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](mailto: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](mailto: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 |