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This manual provides an introduction to Oracle Clinical, with an overview of its subsystems and information on how to perform activities that are not confined to a single part of the system, including logging in, navigating, and submitting batch jobs.

This preface contains the following topics:

- "Audience" on page 2-v
- "Documentation Accessibility" on page v
- "Finding Information and Patches on My Oracle Support" on page v
- "Finding Oracle Clinical Documentation" on page vii
- "Related Documents" on page vii
- "Conventions" on page vii

**Audience**

This document is intended for all Oracle Clinical users.

**Documentation Accessibility**

For information about Oracle’s commitment to accessibility, visit the Oracle Accessibility Program website at http://www.oracle.com/pls/topic/lookup?ctx=acc&id=docacc.

**Access to Oracle Support**

Oracle customers that have purchased support have access to electronic support through My Oracle Support. For information, visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=info or visit http://www.oracle.com/pls/topic/lookup?ctx=acc&id=trs if you are hearing impaired.

**Finding Information and Patches on My Oracle Support**

Your source for the latest information about Oracle Clinical is Oracle Support’s self-service Web site My Oracle Support (formerly MetaLink).

Before you install and use Oracle Clinical, always visit the My Oracle Support Web site for the latest information, including alerts, White Papers, installation verification (smoke) tests, bulletins, and patches.
Creating a My Oracle Support Account
You must register at My Oracle Support to obtain a user name and password account before you can enter the Web site.

To register for My Oracle Support:
1. Open a Web browser to https://support.oracle.com.
2. Click the Register link to create a My Oracle Support account. The registration page opens.
3. Follow the instructions on the registration page.

Signing In to My Oracle Support
To sign in to My Oracle Support:
1. Open a Web browser to https://support.oracle.com.
2. Click Sign In.
3. Enter your user name and password.
4. Click Go to open the My Oracle Support home page.

Finding Information on My Oracle Support
There are many ways to find information on My Oracle Support.

Searching by Article ID
The fastest way to search for information, including alerts, White Papers, installation verification (smoke) tests, and bulletins is by the article ID number, if you know it.

To search by article ID:
2. Locate the Search box in the upper right corner of the My Oracle Support page.
3. Click the sources icon to the left of the search box, and then select Article ID from the list.
4. Enter the article ID number in the text box.
5. Click the magnifying glass icon to the right of the search box (or press the Enter key) to execute your search.
   The Knowledge page displays the results of your search. If the article is found, click the link to view the abstract, text, attachments, and related products.

Searching by Product and Topic
You can use the following My Oracle Support tools to browse and search the knowledge base:

- Product Focus — On the Knowledge page under Select Product, type part of the product name and the system immediately filters the product list by the letters you have typed. (You do not need to type "Oracle.") Select the product you want from the filtered list and then use other search or browse tools to find the information you need.

- Advanced Search — You can specify one or more search criteria, such as source, exact phrase, and related product, to find information. This option is available from the Advanced link on almost all pages.
Finding Patches on My Oracle Support

Be sure to check My Oracle Support for the latest patches, if any, for your product. You can search for patches by patch ID or number, or by product or family.

To locate and download a patch:

2. Click the Patches & Updates tab. The Patches & Updates page opens and displays the Patch Search region. You have the following options:
   - In the Patch ID or Number field, enter the number of the patch you want. (This number is the same as the primary bug number fixed by the patch.) This option is useful if you already know the patch number.
   - To find a patch by product name, release, and platform, click the Product or Family link to enter one or more search criteria.
3. Click Search to execute your query. The Patch Search Results page opens.
4. Click the patch ID number. The system displays details about the patch. In addition, you can view the Read Me file before downloading the patch.
5. Click Download. Follow the instructions on the screen to download, save, and install the patch files.

Finding Oracle Clinical Documentation


Related Documents

This section lists the documents in the Oracle Clinical documentation set. The most recent version of each guide is posted on the Oracle Help Center.

- Oracle Clinical Installation Guide
- Oracle Clinical Upgrade Guide
- Oracle Clinical Administrator’s Guide
- Oracle Clinical Getting Started
- Oracle Clinical Creating a Study
- Oracle Clinical Conducting a Study
- Oracle Clinical Application Programming Interface Guide
- Oracle Clinical Remote Data Capture Onsite Administrator’s Guide
- Oracle Clinical Remote Data Capture Onsite User’s Guide
- Oracle Clinical, Oracle Clinical Remote Data Capture, and Oracle Thesaurus Management System Secure Configuration Guide

In addition, Oracle Clinical customers can request a copy of the Oracle Clinical Stable Interface Technical Reference Manual from Oracle Support.

Conventions

The following text conventions are used in this document:
<table>
<thead>
<tr>
<th>Convention</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>boldface</strong></td>
<td>Boldface type indicates graphical user interface elements associated with an action, or terms defined in text or the glossary.</td>
</tr>
<tr>
<td><em>italic</em></td>
<td>Italic type indicates book titles, emphasis, or placeholder variables for which you supply particular values.</td>
</tr>
<tr>
<td><strong>monospace</strong></td>
<td>Monospace type indicates commands within a paragraph, URLs, code in examples, text that appears on the screen, or text that you enter.</td>
</tr>
</tbody>
</table>
Oracle Clinical is a database application that streamlines clinical trial management. It provides tools to manage all of clinical trial activities from your organizational infrastructure to preparing your results for submission. The foundation of the application is a flexible data model with the following features:

- A Global Library of reusable objects
- A comprehensive set of tools for capturing the components of the clinical trial protocol
- A flexible method for structuring the questions that appear on Case Report Forms (CRFs)
- Automated procedures for generating and customizing data entry windows (forms) that correspond to the CRFs
- Tools to define complex data validations and derivations that require little or no programming
- A discrepancy database automatically synchronized with changes to both the clinical trial data and the validation definitions
- A flexible internal data structure for storing the clinical trial data that provides the ability to reorganize data for extract
- Tools to maintain lab reference ranges across multiple studies

**Oracle Clinical's Main Parts**

At the highest level, Oracle Clinical is organized around seven major clinical trial activities. There is a navigation aid for each of these activities in the application’s navigation panel. These are the menu items:

- Design
- Definition
- Conduct
- Extract
- Administration
- Lab ranges
- Global Library

The following sections summarize the functions of each of the major subsystems that comprise the top level of Oracle Clinical's navigation panel.
About the Administration Subsystem

The Administration subsystem includes all functions that support other Oracle Clinical subsystems. Specific functions include the following items:

- Reference codelists
- Data Entry administration
- Global Library administration
- User account maintenance
- System security
- Replication

See the Oracle Clinical Administrator’s Guide for more information.

About the Plan Subsystem

Use the Plan subsystem to model your organizational infrastructure and to create planned studies. You can define Programs, Organizational Units, Regions, and Planned Studies to model your organization’s infrastructure.

See the Oracle Clinical Creating a Study guide for more information.

About the Design Subsystem

Design provides a facility to capture the detailed design of a clinical study as described in the study protocol. Use the Design system to define your studies, Investigator and Site records, Treatments, Strata, Randomization strategy, and Patient Position records.

See the Oracle Clinical Creating a Study guide for design information, and the Oracle Clinical Conducting a Study guide for runtime information.

About the Global Library

The Global Library is the central repository for the objects that compose data collection definitions for clinical studies. In addition, you can store standard versions of the study collection objects for reuse in other studies. You can define separate domains, or namespaces, within the Global Library for different purposes, and you can classify objects in the Library to provide guidance for their use.

These are the definitions you manage in the Global Library:

- Questions — The elementary units of data collection comprising data point.
- Question Groups — A group of questions that have a logical relationship to each other that you usually collect together.
- Discrete Value Groups — A list of the valid responses to a question.
- Data Collection Modules— Organize question groups into the sets that are collected together.
- Data Collection Instruments — Organize data collection modules to facilitate data entry from Case Report Forms.
- Extract macros, Where clauses, key templates, view templates, and view definitions — Allow user-defined data extract and data browse.
The Global Library provides the facility to create and copy certain objects, as well as storing them. You can also define their required and recommended usage of the library objects for particular types of clinical studies and the tools for monitoring compliance with these standards.

See the Oracle Clinical Creating a Study guide for more information.

About the Definition Subsystem

The Definition subsystem covers four basic activities:

- Creating data collection modules (DCMs), data collection instruments (DCIs), and, optionally, DCI Books, which describe the data to be collected for a study.
- Creating data entry windows corresponding to the data collection modules.
- Assigning the data collection modules to the clinical planned events at which they are to be collected.
- Creating Validation and Derivation Procedures for the data to be collected.

See the Oracle Clinical Creating a Study guide for more information.

About the Conduct Subsystem

Conduct deals with entering, tracking, and cleaning clinical trial data. This subsystem encompasses the following functions:

- Log-In — Enter key information that identifies CRFs and creates the CRF tracking database.
- Data Entry — Complete first-pass and second-pass (verification) data entry.
- Batch Data Load — Load data from electronic sources rather than by manual methods.
- Batch Validation — Execute Validation and Derivation Procedures on new and changed data.
- Discrepancy Management — Guide the data query and correction process by taking note of the discrepancies recorded in the discrepancy database.
- Data Update — Interactively correct data values through data entry windows.
- Data Freezing and Locking — Control access to data to prevent unauthorized modifications.
- Data Browse — Review data in the interactive data entry windows in a read-only mode.
- Study Conduct Reports — Run reports that help visualize the current state of data acquisition and monitor the overall progress of data collection.

See the Oracle Clinical Conducting a Study guide for more information.

About the Labs Subsystem

The Lab Reference ranges subsystem provides facilities for maintaining information about labs, and about the reference ranges for lab tests, performed at those labs. Oracle Clinical also provides functions to define the allowable units for specific lab tests and rules for converting between various units. Finally, you can define the criteria for
About Data Extract

Data Extract consists of activities to create and maintain Data Extract Views, as well to create SAS pass-through views and SAS datasets based on these views. You define your Data Extract Views in the Definition subsystem, and you extract data from the Conduct subsystem.

Data Extract Views are Oracle RDBMS view definitions that allow you to access the data stored in Oracle Clinical in the same way you would access any other data stored in an Oracle database. A view is a database object that you can query like a database table. You can query Oracle Clinical’s views with any data query tool that can access Oracle tables—for instance, Oracle’s Discoverer 3.1 or Oracle Reports.

See the Oracle Clinical Creating a Study guide for design information, and the Oracle Clinical Conducting a Study for runtime information.
This section contains the following topics:

- Logging In on page 2-1
- Troubleshooting Login on page 2-1

Logging In

A session starts when you log into Oracle Clinical and ends when you log off. When you log in, you establish a connection between your browser and an Oracle Clinical Web Server. The Web Server moves information between you and the Oracle Clinical database. Follow these steps to start a session:

1. Open the Oracle Clinical launch page in your Web browser. Your system administrator can supply the hyperlink. By default, if you’re connecting to a computer named oc1 and your intranet’s link named mycompany.com, the link looks like this:

   http://oc1.mycompany.com/opa52/launch.htm

2. Click Login. You might be prompted to download and install a required browser plug-in. If so, install the plug-in, then return to these instructions.

   Clicking the Login button triggers a series of activities in the background. First, a small window opens. If you close this window you disrupt your connection to parts of the application, so don’t close it until you end your Oracle Clinical session. Next, login dialog box is displayed.

3. Complete the login dialog box fields according to the information supplied by your system administrator. Note that the characters ops$ precede your username.


Troubleshooting Login

This section gives a brief analysis of some of the problems that can occur when you log in.

I do not remember my password or do not have an account.
See your system administrator.
After entering username, password, and database name, I get an error message.
Note that you are adding the characters \ops$ before your user identification. If so, see your system administrator.

When I try to open a second session from the launch page, the window for the first session becomes blank.
You cannot start more than one Oracle Clinical session from the same computer.

Can I log onto Oracle Clinical from different computers?
If you log onto Oracle Clinical as the same user from different computers, you can run multiple sessions of Oracle Clinical, as long as all of the sessions are either in test or production mode. If you try to start a new session that is not in the same mode, the new session fails. The sessions can connect to the same database.

I closed my Oracle Clinical browser window because it froze. However, when I try to log in again, the same frozen screen appears.
Your browser is loading the frozen page from its cache. Follow these instructions to empty the Internet Explorer cache:

1. From the Internet Explorer menu bar, select Tools and then select Internet Options.
2. Select the General tab.
3. In the Temporary Internet files panel, click Delete files. You can set the browser so that you avoid this problem in the future, but at the expense of always downloading every page you visit on the Web. To prevent ever loading a cached page follow these instructions:
   a. Click Settings.
   b. Choose the Every visit to the page option.
   c. Click OK.
4. Close the Internet Options dialog box and try to log on.
Introducing the Oracle Clinical Interface

The Oracle Clinical application has over one hundred windows for maintaining clinical data. Some users see more windows than others because different privileges expose different parts of the application. This chapter describes how to find the right window, and how to use the window's tools.

This chapter contains the following sections:

- Navigating Oracle Clinical on page 3-1
- Using the Mouse, the Arrow Keys, and the Keyboard on page 3-8
- About Oracle Clinical Windows on page 3-3
- Basic Actions on page 3-5
- Internal Menus on page 3-9
- Entering Data on page 3-14
- Entering Queries on page 3-15
- Getting Help on page 3-16

Navigating Oracle Clinical

Each of Oracle Clinical's subsystems is organized into expandable nodes.

About the Navigator Panel

When you first open Oracle Clinical, there is a Navigator panel on the left side of the window. Each item in the panel is an Oracle Clinical subsystem. Each subsystem has an expandable node, that you can expand to reveal the contents of the subsystem all of the windows related to working in the subsystem. Clicking a node expands it to reveal its entries, and changes the plus symbol to a negative symbol (-). In Figure 3–1, there is a circle around the expanded Data Entry node.

Oracle Clinical documentation describes the navigation path you follow to open a window with a statement like:

Select Data Entry, then Initial Log-in

The above instruction indicates to click the node beside the Data Entry subsystem entry, then click the Initial Log-in entry. If you follow this action, the system prompts you to choose a study, then opens the Initial Log-in window where you can enter new records.

Data Entry subsystem has six data entry modes that correspond to the different stages of data entry, and several data entry maintenance utilities. It contains one expandable
node: Data Entry Reports. Clicking its node expands the entry so that you can run one of the Data Entry reports.

As another example of navigational path, the Global Library subsystem contains more nodes. If you read an instruction in the documentation like:

"Follow the navigation path Glib, then Question Groups, and Prov Question Groups," it means that to open the Maintain Provisional Question Groups window, click the Question Groups node, and then select the Prov Question Groups item. If you follow these instructions, the Maintain Provisional Question Groups window opens.

**Figure 3–1  A Detail of the Oracle Clinical Navigator Panel**

When you have expanded all of the nodes necessary to reveal your target item, you click the item. The system then opens an interface item. The documentation refers to the opened item as a window, or sometimes screen or form, depending on the application. They are mostly online forms where you view or change data in fixed fields. See “About Oracle Clinical Windows” for a description of the windows’ tools.

**About Full and Browse Modes**

Many modules have both a full privileges mode — where you can change data — and browse or query-only mode — where you can view existing data but you cannot change it. For example, you can create, update, and delete studies, if you have full privileges to the Maintain Clinical Studies form. If you have browse mode access, you can view the study records by navigating to the Query Clinical Studies menu item but you cannot change them. Your organization determines your access. If you have full access to a window but you have no need to change data in it, you can choose to access it in browse mode.
About Query Mode

Many Oracle Clinical windows open in query mode. In query mode, you enter information to help you find specific records. The window behaves as if you’ve invoked query mode. You can cancel or execute the query as necessary. See “Executing Queries” for a complete description.

---

**Note:** The Oracle Clinical help system does not work when you are in query mode. You must exit the query before you invoke help from the question mark icon, or through the F1 key, or through the Help. If you do not exit the query, nothing happens the first time you invoke help. The second time the system displays an information window.

---

About Oracle Clinical Windows

Figure 3–2 shows a sample window, Maintain Questions. The window has numbered circles that correspond to the following sections.

**Figure 3–2  Detail of the Maintain Questions Window**

1. **Window Title Bar**
   The top line of an Oracle Clinical window is the title bar. The title bar includes this information:
   - Your user name
   - Your symbolic account name
   - The name of the database instance to which you are connected
   - The login date
## 2 Menus
The second row in each Oracle Clinical window contains drop-down menus. Some menu items may be disabled.

## 3 Toolbar
The third row in each Oracle Clinical window is a toolbar that you can use to invoke common actions, such as [Insert Record] and [Execute Query]. If you pause the mouse pointer over the icon without clicking, Oracle Clinical displays text describing the icon’s function. Toolbar icons are described in Table 3–1 on page 3-6.

## 4 Title Bar
At the top of the work area in the window, a title bar shows the name of the window, in which you are working. It may also display a number of different levels of context, for example:

- the study where you are working
- the part of the window where you are working
- the name of the object you selected in the main window

## 5 Navigation Buttons
The navigation buttons near the bottom of the window enable exiting, saving your work without leaving the window, and to move to related windows. If you click a button that navigates to a window you cannot reach by any other navigation path, the window displays a Back button instead of an Exit button.

If you have unsaved changes in a window, the system prompts you before you can exit.

If a button is inactive, as the Details button is in Figure 3–2, you cannot navigate to that window from the current record. This indicates that some criterion that controls access to the destination is unsatisfied.

Each navigation bar includes a Save button that writes pending changes to the database. In some forms, the navigation bar also contains a Single/Multi button that allows you to toggle between single record and multiple records. In Figure 3–2 the Maintain Questions window is in Multi-record display. If you could click the Single button in the example, the window would display all of the information about the selected question — AO_DATE — on one window that you do not have to scroll to view.

## 6 Message Line
The message line provides information about the menu item that you highlight, or about the field where your cursor is located. It displays helpful hints as you progress through a task, and also some error or informational messages. Other messages appear in alert boxes.

## 7 Status Line
The status line contains information related to the data displayed on your window, and to your current options. Oracle Clinical uses three of the status items, as shown in Figure 3–3.
Count  This number indicates the position of the current record among the total retrieved by the query:

<table>
<thead>
<tr>
<th>When you have...</th>
<th>the window shows...</th>
<th>the count is:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Just opened a window</td>
<td>no records</td>
<td>1/1</td>
</tr>
<tr>
<td>Just opened a window</td>
<td>the one and only record</td>
<td>1/1</td>
</tr>
<tr>
<td>Executed a query</td>
<td>the only screenful of records</td>
<td>1/total</td>
</tr>
<tr>
<td>Executed a query</td>
<td>the first screenful of records</td>
<td>1/?</td>
</tr>
<tr>
<td>Scrolled down somewhat</td>
<td>another screenful of records</td>
<td>n/?</td>
</tr>
<tr>
<td>Reached the last record</td>
<td>the last screenful of records</td>
<td>n/total</td>
</tr>
</tbody>
</table>

Where \( n \) represents the number of the current record and \( total \) is the number of records retrieved. The question mark appears because Oracle Clinical does not immediately retrieve all the records that match your query; there might be hundreds. Retrieving a few at a time is more efficient.

Mode  The words Enter-Query in this area indicate that you are in query mode, rather than normal mode. See "Executing Queries" on page 3-16 for more details on this functionality.

Many Oracle Clinical windows open in query mode. The window behaves as if you’ve invoked query mode. You can cancel or execute the query as necessary. You enter query mode by clicking F7, selecting Query, then the Enter Query menu item, or the invoke query icon. You then complete the query by entering some search criteria and clicking F8, Query, then Execute Query, or the execute query icon.

List  The words List of Values means that you can use a dialog box to choose a valid value for the current field. The [List] function opens the dialog box; use the mouse or the arrow keys to select the value you want. See "List of Values" on page 3-15.

Horizontal and Vertical Scroll Bars  Scroll bars indicate there is more information in the window in the direction, in which the arrows are pointing. With horizontal scroll bars you can reach more information for each record by moving from field to field across the window horizontally. With vertical scroll bars you can reach more records by using the [Up] and [Down] or [Next Record] and [Previous Record] functions.

If the vertical scroll bar is disabled, all records are already displayed. If there is no horizontal scroll bar, all fields are displayed in the current window.

Basic Actions  You can invoke basic actions, or functions, in Oracle Clinical in a number of ways; in fact, many actions can be invoked by any of the three following methods:

- selecting from the menu (either by keystrokes or by using the mouse)
- pressing a single function key sequence
- clicking on a toolbar icon or navigation bar button
For example, [Save] can be invoked by selecting a menu item, by clicking a navigation bar button, or by pressing a function key sequence.

The key mappings listed below are applicable to a standard PC keyboard. You can view the key mapping for all functions on your PC keyboard by invoking the [Show Keys] function.

Table 3–1 summarizes instructions for the most frequently required navigations and interactions with fields. All the functions are described in detail, grouped by their menu item and functional group, under "Internal Menus" on page 3-9.

Table 3–1 Different Methods of Invoking Functions

<table>
<thead>
<tr>
<th>Function Description</th>
<th>Keys</th>
<th>Menu</th>
<th>Mouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Save</td>
<td>F10</td>
<td>Data, then Save</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exit</td>
<td>Ctrl+q</td>
<td>Action, then Exit</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency exit</td>
<td>Shift+F7</td>
<td>Action, then Exit without Saving</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Back</td>
<td>Ctrl+q</td>
<td>Move, then Back</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enter Query</td>
<td>F7</td>
<td>Query, then Enter Query</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Execute Query</td>
<td>F8</td>
<td>Query, then Execute Query</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Count Query Hits</td>
<td>Shift+F2</td>
<td>Query, then Count Hits</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cancel Query</td>
<td>Ctrl+q</td>
<td>Query, then Cancel</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Clear Record</td>
<td>Shift+F4</td>
<td>Query, then Clear Record</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Insert Record</td>
<td>F6</td>
<td>Data, then Save</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate Record</td>
<td>F4</td>
<td>Data, then Duplicate Record</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Duplicate Item</td>
<td>F3</td>
<td>Data, then Duplicate Field</td>
<td>—</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Table 3–1  (Cont.) Different Methods of Invoking Functions

<table>
<thead>
<tr>
<th>Function Description</th>
<th>Keys</th>
<th>Menu</th>
<th>Mouse</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Previous Record</strong></td>
<td>Shift+↑</td>
<td>Move, then Previous Record</td>
<td></td>
</tr>
<tr>
<td>Moves the cursor to the previous record.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Next Record</strong></td>
<td>Shift+↓</td>
<td>Move, then Next Record</td>
<td></td>
</tr>
<tr>
<td>Moves the cursor to the next record.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>First Record</strong></td>
<td>—</td>
<td>Move, then First Record</td>
<td></td>
</tr>
<tr>
<td>Moves cursor to first record retrieved by query, re-displaying that record, if necessary. Not available in single-record view.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Last Record</strong></td>
<td>—</td>
<td>Move, then Last Record</td>
<td></td>
</tr>
<tr>
<td>Moves cursor to last record retrieved by query, re-displaying that record, if necessary. Not available in single-record view.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Help</strong></td>
<td>Ctrl+H</td>
<td>Help, then Help</td>
<td></td>
</tr>
<tr>
<td>Displays field help and the Help dialog box for access to Extended Help.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>List</strong></td>
<td>F9</td>
<td>Help, then List Values</td>
<td></td>
</tr>
<tr>
<td>Displays the list of values (LOV) for fields that have one.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Change Format</strong></td>
<td>—</td>
<td>Move, then Change Format</td>
<td></td>
</tr>
<tr>
<td>Toggles from multi-row to single-row display format; not available in all forms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Change Format</strong></td>
<td>—</td>
<td>Move, then Change Format</td>
<td></td>
</tr>
<tr>
<td>Toggles from single-row to multi-row display format; not available in all forms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Select Study</strong></td>
<td>Ctrl+Shift+S</td>
<td>Special, then Select Study</td>
<td>—</td>
</tr>
<tr>
<td>Sets/changes the study for the form where you are working; not available in all forms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Define Domain Searchlist</strong></td>
<td>Ctrl+Shift+D</td>
<td>Special, then Define Domain Searchlist</td>
<td>—</td>
</tr>
<tr>
<td>Allows you to change your user domain searchlist; not available in all forms.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Previous Item</strong></td>
<td>Shift+Tab</td>
<td>Move, then Previous Field</td>
<td>—</td>
</tr>
<tr>
<td>Moves the cursor to the previous item.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Delete Record</strong></td>
<td>Shift+F6</td>
<td>Data, then Delete Record</td>
<td>—</td>
</tr>
<tr>
<td>Deletes current record from the database. You must save after invoking this action.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clear Block</strong></td>
<td>Shift+F5</td>
<td>Clear, then Clear Block</td>
<td>—</td>
</tr>
<tr>
<td>Clears data from the module window.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Clear Item</strong></td>
<td>Ctrl+u</td>
<td>Clear, then Clear Field</td>
<td>—</td>
</tr>
<tr>
<td>Clears the value from the current field.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Using the Mouse, the Arrow Keys, and the Keyboard

You can make a selection from the main menu in one of these ways: with the mouse, with the arrow keys, or from the keyboard.

You navigate in most submenus with the same methods. All menu items have an underlined letter that is unique within that menu.

When a menu name is followed by a triangle pointing to the right, that menu item brings up a submenu rather than a window.

**With the Mouse**

Oracle Clinical menus are "snap-down" not "pull-down". This means you click them, not drag.

1. Put the cursor on the menu you want.
2. Click the left mouse button once to highlight the item. The corresponding menu appears, with one of its items highlighted as a default.
3. To execute the highlighted item, click the left mouse button again.
   
   To make another selection on the same menu, move the cursor to that item before you click. The corresponding submenu or module window appears.
4. After you have clicked on one menu, you can navigate along the menu bar by moving the pointer. The menus dynamically display as you move off the edge of your first selection.
5. To reach the module you want, continue along the menu path in this way. The module window opens when you have clicked the final menu-path item, the end of that branch of the menu tree.

**With the Arrow Keys**

1. Press Alt and then the underlined letter of the menu you want.
   
   This snaps down and highlights that menu.
2. Use the arrow keys to move between menus, which are highlighted one by one as you move the arrow keys over them.
3. Press Enter to select the item you want, once it is highlighted.
4. Repeat steps 1 to 3 until you reach the window you want.

**From the Keyboard**

1. Press Alt and then the underlined letter of the menu you want.

### Table 3–1 (Cont.) Different Methods of Invoking Functions

<table>
<thead>
<tr>
<th>Function Description</th>
<th>Keys</th>
<th>Menu</th>
<th>Mouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edit Field</td>
<td>Ctrl+e</td>
<td>Data, then Edit Field</td>
<td></td>
</tr>
<tr>
<td>Displays the field text in a multi-line text editor for editing long fields.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Show Keys</td>
<td>Ctrl+K</td>
<td>Help, then Key Definitions</td>
<td></td>
</tr>
<tr>
<td>Lists keyboard keys that correspond to certain application functions.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Display Error</td>
<td>Ctrl+D</td>
<td>Help, then Display Error</td>
<td></td>
</tr>
<tr>
<td>Shows the most recent error(s), if any.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
This snaps down and highlights that menu.

2. Press the underlined letter of the item you want.

Repeat, if necessary, until you reach the window you want.

**Internal Menus**

This section lists and describes the items available from the menus that appear in every Oracle Clinical module window.

The Special menu is unique to each module, and is described with each module. Only those special functions common to multiple modules are described in this chapter.

In the following sections, for each menu a table maps the menu items to the equivalent functions. See Table 3–1, or use the [Show Keys] function, for other methods of invoking the function.

**Action Menu**

With the Action menu you perform the actions described in Table 3–2.

**Table 3–2  Action Menu Items**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Equivalent Function(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audit</td>
<td>—</td>
<td>Displays the Audit window.</td>
</tr>
<tr>
<td>Environment</td>
<td>—</td>
<td>Displays the Environment window.</td>
</tr>
<tr>
<td>Batch Jobs</td>
<td>—</td>
<td>Displays the Submitted Batch Jobs window, which shows the status and other</td>
</tr>
<tr>
<td></td>
<td></td>
<td>details of batch jobs submitted via the Parameterized Submission Facility</td>
</tr>
<tr>
<td></td>
<td></td>
<td>(PSUB).</td>
</tr>
<tr>
<td>Report Queue Manager</td>
<td>—</td>
<td>First displays a window, where you can select a server computer to run</td>
</tr>
<tr>
<td></td>
<td></td>
<td>your reports or schedule your batch jobs. Then opens the Reports Queue</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Manager for that Reports Server.</td>
</tr>
<tr>
<td>Print Screen</td>
<td>[Print]</td>
<td>Prints current window to your locally defined printer.</td>
</tr>
<tr>
<td>Exit</td>
<td>[Exit] or [Cancel]</td>
<td>Exits from current window to main menu or first cancels the current action,</td>
</tr>
<tr>
<td></td>
<td></td>
<td>if any; e.g., in query mode, the query is canceled.</td>
</tr>
<tr>
<td>Exit Without Saving</td>
<td>Shift+F7</td>
<td>Exits from current window, even when you are in a mandatory field.</td>
</tr>
</tbody>
</table>

**Audit**

The Audit function opens the Audit pop-up window to display audit trail information for the current record. This information is at the record level, rather than at the object level. In Data Entry, extensive auditing information is available for responses, received DCMs, and received DCIs. Fields for the Audit window are listed and described in Table 3–3.

**Table 3–3  Audit Window Fields**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Created</td>
<td>Date and time the record was</td>
</tr>
<tr>
<td>Created By</td>
<td>Name of the user who created the</td>
</tr>
<tr>
<td></td>
<td>record</td>
</tr>
</tbody>
</table>
Table 3–4  Environment Window Fields

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Modified</td>
<td>Date and time the record was last modified</td>
</tr>
<tr>
<td>Modified By</td>
<td>Name of the user who last modified the record</td>
</tr>
</tbody>
</table>

**Environment**

This function opens the Environment window, which displays information about the current user, your location within the system, and other study- and database-specific contextual information.

Fields for the Environment window are listed and described in Table 3–4.

Table 3–4  Environment Window Fields

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>User Id</td>
<td>Userid with which you connected to Oracle Clinical in this session.</td>
</tr>
<tr>
<td>Database Name</td>
<td>Name of the database to which you are connected.</td>
</tr>
<tr>
<td>Current Study</td>
<td>Name of the current study, if you have set a study in this session.</td>
</tr>
<tr>
<td>Version Number</td>
<td>Version of the current study, if you have set a study in this session.</td>
</tr>
<tr>
<td>Owning Location</td>
<td>Name of the database that is the source of, or that “owns”, the data.</td>
</tr>
<tr>
<td></td>
<td>If this value is different from the value in the Database Name field, the</td>
</tr>
<tr>
<td></td>
<td>data has been replicated from the database listed in this field. Replicated</td>
</tr>
<tr>
<td></td>
<td>data cannot be modified.</td>
</tr>
<tr>
<td>Locate Study</td>
<td>Name of the study where you are locating an object—only set if you are</td>
</tr>
<tr>
<td></td>
<td>in Locate mode.</td>
</tr>
<tr>
<td>Version Number</td>
<td>Version number of the study where you are locating an object—only set if</td>
</tr>
<tr>
<td></td>
<td>you are in Locate mode.</td>
</tr>
<tr>
<td>Current Date</td>
<td>Today’s date and time.</td>
</tr>
<tr>
<td>Current Location</td>
<td>Name of the location of the database.</td>
</tr>
<tr>
<td>Glib Location</td>
<td>Name of the location that owns the Global Library (Glib) that is the</td>
</tr>
<tr>
<td></td>
<td>source of the study definition.</td>
</tr>
<tr>
<td></td>
<td>If this value is different from the Current Location, this is not the</td>
</tr>
<tr>
<td></td>
<td>Glib-owning database, and the study definition cannot be modified.</td>
</tr>
<tr>
<td>Current Screen</td>
<td>System name for the window where the cursor is located.</td>
</tr>
<tr>
<td>Current Module</td>
<td>System name for the module where the cursor is located.</td>
</tr>
<tr>
<td>Current Block</td>
<td>System name for the module block where the cursor is located.</td>
</tr>
<tr>
<td>Current Task</td>
<td>System name for the task in which the module is running.</td>
</tr>
</tbody>
</table>

**Batch Jobs and Report Queue Manager**

These items are explained in detail in Chapter 4, "Submitting Batch Jobs and Reports".

**Move Menu**

The Move menu gives you options for navigating within the module window, between module windows, and back to the main menu.
Clear Menu

The Clear menu allows you to remove data from fields, records, and blocks. These functions can clear data retrieved in response to a query, or clear data that you have input. This functionality can be useful in clearing error-filled record or field values that cannot be saved to the database because of validation problems.

Note: Clearing a record simply removes it from view; if it has been saved to the database, it can be re-queried. Deleting a record and then saving it removes it from the database permanently.

Data Menu

The Data menu enables you to perform actions on the data such as saving, inserting, deleting, and copying.
Adding and Copying Records

To add a new record to the database, select Insert Record. The function creates a new record with no values directly below the record where your cursor was, and moves the cursor down to the beginning of the new record. This leaves you in position to start entering values.

In some cases, you may want to add several records that are similar to each other. For example, creating multiple occurrences of a question, where every field except the sequence number has the same value.

If the [Duplicate Record] function is available, use it as follows:

1. If there is an existing record that you want to copy, move the cursor there. (If not, add one.)
2. Make sure you are in a multi-record form. (If not, click Multi.)
3. Select [Insert Record].
4. Select [Duplicate Record].
5. Edit the fields that should be different.

To copy a single field, select [Duplicate Item].

Using the Editor Window

The Editor window enables you to edit the contents of any enterable field. You cannot use the Editor for fields that use Lists of Values (LOVs).

To use the Editor window:

1. Move the cursor to the field where you want to enter text.
2. Invoke the Editor window by choosing Data, then Edit Field or clicking Ctrl+e. The Editor window opens, with the cursor at the beginning of the window.

---

**Table 3–7  Data Menu Items**

<table>
<thead>
<tr>
<th>Menu Item</th>
<th>Equivalent Function(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Insert Record</td>
<td>[Insert Record]</td>
<td>Adds a new blank record below the current record, and moves the cursor position to the new record.</td>
</tr>
<tr>
<td>Delete Record</td>
<td>[Delete Record]</td>
<td>Removes the current record from the database. This action does not take place until you save the change.</td>
</tr>
<tr>
<td>Duplicate Rec</td>
<td>[Duplicate Record]</td>
<td>Copies all values of the previous record and pastes them into the current record, overwriting current values if any. Available in some modules, for some actions. Requires a previous record from which to copy.</td>
</tr>
<tr>
<td>Duplicate Field</td>
<td>[Duplicate Item]</td>
<td>Copies the value of the same field in the previous record and pastes it into the current field. Requires a previous record from which to copy.</td>
</tr>
<tr>
<td>Edit Field</td>
<td>[Edit]</td>
<td>Displays edit box, where you can read and edit up to 2,000 characters. See the section “Using the Editor Window” on page 3-12.</td>
</tr>
<tr>
<td>Save</td>
<td>[Save]</td>
<td>Writes (commits) changes made in the form to the database. If you do not save the changes, you cannot query them at a later time.</td>
</tr>
</tbody>
</table>
3. Use the Editor to enter and modify the text, or to search for text you want to change. You can see all the text in the box at one time.

4. Click OK to return to the original input field.

Query Menu

The Query menu gives you several query options. See "Executing Queries" on page 3-16 for more details on performing queries.

<table>
<thead>
<tr>
<th>Table 3–8 Query Menu Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Item</strong></td>
</tr>
<tr>
<td>Enter Query</td>
</tr>
<tr>
<td>Execute Query</td>
</tr>
<tr>
<td>Count Hits</td>
</tr>
<tr>
<td>Last Criteria</td>
</tr>
<tr>
<td>Cancel</td>
</tr>
</tbody>
</table>

Special Menu

The Special menu varies from module to module and is described for each module in the applicable chapter; however, two Special menu functions appear in many modules and are listed here.

Most module-specific special functions have function key equivalents displayed in the Key Definitions table. Press [Show Keys] in each module to see the function key equivalents for module-specific special functions.

<table>
<thead>
<tr>
<th>Table 3–9 Generally Applicable Special Menu Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Item</strong></td>
</tr>
<tr>
<td>Select Study</td>
</tr>
<tr>
<td>Define Domain Searchlist</td>
</tr>
</tbody>
</table>

Select Study

Many Oracle Clinical modules require that you set a study context, or identify the clinical study you want to work with, before you begin processing. When you enter a
module that requires a study context, if you have not yet selected a study for the current session, the **Select Study** pop-up window appears.

You can either type the study name, or select a study from the list of values, which lists only those studies to which you have access. Then select **OK** to continue processing. If you do not choose a study, or try to choose a study to which you do not have access, you cannot continue processing. Contact your system administrator for questions about study access.

Once you have chosen a study, it is generally displayed for context in the title bar of the module window and remains the same until you change it. You are not prompted to change the study, even if you exit the current form and enter another that requires a study context.

If you are in a study context-sensitive form and want to change your study context, you can either select the **Change Study** icon from the toolbar, select **Special**, then **Select Study** from the menu, or press the key equivalents to [Select Study]. The Select Study pop-up window appears, and you can choose another study.

### Define Domain Searchlist

The domain searchlist defines which of the available domains you can access while working in the Global Library. You can only view those objects that belong to domains to which you have been given access. If you are in a form that maintains Global Library objects and have access to this function, you can redefine the domains, and thus the Global Library objects, that you can access.

### Help Menu

The Help menu offers information about the system, such as Key Definitions and Display Error, and the online help system. See also "Getting Help" on page 3-16.

<table>
<thead>
<tr>
<th>Table 3–10 Help Menu Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Menu Item</strong></td>
</tr>
<tr>
<td>Help</td>
</tr>
<tr>
<td>Key Definitions</td>
</tr>
<tr>
<td>List Values</td>
</tr>
<tr>
<td>Display Error</td>
</tr>
</tbody>
</table>

### Entering Data

Oracle Clinical enables you to enter data in the following ways: by typing characters in the field; by selecting from a list of valid values; or by copying objects stored in the database. Determine data types and formats appropriate to each field in each module by checking field help.

### Check Boxes

Some forms contain check boxes, which are fields that require YES or NO answers. A YES answer is equivalent to a checked box, while a NO answer is equivalent to a blank, or clear box.
To answer YES, navigate to the check box, and either click the box with the mouse, or press the space bar. A check appears in the check box. Another click, or pressing the space bar twice, removes the check, leaving the box in the cleared, or NO, state.

**Case Sensitivity**

For many alphabetic fields, such as name, you can type in all lowercase letters, but the characters appear on the window in uppercase, and the data is saved to the database as uppercase. Other fields, such as comments, are case sensitive, and are saved to the database with the input exactly as you type it.

**Using Long Fields**

Some fields accept more characters than are displayed on the form. For example, the Comments field may display only 80 characters, but it has the capacity to contain up to 200 characters.

There are two ways to enter or view text in a field that is longer than the display: typing into the field directly, or using the field editor pop-up window (see the section “Using the Editor Window” on page 3-12). When you type in text directly, to view the text, scroll through it, using the left and right arrow keys.

**List of Values**

For some data fields in the system, a list of values (LOV) contains all the valid entries for that field. When you move into one of these fields, List of Values appears on the status line at the bottom of the window. Select [List] to view the list of valid values for the field. The list of values pop-up window appears.

To enter a value into a field from a list of values, follow these steps:

1. Select [List] to display the list of values.
2. Move the cursor to the value you want, either by clicking on the selection, or by moving to the selection with the up and down arrows.
3. Choose one of these methods to enter that value in the field you want:
   - select [OK]
   - type a carriage return
   - double-click on the selection

You can sometimes limit the listing by entering a character string, which serves as selection criteria, in the Find field of the list of values pop-up box. Oracle Clinical then displays only the items that meet these criteria. To use a wildcard in this box, first place your cursor in the field and type a search pattern, using the percent sign (%) to represent any number of characters. Then select [Find] or type a carriage return. In response, Oracle Clinical displays matching values from which you can make a single selection for your current field.

**Entering Queries**

Most of the fields you see in the windows are database fields. You can retrieve records from the database that contain specific values in these fields by entering search criteria in the fields and then performing a query.

The two functions required for performing a query are [Enter Query] and [Execute Query]. You enter query mode by pressing F7, or the **Query**, then **Enter Query** menu
item, or you invoke the query icon. You then complete the query by entering some
search criteria and pressing F8, or **Query**, then **Execute Query**, or the execute query
icon.

When you invoke query mode the system clears the window of existing records, and
you can enter your query specifications. If you have pending changes when you press
[Enter Query], the system prompts you to save your changes first.

The module window indicates query mode in the status line. While in query mode,
you can use lists of values, enter standard SQL wildcards in fields, and skip
mandatory fields. The system suspends normal field validations while you are in
query mode, since it is allowing you to use the module window to enter query criteria,
rather than validating a record in preparation for saving it to the database. Some forms
have fields that do not accept query criteria, so you cannot enter anything in those
fields while in query mode. These are usually fields that do not correspond directly to
fields in the database.

**Pattern Matching With Wildcards**

The **wildcard** character (%) can substitute for a letter or group of letters when you
enter the value. So, if you enter TET% as the current value for the parameter DRUG,
the system looks for a drug name beginning with "TET." If you enter %TET, the system
looks for a drug name ending with TET. If you enter %TET%, the system looks for a
drug name containing TET in any position. You cannot search for a single character —
for example, TEsingle characterT.

**Executing Queries**

After you have entered your query criteria, select [Execute Query]. Oracle Clinical
retrieves from the database all records that meet your query criteria, and populates the
window.

If you simply want to know the number of records that would meet your query
criteria, select [Count Hits] rather than [Execute Query]. Instead of retrieving the
records, Oracle places the number of records that meet your query criteria in the Count
field of the status line.

If your query retrieves no records, the system displays the following message on the
message line:

*Query caused no records to be retrieved. Re-enter*

The criteria that you entered remain displayed. You are still in query mode, so you can
simply change your criteria and then select [Execute Query] without having to select
[Enter Query] again.

If you have already executed a query and press [Enter Query] twice in a row, you are
placed in query mode, and the query criteria that you last entered are re-displayed.

Once the query successfully retrieves records, you are no longer in query mode, but in
normal operational mode, and you can create, update, or delete records as your
privileges allow.

**Getting Help**

Oracle Clinical provides hints, field help, the extended help system (Xhelp), and a
custom help option.
Getting Help

Introducing the Oracle Clinical Interface

Field Help

To display information about a particular field, invoke help by clicking the F1 key, following the menu path Help, then Help, or clicking the question mark icon on the toolbar.

XHelp

XHelp is an integrated set of topics that works with Oracle Clinical to display information about your current activity, or that you can display without Oracle Clinical. To open XHelp from Oracle Clinical, click the More button in the Field Help box. You can move about through the topics by means of hyperlinks and graphic workflows, described in "Navigating XHelp" on page 3-17. If you want to view XHelp without running Oracle Clinical, see "Viewing XHelp without Oracle Clinical" on page 3-18.

Custom Help

If your organization has chosen to author customized information, you click the Custom button in the Field Help box to view context-sensitive help. The help you reach from the Custom button takes advantage of the same context-sensitive structure as the Oracle-provided Xhelp content. See "Creating Custom Help Files" in the Oracle Clinical Administrator’s Guide for information on setting up custom help.

Navigating XHelp

When you first invoke Xhelp, the browser window opens in a single view mode. In this mode, only the selected Xhelp topic is displayed, and the window hides the Navigator, which can display all of the topics for the selected subsystem in a hierarchical format. You can reveal the Navigator by clicking the Show Navigation button.

<table>
<thead>
<tr>
<th>Help Type</th>
<th>How Displayed</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hint</td>
<td>In the task bar at the bottom of the Oracle Clinical window</td>
<td>The system displays a brief description of the currently selected field.</td>
</tr>
<tr>
<td>Field help</td>
<td>F1 Help, Help</td>
<td>The system describes the currently selected field in the Oracle Clinical Field Help box, usually at greater length than is possible in the toolbar hint.</td>
</tr>
<tr>
<td>XHelp</td>
<td>The More button in the Field Help box</td>
<td>Task-related information about your current Oracle Clinical activity. XHelp displays in a Web browser.</td>
</tr>
<tr>
<td>Custom help</td>
<td>The Custom button in the Field Help box</td>
<td>If the Custom button in the Field Help box is active, instead of the More button, you can see information written by your company.</td>
</tr>
</tbody>
</table>

Note: The Field Help box cannot open in Query mode. Many windows in Oracle Clinical open in this mode. You must execute or cancel the query before you invoke field help. Attempts to display the Field Help box in Query mode displays the Properties of Item Window. The information in this window is not related to online help.
Getting Help

Viewing XHelp without Oracle Clinical
XHelp topic files are written in HTML, so you can display them directly in a Web browser. In your browser, place a bookmark, or set as a favorite, the following file:

http://computer_name.domain/opa50/xhelp/oc/index.html

The file wwhelp.htm provides with links to all the XHelp topics for Oracle Clinical. If you cannot find this file, contact your system administrator. Once you locate XHelp, you can create a shortcut to the home page—or any other topic—for convenience.

Note: If you do not have webcache set up in your environment, specify port number 7777.

Troubleshooting XHelp
For the More button in the Oracle Clinical Field Help box to work, several Oracle Clinical installation steps must have been performed correctly. If Xhelp does not work, contact your system administrator.

Properties of Item Window
Query mode prevents the system from launching help properly. If you start a query, then invoke Help, Oracle Clinical opens the Properties of Item window (Figure 3–4) instead of the Help window.
Figure 3–4 Properties of Item Window

When Oracle Clinical displays this window, click OK to close it, then either complete or cancel your query. Once you are out of query mode, help calls work as expected.
Many Oracle Clinical functions are executed by batch jobs submitted to Oracle servers (Reports Server, Web Server) or third-party applications (SAS). Batch jobs are non-interactive programs, such as reports and procedures, that run in the background. That is, the program runs in a separate process and does not interfere with your task. For example, the program that performs data validation runs without input from you, and without showing any output on your screen.

The Oracle Reports Server handles reports and scheduled jobs, while the Oracle Clinical Parameterized job and report Submission facility (PSUB) handles procedures written in PL/SQL. You need to be aware of which kind of job you are running.

This chapter contains the following information:

- Overview of the Submission Process on page 4-1
- Entering Parameters for a Job on page 4-2
- Submitting the Batch Job on page 4-3
- Status of Submitted Jobs on page 4-6
- Using a Saved Parameter Set on page 4-9
- Controlling Execution Order Using Job Sets on page 4-10
- Desupported Reports on page 4-11

Overview of the Submission Process

Figure 4–1 represents the forms you use to submit and manage batch jobs, and the workflow among them. The callout numbers describe the most basic sequence of steps required to run a batch job:

1. **Menu item or button.** You select an Oracle Clinical task, from a menu or toolbar. The Submission of Module window appears, showing the parameters required for execution of the selected job.

2. **Submission of module.** You enter values for all the mandatory parameters.

3. Choose **Action**, then **Batch Jobs** to see the status of the Oracle Clinical jobs that you started.

   The Submitted Batch Jobs window displays the status of your Oracle Clinical jobs.

4. **Upon completion.** If your Oracle Clinical job finishes successfully, you can view the results on the screen and you can also print the results.
Entering Parameters for a Job

If your Oracle Clinical task does not succeed, you can view the log file, or contact your system administrator to determine and fix the problem.

Entering Parameters for a Job

When you select a task that requires a batch job, the Submission of Module window appears and displays a list of the parameters needed, as shown in Figure 4–1. The list may include a few of the fields that show on the final report or process. It may also include some fields that are not part of the final process but that limit the number of records in the report, or that are required in order to execute the job.

Figure 4–1 Submission of Module Window

The label at the top center shows your current task. The label below the task name indicates whether the job is a Report or a PSUB job (some tasks that generate reports are run by PSUB, not the Oracle Reports server). If it is a Report, you can now choose which server computer you want to run it, and, if the output type is PRINTER, which printer you want.

The parameters in the Description column are displayed with their default values, if any. Three check boxes indicate the options for setting these parameter values:

Table 4–1 Check boxes in the PSUB Window

<table>
<thead>
<tr>
<th>Check box</th>
<th>Effect</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mandatory?</td>
<td>If checked, the parameter must have a value. If there is no default value supplied, you must enter one.</td>
</tr>
<tr>
<td>LOV?</td>
<td>If checked, a List of Values is available for you to choose from.</td>
</tr>
<tr>
<td>Pattern?</td>
<td>If checked, you can use a wildcard search to limit the number of records reported.</td>
</tr>
</tbody>
</table>

When you enter a value for a parameter in the Current Value field, Oracle Clinical validates the value to ensure that it meets any requirements established for the parameter. You receive a message if the value you entered fails validation.
Submitting the Batch Job

After defining the submission parameters and submission details such as execution mode, follow these steps to send the job for processing:

1. Start at the Submission of Module window.
   - If you are using a saved parameter set without changing the execution definitions, you are already at this window.
   - Return to the block after making changes in the Submission Details window.

   **Note:** If Mode of Execution is set to batch_scheduled, you must save the parameter set before submitting the job. See "Saving a Parameter Set" on page 4-9 for instructions.

2. Click the Submit Job button to submit the batch job.

3. A message states that the transaction is complete and that the batch has been submitted. You also receive a message telling you what the output file is, if any.

4. To view the status of your submitted job, select the Job Status button from the navigation bar. See "Status of Submitted Jobs" on page 4-6 for details.

   **Note:** You can request only one batch job at a time. However, several jobs can run at the same time. To request more batch jobs, you must repeat this procedure.

Modifying Job Details

Once you have entered the parameters for the job, you can view the details of how the job is to be submitted by clicking the Job Details button. The fields in the Submission Details for Task window have default values set by your system administrator. They should be sufficient to run the job as set, but can be modified.

The Submission Details for Task window allows you to specify the output form of the results of a batch job: print, computer display (screen), or file, and where and when you want it to be printed or saved.
Follow these steps to modify fields in the Submission Details for Task window:

1. Fill in the fields for **Mode of Execution**, and server or printer.

   **Note:** If Mode of Execution is set to batch_scheduled, you must save the parameter set before submitting the job. See “Saving a Parameter Set” on page 4-9.

2. Make sure that all other parameters are set to your satisfaction. Contact your system administrator for more information on batch and print queue names.

3. Click **Submit Job** to start the job and return to the Submission of Module window.

**Table 4–2 Fields in the Submission Details for Task Window**

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mode of Execution</td>
<td>The type of scheduling needed to run this batch job:</td>
</tr>
<tr>
<td></td>
<td>BATCH_SCHEDULED = run repeatedly at a specified day and time.</td>
</tr>
<tr>
<td></td>
<td>BATCH_IMMEDIATE = run in batch mode as soon as possible.</td>
</tr>
<tr>
<td>PSUB Queue</td>
<td>For PSUB jobs, the name given to the batch queue.</td>
</tr>
<tr>
<td>Report Server</td>
<td>For Reports, the server computer that runs Oracle Reports.</td>
</tr>
<tr>
<td>Output Type</td>
<td>Device to handle the result of the batch job. One of:</td>
</tr>
<tr>
<td></td>
<td>SCREEN = displayed on a monitor.</td>
</tr>
<tr>
<td></td>
<td>FILE = saved in a file; not displayed on a monitor or printed.</td>
</tr>
<tr>
<td></td>
<td>PRINTER = sent directly to a printer.</td>
</tr>
<tr>
<td></td>
<td>PREVIEW = displayed in Reports Pre-viewer on your screen. You can then choose whether to print it.</td>
</tr>
</tbody>
</table>
The Reports Queue Manager enables you to see scheduled and past jobs on the selected Reports Server, and to stop or reschedule a batch job. You can only examine one Reports Server's queue at a time, using this application.

To launch the Reports Queue Manager for a particular Reports Server:

2. Choose the Reports Server that you want to examine from the LOV. The window populates with its full domain and server name in the right most fields.
3. Click OK. Oracle Clinical opens a new browser window, which loads the Reports Queue Manager data.

Each row represents a single batch job. Click the hyperlinked job status to investigate a particular job and manipulate it.

### Scheduling Jobs that Repeat

Click the Schedule button in either the Submission of Module or the Submission Details window to schedule a job, either repeating or not (called "batch deferred" in previous versions).

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Output Format</td>
<td>Kind of file to contain the result of the batch job. One of:</td>
</tr>
<tr>
<td></td>
<td>TEXT = Plain ASCII characters. Prints anywhere.</td>
</tr>
<tr>
<td></td>
<td>POSTSCRIPT = Adobe PostScript print format. Printer must have PostScript driver installed.</td>
</tr>
<tr>
<td></td>
<td>PDF = Adobe Portable Document Format. For viewing only.</td>
</tr>
<tr>
<td></td>
<td>HTML = HyperText Markup Language. For Web viewing</td>
</tr>
<tr>
<td>Printer</td>
<td>Name of the printer to which the batch job is sent.</td>
</tr>
<tr>
<td></td>
<td>Default: defined by system administrator for system default, by reference codelist OCL_JOB_PREF for the database.</td>
</tr>
<tr>
<td>Keep File</td>
<td>Whether to retain the output after the job is run.</td>
</tr>
<tr>
<td></td>
<td>Default: ON (checked)</td>
</tr>
<tr>
<td>Output Filename</td>
<td>Name of the output file generated by the batch job.</td>
</tr>
<tr>
<td></td>
<td>Enabled only if Keep File checked.</td>
</tr>
</tbody>
</table>

| Table 4–2 (Cont.) Fields in the Submission Details for Task Window

---

### Reports Queue Manager

The Reports Queue Manager enables you to see scheduled and past jobs on the selected Reports Server, and to stop or reschedule a batch job. You can only examine one Reports Server's queue at a time, using this application.

To launch the Reports Queue Manager for a particular Reports Server:

2. Choose the Reports Server that you want to examine from the LOV. The window populates with its full domain and server name in the right most fields.
3. Click OK. Oracle Clinical opens a new browser window, which loads the Reports Queue Manager data.

Each row represents a single batch job. Click the hyperlinked job status to investigate a particular job and manipulate it.

### Scheduling Jobs that Repeat

Click the Schedule button in either the Submission of Module or the Submission Details window to schedule a job, either repeating or not (called "batch deferred" in previous versions).
Status of Submitted Jobs

After you submit the job, you can view its status in the Submitted Batch Jobs window by selecting the Job Status button in the Submission of Module window. You can also reach the window by choosing Action, and then Batch Jobs from any Oracle Clinical window or by choosing Admin, then PSUB/Report Jobs, and Batch Jobs from the main navigator tree. You cannot update fields in the Submitted Batch Jobs window.

Table 4–3 Fields in the Schedule Jobs Window

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Report Server/Scheduler or Schedule Queue</td>
<td>Reports Server that processes reports jobs or Reports Server that schedules PSUB jobs. Display only. Value set in Submission Details for Task window.</td>
</tr>
<tr>
<td>Start</td>
<td>Use these fields to set the time and day.</td>
</tr>
<tr>
<td>Immediately option</td>
<td>As soon as your request gets to the server. Use this option only if the scheduled job starts on today. You must enter the first date the job runs in the At option, if it is not today.</td>
</tr>
<tr>
<td>At option, time field</td>
<td>Time of day in format HH:MM AM or PM, that is, a twelve-hour clock.</td>
</tr>
<tr>
<td>On option, date field</td>
<td>The date of the first run of the job. Day of the year in your local format (default is dd-mon-year).</td>
</tr>
<tr>
<td>Repeat</td>
<td>Use these fields to set the interval between repeats (if any).</td>
</tr>
<tr>
<td>Do not repeat option</td>
<td>Run the job just once.</td>
</tr>
<tr>
<td>Every option, number and units fields</td>
<td>A positive integer and a unit of time. Default is 1 Hour. Figure 4–3 shows every day.</td>
</tr>
<tr>
<td>Every option, ordinal and day fields</td>
<td>An ordinal number and a day of the week. Default is first Monday of the month.</td>
</tr>
<tr>
<td>Last option, day and date fields</td>
<td>A day of the week and a date of the month. Default is last Monday on or before the 31st of the month.</td>
</tr>
</tbody>
</table>
This section includes the following tasks:

- "Viewing Job Status" on page 4-7
- "Understanding Log and Output File Names" on page 4-7
- "Stopping Jobs" on page 4-9

Viewing Job Status

In this window you can view various aspects of your job, such as its current execution status, log and output file names, failure text if the job failed, as well as various timestamps. The execution status of each job changes as the job moves from entered, to started, and then to success.

If you are viewing this form while the job is executing, click Auto Refresh button on the navigation bar to have Oracle Clinical automatically update the status display. A second click turns off the auto refresh.

Understanding Log and Output File Names

The names of the files are structured as follows: the unique batch job ID for the job is prefixed with an L for the log file, and with an O for the output file; for example, a batch job with a batch job ID of 12345 would have an output file name of RXC_LOG:O12345.OUT, and a log file name of RXC_LOG:L12345.LOG.

If you want to print the output or log file, click the Print Output or Print Log button on the navigation bar. If you want to see the files onscreen without printing them, you click View Output or View Log. If there are multiple files, a dialog box appears and you can select the one you want. For convenience, the output file is included in the log file dialogs.

- **PSUB job**: As of Release 5.0, log and output files are saved only temporarily to a file system directory, then are immediately uploaded to the database where the View and Print buttons access them. The temporary directory is specified in the PSUB_LOGS_DIR value of the OCL_STATE reference codelist.

  The PSUB_LOGS_DIR value is fetched from the ocl_state ref codelist. A Username-specific directory is created on the database server when a user submits a PSUB job for the first time and is used for all subsequent jobs submitted by that particular user. The Job ID is specific to every job run.

- **Report job**: Log and output files are placed in the Report Server Directory on the server that is defined in the Oracle Accounts of Oracle Clinical. (Navigate to Admin, then Users, then Oracle Accounts.)

| **Table 4–4 Fields in the Submitted Batch Jobs Window** |
|-----------------------|---------------------------------|
| **Name**              | **Description**                  |
| Job Id                | Unique system-generated ID for the batch job submission |
| Module Name           | Name of the module that is being executed |
### Table 4–4 (Cont.) Fields in the Submitted Batch Jobs Window

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
</tr>
</thead>
</table>
| Execution Status          | Status of the batch job  
ENTERED = You have requested submission of the job.  
SUBMITTED = Job has been submitted to the batch queue.  
SUBMIT_TO_RS = Job has been submitted to the server queue  
SUBMIT FAILED = Job failed submission to the batch queue.  
STARTED = Job is currently executing.  
SUCCESS = Job has completed successfully.  
FAILURE = Job has completed unsuccessfully.  
STOPPED = Job has been stopped by the Stop button.  
STOP_FAILED = Job has not responded to the Stop button. |
| Study                     | Name of the study.                                                                                                                                                                                        |
| Parameter Set Name        | Parameter Set Name that was loaded for this job.                                                                                                                                                           |
| Temporary Output Loc      | Name of the directory where the output file was generated before being written to the database table BATCH_JOB_LOBS.                                                                                     |
| Failure Text              | Text the job generates to give information about why it failed.                                                                                                                                             |
| Temporary Log Loc         | Name of the directory where the log file was generated before being written to the database table BATCH_JOB_LOBS.                                                                                     |
| Mode of Execution         | Type of scheduling that ran this job  
BATCH_IMMEDIATE = run in batch mode as soon as possible  
BATCH_SCHEDULED = run repetitively at a specified day and time |
| Module Type               | Type of module executed in batch: REPORT, 3GL, DCL, PLSQL                                                                                                                                                |
| Server Queue              | Name of the server queue to which you sent the job                                                                                                                                                          |
| Print Queue               | Name of the print queue to which you sent the job                                                                                                                                                           |
| Job Request Time          | Date and time you clicked the Submit Job button                                                                                                                                                             |
| Job Submission Time       | Date and time the job was actually submitted                                                                                                                                                               |
| Scheduled Time            | Date and Time the job was scheduled.                                                                                                                                                                         |
| Job Start Time            | Date and time the job started                                                                                                                                                                             |
| Job Completion Time       | Date and time the job completed                                                                                                                                                                            |
| Format                    | File format of the output file: ASCII, PDF, or POSTSCRIPT                                                                                                                                                |
| Report ID/Process ID      | The internal identification of the processed report (processed on the Report Server) or PSUB Job (processed on the PSUB Server).                                                                            |
| Job Name                  | Name of the job processed on the Report Server. It is shown on the Report Queue Manager as well.                                                                                                           |
| RS Scheduler              | Report Server computer that owns the server queue                                                                                                                                                           |
| Schedule String           | Time that you specified for the job start time.                                                                                                                                                            |
| Command Line              | Command Line sent to the server.                                                                                                                                                                           |
Stopping Jobs

You can stop a job, even if it is in a job set, by clicking the Stop button. A stopped job has a status of STOPPED; if the job doesn’t respond to the action, its status is STOP_FAILED. You can stop only your own jobs. Oracle Clinical does not delete log and output files associated with PSUB jobs; the system deletes log files from reports jobs when you stop the job.

Using a Saved Parameter Set

A parameter set is a saved grouping of one or more parameter values that you have specified in the Submission of Module window. If you know that you plan to execute the same batch job repeatedly, it may save you time to create a parameter set. Saving the parameter set also saves the associated execution definition. Once saved, a parameter set can be reused and/or modified.

Similarly, if you want to execute a series of batch jobs in a certain order, you can create a job set. Each job in a job set must have a saved parameter set. You cannot run job sets immediately; they execute only on a server.

Saving a Parameter Set

You must save a parameter set if the batch job mode of execution value is BATCH_SCHEDULED. Follow these steps:

1. Create or modify parameters as explained in "Entering Parameters for a Job" on page 4-2.
2. Return to the Submission of Module window.
3. Select Save Param Set from the Special menu. The Save Parameter Set Name window appears.
4. Enter a unique name for this new or modified parameter set, and select [OK].
5. The system displays a confirming message and displays the Submission of Module window.
6. Select [Exit] to end the function and return to the menu.

Modifying a Saved Parameter Set

After you select and display a saved parameter set, you can modify it to meet your current needs and then save it, if appropriate, using a new name.

When you save a parameter set, you also save the batch job execution definition settings. These settings can then be used automatically, or changed. If you change the execution settings, the changes are lost unless you save them under a new name.

Follow this procedure to use your saved set of parameters to submit a job:

1. Select the report or other batch job from the Main Menu. The Submission of Task window appears, showing the parameters for the batch job.
   To use the parameters currently displayed in the PSUB Submission window, go to Step 3.
2. To use a saved parameter set, do the following:
   a. Select Load Param Set from the Special menu. The Load Parameter Set Name window appears.
Controlling Execution Order Using Job Sets

You can control the order for a specified set of jobs when you want jobs that depend on other jobs to execute only if the jobs on which they depend have been successfully executed.

The first task is to define a job set, provided you have saved a parameter set for each of the jobs in the job set. Navigate to Admin, SUBJ/Reports Jobs, then Job Sets and enter a name for the job set, which is restricted to alphabetic characters. List the various jobs in this set; the parameter set names previously saved are entered automatically or from a LOV. The Task Name field is typically the name of a report and is entered when the parameter set is entered.

For each job in the job set, enter the job label of a related job in the appropriate status column. The status column you choose indicates what status the job in the left-hand column should have before the related job should start. If you leave one of the fields blank and the job in the left-hand column ends with the corresponding status (for example, the job ends successfully and the field in the Success column is empty), the execution of the whole job set stops.

The Time-out field that refers to the job in the left-hand column has a default of 720 minutes. The Time-out field that refers to the related job indicates only whether the job is permitted to time out before or after another job executes.

If any of the jobs in a job set exits with a status of SUBMIT_FAILED or STOPPED, the whole job set aborts with a status of FAILURE.

Oracle Clinical limits you to a maximum of 52 saved records in a job set. If you run a sequence of more than 52 jobs, divide them into smaller sets.

You submit job sets following the menu path Admin, SUBJ/Reports Jobs, then Submit Job Set and then providing a job set name, for which there is a list of values.

Log Files for Job Sets

Oracle Clinical stores log files for job set submissions in the Report Queue Manager, and does not produce output files. For more information about seeing these log files, see "Reports Queue Manager" on page 4-5.
Desupported Reports

The following reports have been desupported. All reports still have links under Data Entry, Data Entry Reports.

- Project Enrollment
- Study Enrollment
- Site Enrollment
- Site Summary
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