Data Reports and Notification Emails

**Date Written:**

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| **File Note - Description** |
| *The following text should be used for studies using a bespoke database (delete if REDCap database:*As per ECTU Central Office SOP ECTU\_DM\_06 Query and Missing Data Management, site query contacts are sent a query and missing data report *(delete as appropriate)* in pdf format via email on a monthly basis*(to be changed per study requirements).*Due to the high-volume of files generated for the study, these reports and emails are not routinely printed and held in paper format. These are held electronically in the following locations:**Query and Missing Data Reports** These are retained in the Data Management section of the <<Study Name/Acronym>> folder on the ECTU shared drive. All reports are saved in a designated query folder sorted by site as below:*State drive link to Query and Missing Data folder (down to site level)***Query Notification Emails**These are retained in the ECTU DM email folder (dm.ectu@ed.ac.uk) with Outlook. This is a shared email inbox accessible only to designated members of the ECTU Data Management Team. The emails are retained in a designated <<Study Name/Acronym>> folder in a sub-folder named ‘Queries Sent’. *The following text should be used for studies using a REDCap database (delete if bespoke database):*As per ECTU Central Office SOP ECTU\_DM\_06 Query and Missing Data Management, site query contacts are notified of outstanding queries *(if a query report is sent to site, please specify here*) via email on a monthly basis*(to be changed per study requirements).* A query report is generated and retained for information only. *(to be deleted if required)*Due to the high-volume of files generated for the study, these reports and emails are not routinely printed and held in paper format. These are held electronically in the following locations:**Query Reports** These are retained in the Data Management section of the <<Study Name/Acronym>> folder on the ECTU shared drive. All reports are saved in a designated query folder sorted by site as below:*State drive link to Query and Missing Data folder (down to site level)***Query Notification Emails**These are retained in the ECTU DM email folder (dm.ectu@ed.ac.uk) with Outlook. This is a shared email inbox accessible only to designated members of the ECTU Data Management Team. The emails are retained in a designated <<Study Name/Acronym>> folder in a sub-folder named ‘Queries Sent’.  |

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| **Approval** |
| **Written By (Name and Designation)** |  |
| **Signature** |  |
| **Date** |  |

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| **Template Revision History** |
| **Version No** | **Effective Date** | **Revised By (Name and Designation)** | **Summary of Revisions**  |
| 1.0 | 15-June-2023 | Lynsey Milne, Assistant Data Manager | * Initial Creation
* Template version set at 1.0
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