

Completed participant status is required to generate a screening and enrollment log.

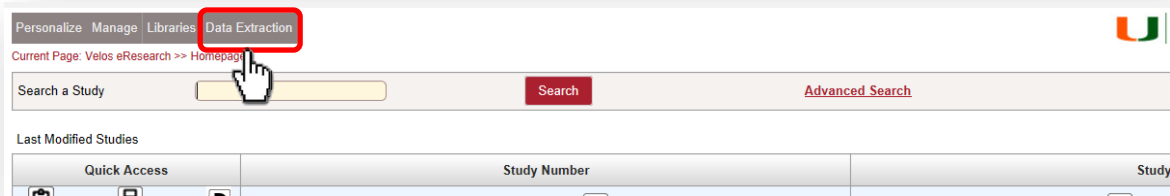
Steps to follow

1. Open an Internet Browser (*Internet Explorer is the preferred browser*) and type <https://velos.med.miami.edu> into the address bar.

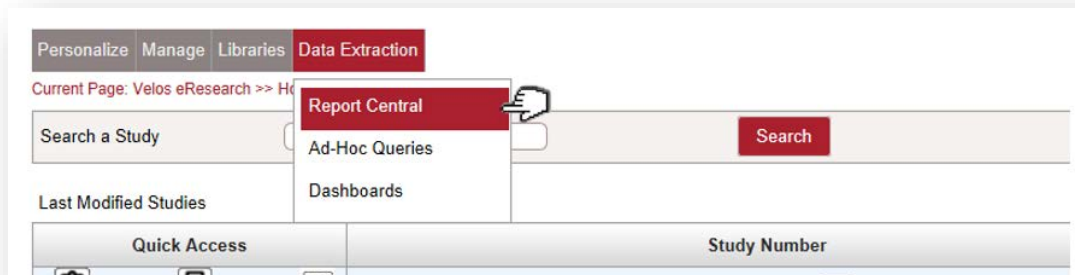
2. Enter your Cane ID and Password

*If you experience any technical difficulties logging into Velos, please contact Research IT (305-243-2314; Resinfo@med.miami.edu).

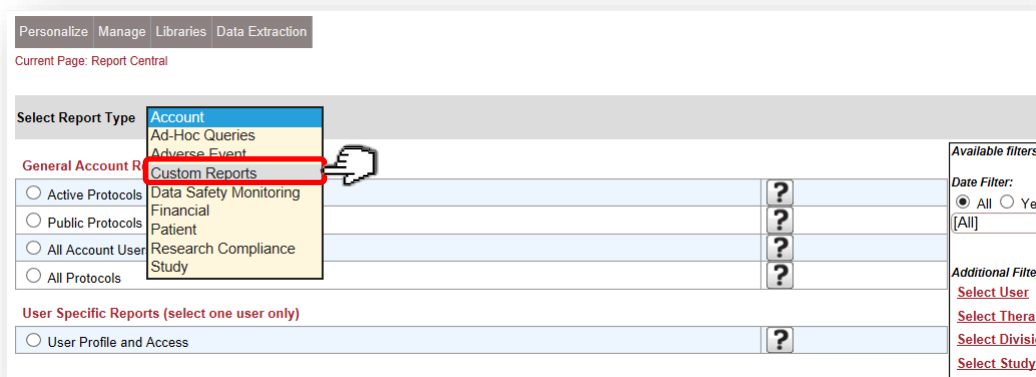
3. Select “Data Extraction”



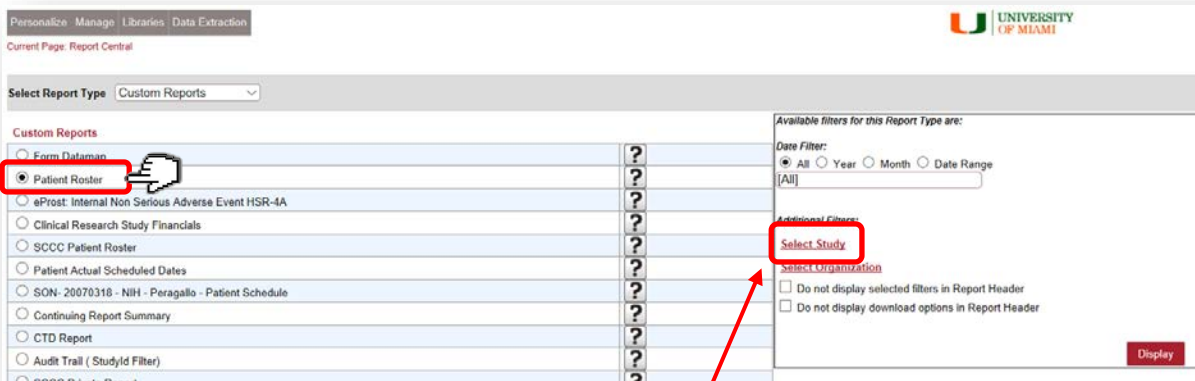
4. Select the “Report Central” from the dropdown menu



5. Use the ‘Select Report Type’ dropdown menu and select “Custom Reports”

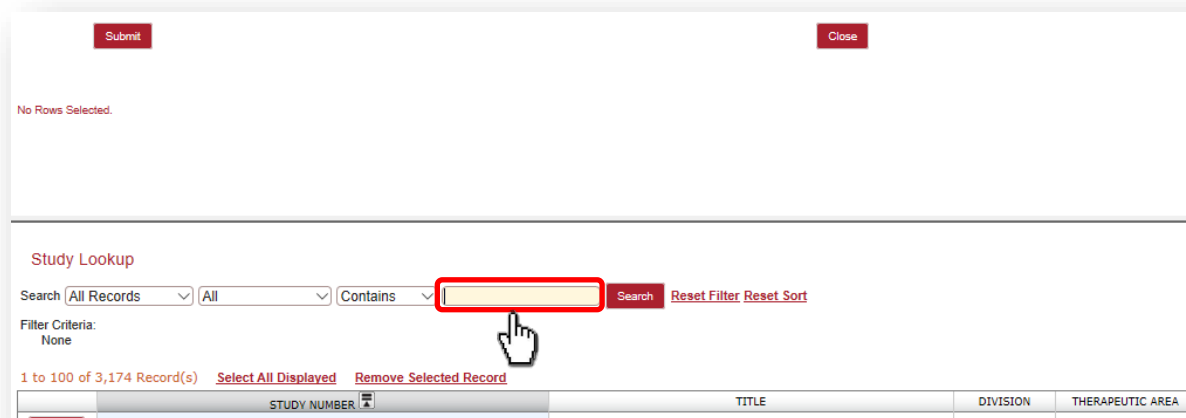


6. Select “Patient Roster” from the list

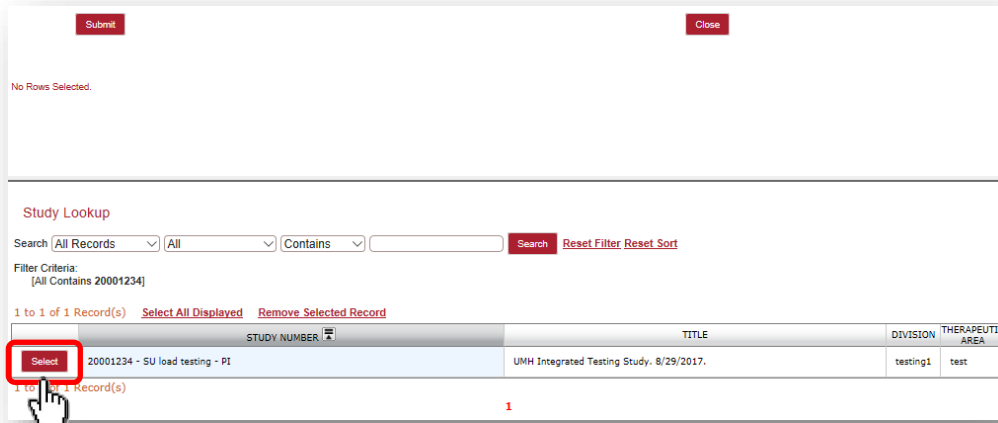


7. Click the “Select Study” hyperlink

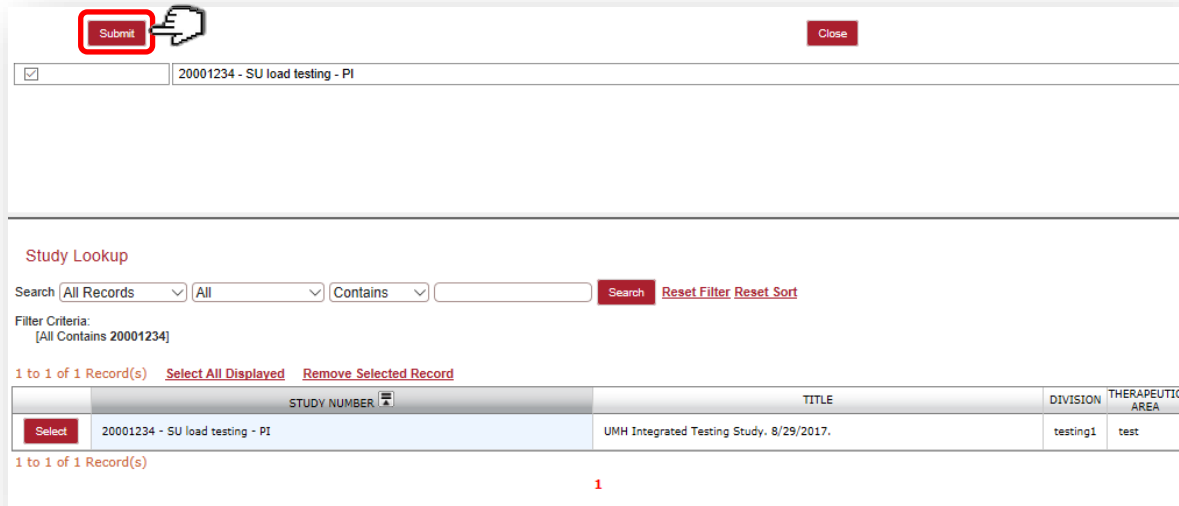
8. Enter the eProst study ID number in the text field & click “Search”



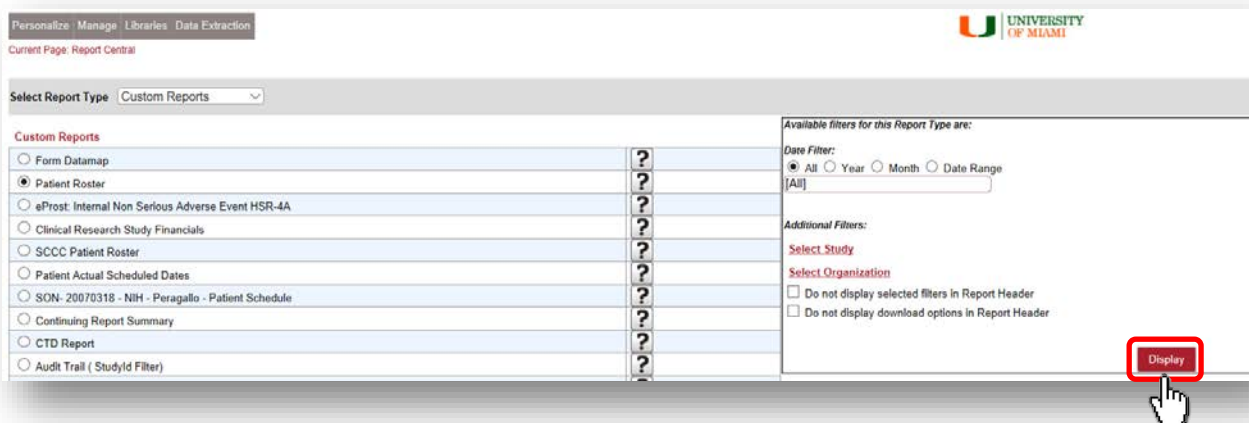
9. Click the “Select” button next to the correct study



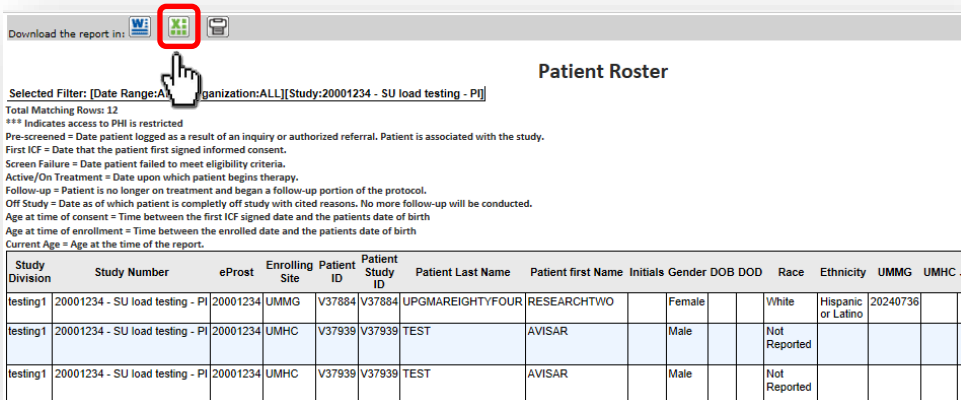
10. Click the “Submit” button at the top of the page





11. Select “Display” to show the Patient Roster for the desired study



12. Click the Export to Excel Icon



Download the report in:  

Patient Roster

Selected Filter: [Date Range: ALL] [Organization: ALL] [Study: 20001234 - SU load testing - Pj]

Total Matching Rows: 12

*** Indicates access to PHI is restricted

Pre-screened = Date patient logged as a result of an inquiry or authorized referral. Patient is associated with the study.

First ICF = Date that the patient first signed informed consent.

Screen Failure = Date patient failed to meet eligibility criteria.

Active/On Treatment = Date upon which patient begins therapy.

Follow-up = Patient is no longer on treatment and began a follow-up portion of the protocol.

Off Study = Date as of which patient is completely off study with cited reasons. No more follow-up will be conducted.

Age at time of consent = Time between the first ICF signed date and the patients date of birth

Age at time of enrollment = Time between the enrolled date and the patients date of birth

Current Age = Age at the time of the report.

Study Division	Study Number	eProst	Enrolling Site	Patient ID	Patient Study ID	Patient Last Name	Patient first Name	Initials	Gender	DOB	DOD	Race	Ethnicity	UMMG	UMHC	JM	
testing1	20001234 - SU load testing - PI	20001234	UMMG	V37884	V37884	UPGMAREIGHTYFOUR	RESEARCHTWO		Female			White	Hispanic or Latino	20240736			
testing1	20001234 - SU load testing - PI	20001234	UMHC	V37939	V37939	TEST	AVISAR		Male			Not Reported					
testing1	20001234 - SU load testing - PI	20001234	UMHC	V37939	V37939	TEST	AVISAR		Male			Not Reported					

13. In Excel, remove all Personally Identifying Information (PII)/Protected Health Information (PHI) or irrelevant information. See below for the columns that should be removed from the excel file:

- Patient ID
- Patient Study ID
- Patient Last Name
- Patient First Name
- Initials
- DOB / DOD
- UMMG, JMH, UMH, ABLEH (Medical Record Numbers)
- Age* – We suggest only using one of the age-related columns.
 - Age at time of consent
 - Age at time of enrollment
 - Current Age

*The age at the time of consent/enrollment may be pertinent for the Inclusion/Exclusion criteria, but not all three age-related columns are needed.

Please visit the **Office of Privacy & Data Security** website (<http://privacy.med.miami.edu/>) for the list of 18 PII/PHI identifiers or for further information.