10. Data Cleaning – Query Management

Whenever **data are missing, implausible or inconsistent,** Data Management or the responsible CRAs will generate **Queries** to clean them.

- A Query will be allocated to the data field in question.
- Queried data are expected to be provided or corrected based on the source data.
- If the queried data cannot be improved, the Query answer should reflect this by **confirming the data** within the Query answer together with an **explanatory comment**.
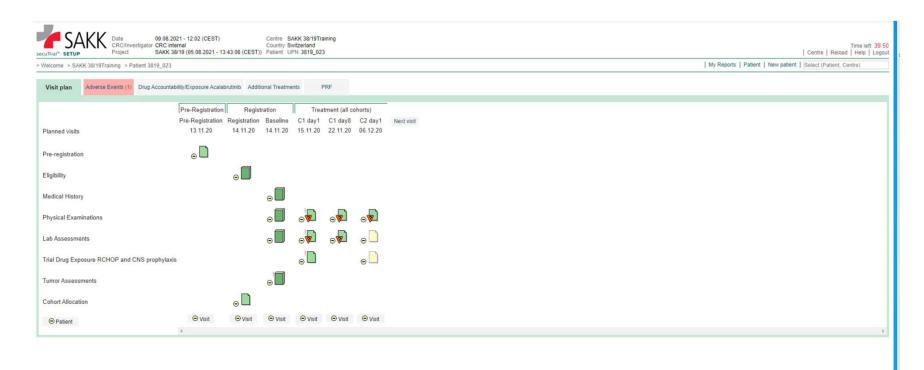- Details regarding Query Management can be found in the GUM section 9.

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10. Data Cleaning – Query Management

- **To avoid Queries** regarding data that ultimately cannot be provided as requested, a **comment can be written directly at the end of the form**, confirming the data and providing an explanatory comment why the data are insufficient or missing.

- Obviously this option is only possible on forms offering a 'Comments' field at the bottom of the page.

- In trials with a high number of patients, Queries might be sent nonetheless. However, comments are required anyway to explain the situation and can be used as reference to answer Queries.

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10a. Data Cleaning – Video: How to find Queries

10b. Data Cleaning – Video: How to answer Queries

10. Data Cleaning – How to answer Queries

- To answer queries by **adding/ correcting data**, updates have to be performed **directly within the eCRF**. The **saving of the data** happens at the bottom of the form (**Reason for modification + Save button**).

- Queries are automatically answered after a data update, when they are allocated to data fields that have been modified.

- In case a **Query is allocated to a data field different from the one that actually was updated**, it has to be **answered manually within the Query pop up window**, confirming the respective data and providing an explanatory comment.

- Whenever there are still **Warnings on the form** after updates have been done, a **second click on the save button** is necessary to save the modifications performed.

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10. Data Cleaning – How to answer Queries

- Only when a pop up window confirms data saving, new and modified data have been actually saved!

- **Casenodes in older trials** should not be set on status DEC as long as additional data or data updates are expected, to avoid any blocking of the forms by SDV or allocation of Queries.

- **Casenodes in newer trials** (activated from 2021 on), used for ongoing data recording, will not offer the status DEC anymore. SDV and Query allocation can be performed in parallel to data updates.

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10. Data Cleaning – How to answer Queries

■ When a **Query is allocated to a header section** and lead to an **opening of a previously hidden subsection**, the subsection can usually **not be populated right after** as the query blocks all sections on the form with exception of the one it is allocated to. New unresolved queries are needed.

■ Sometimes subsections are not easy to recognize, as there is no visible line in-between. Only separate tags and buttons identify them.

■ **Avoid answering queries with temporary answers** like: 'Will be provided later'. Those Queries have to be reopened immediately and only causing unnecessary work for all involved.

10. Data Cleaning – Protocol Deviation tags

- Beside Query tags 🔺 (triangles), there are in more recent trials also Protocol Deviation tags 📄 to find (D shaped tags).

- Instead of manually populated data listings, protocol deviations are now recorded integrated within the eCRF.

- They are displayed to you but you do not need to follow up on them. They are managed exclusively by SAKK CC.

Thank you for watching!

The Swiss Oncology Research Network