How-To Create Screening and Enrollment Log

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](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

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.