

Title: LAO Web Reports User Guide

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REVISION HISTORY (most recent first)

Version	Effective Date	Summary of Changes
2.0	18-Nov-2025	Updated several screenshots throughout the document to reflect the updated report list, names, and descriptions, as well as the DMASC logo. Updated the LAO Web Reports support email address and changed DMACC to DMASC throughout the document. Made minor edits throughout the document for clarity.
1.0	26-Dec-2024	Original version of the document.

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1. INTRODUCTION AND PURPOSE

This document provides instructions for using the Lead Academic Organization (LAO) Web Reports application that is available on the Cancer Prevention Clinical Trials Network (CP-CTNet) Data Management, Auditing, and Statistical Center (DMASC) Portal Gateway.

LAO Web Reports is a web-based application that allows approved users to either download existing reports, or generate new reports for download, depending on each report's configuration.

2. DEFINITIONS

Term	Definition
AQuIP	Accrual Quality Improvement Program
CP-CTNet	Cancer Prevention Clinical Trials Network
.csv	Comma-Separated Values File
DMASC	Data Management, Auditing, and Statistical Center
LAO	Lead Academic Organization
MDA	MD Anderson
UAZ	University of Arizona
UWI	University of Wisconsin

3. ACCESSING LAO WEB REPORTS

Users must have a Portal Gateway account and the designated permissions to access the LAO Web Reports application. See CP-CTNet USRMAN02 *Public Website and Portal Gateway Overview and User Registration Guide* for more information on requesting Portal Gateway accounts.

To access LAO Web Reports:

1. Go to the [CP-CTNet DMASC Portal Gateway](#).
2. Sign in with a Portal Gateway username and password.

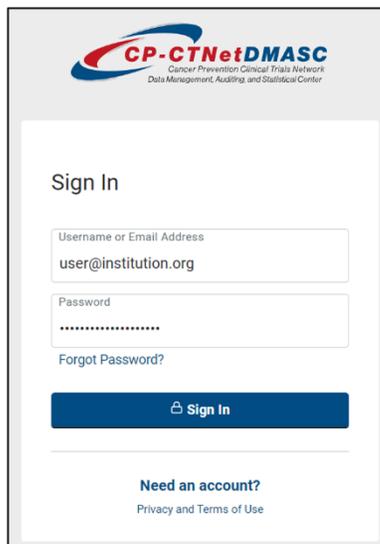


Figure 1: CP-CTNet DMASC Portal Gateway Sign In page.

3. Click the *Open App* button beneath the LAO Web Reports dashboard item tile to display the LAO Web Reports application.
 - 3.1. Click the *More Details* button beneath the LAO Web Reports dashboard item tile to view more information and documentation about LAO Web Reports, and to access an alternative link to display the [LAO Web Reports](#) application.



Figure 2: LAO Web Reports dashboard item tile.

4. The LAO Web Reports application is displayed.

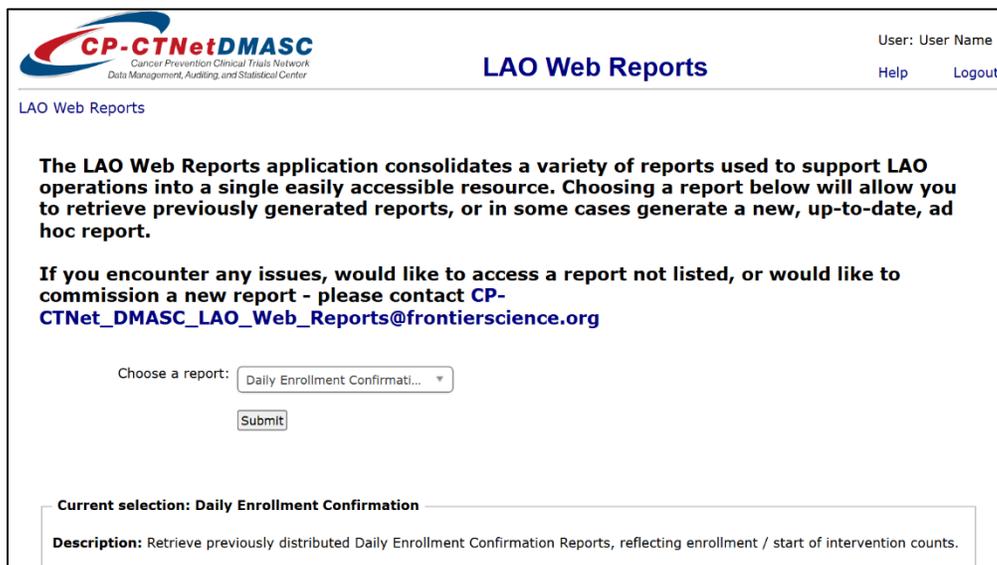


Figure 3: LAO Web Reports application.

4. SELECTING A REPORT

LAO Web Reports allows users to retrieve a variety of existing (archived) reports or generate new reports (as available). Existing reports are reports that were previously generated and distributed that the user can access via an archived list of previous reports. New reports are reports that are generated by the user and pull new, real-time data from the CP-CTNet central database. All reports

are listed in the *Choose a report* dropdown menu. Access to specific reports is based on the user's LAO affiliation as per DMASC records.

To retrieve a report:

1. Select the desired report from the *Choose a report* dropdown menu.

Note: The list of reports may change over time.

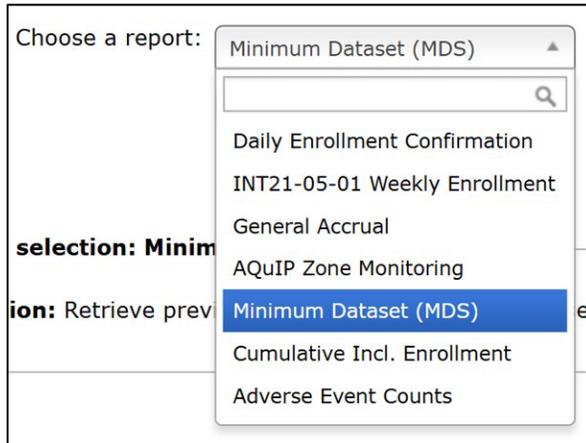


Figure 4: Choose a report dropdown menu.

2. A brief description of the selected report is displayed on the page.

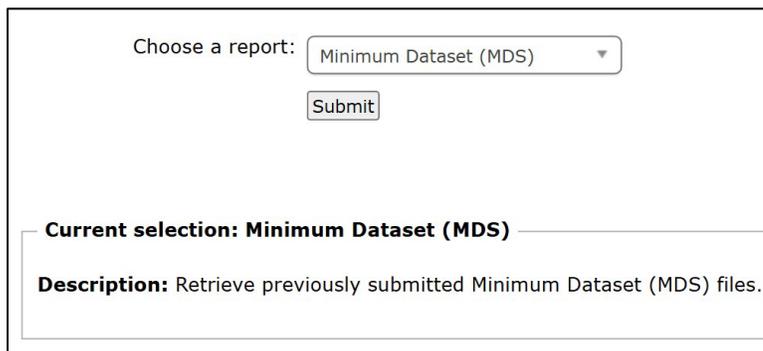


Figure 5: A brief description of the selected report.

- 2.1. The description may indicate if the report is an existing report or a newly generated report.
3. Click the **Submit** button to retrieve or generate the selected report.
4. A *Report Criteria* page is displayed.

Report: Minimum Dataset (MDS)

Description: Retrieve previously submitted Minimum Dataset (MDS) files.

LAO:

Study:

Run date:

Figure 6: Report Criteria page.

5. APPLYING FILTERS

If a report is differentiated by LAO, study, and/or run date, these criteria can be used to filter the report output. If no criteria are entered or selected for the *LAO*, *Study*, and/or *Run date* fields, then the entire list of available LAO, study, and/or run date values is used to retrieve or generate the report. The filter fields are configurable and vary by report.

Note: The available LAOs and studies listed in the *LAO* and *Study* dropdown menus and report output are limited by the LAO(s) affiliated with the user's account (i.e., LAO staff users are only presented LAOs and studies associated with their LAO). Contact LAO Web Reports support (via CP-CTNet_DMASC_LAO_Web_Reports@frontierscience.org) if the expected LAOs and/or studies are not displayed.

To refine the report output:

1. Enter or select an LAO from the *LAO* dropdown menu.

LAO:

Study:

MDA

UAZ

UWI

Figure 7: LAO dropdown menu.

- 1.1. Multiple LAOs may be entered or selected, if allowed and configured for the chosen report (e.g., MDA and UAZ may both be entered or selected from the *LAO* dropdown menu).

LAO:

Study:

MDA

UAZ

UWI

Figure 8: LAO dropdown menu with an LAO selected.

Note: If an LAO was entered or selected in error, click the **x** next to the LAO name to remove the LAO from the *LAO* field.

2. Enter or select a study from the *Study* dropdown menu.

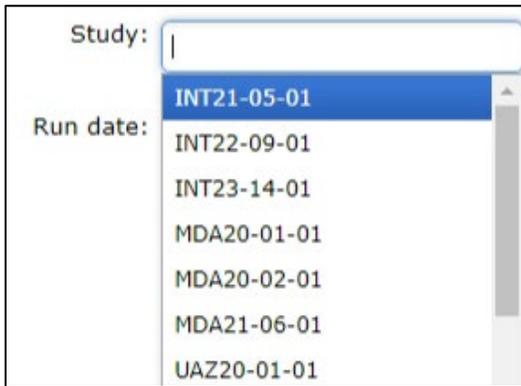


Figure 9: Study dropdown menu.

- 2.1. Multiple studies may be entered or selected, if allowed and configured for the chosen report (e.g., INT21-05-01 and UAZ20-01-01 may both be entered or selected from the *Study* dropdown menu).

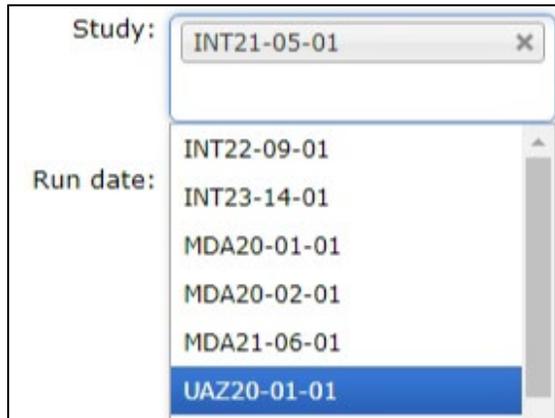


Figure 10: Study dropdown menu with a study selected.

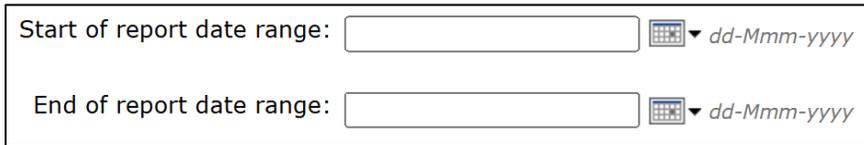
Note: If a study was entered or selected in error, click the **x** next to the study number to remove the study from the *Study* field.

3. Enter a date in the *Run date* field or select a date from the *Run date* field calendar widget.



Figure 11: Run date field and Run date field calendar widget.

Note: For some reports, users may select a range of dates by entering or selecting a start date and/or end date on the *Report Criteria* page.

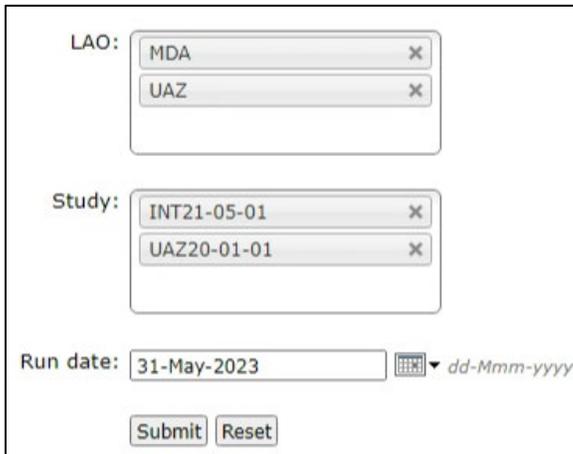


Start of report date range:  dd-Mmm-yyyy

End of report date range:  dd-Mmm-yyyy

Figure 12: Date range fields on the *Report Criteria* page.

4. Click the **Submit** button to retrieve or generate a report list based on the entered or selected criteria.



LAO:  

Study:  

Run date:  dd-Mmm-yyyy

Figure 13: Selections in *LAO*, *Study*, and *Run date* fields.

- 4.1. Click the **Reset** button to clear the entered or selected criteria (as needed).

6. DOWNLOADING REPORTS

If the entered or selected criteria exist for an existing or newly generated report, then the criteria are used to generate a report list.

1. Once a report list is generated, click on any report to download the report.



Minimum Dataset (MDS)

Description: Retrieve previously submitted Minimum Dataset (MDS) files.

Click on any link below to download the report:

- [UAZ20-01-01.2023-05-31.csv](#)

Figure 14: Report list based on entered or selected criteria.

2. If no reports match the entered or selected criteria, then a message displays instead of a report list.

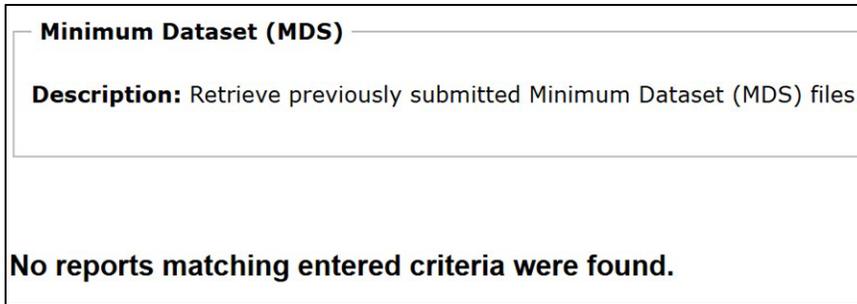


Figure 15: Message that displays when no reports match the entered or selected criteria.

7. NAVIGATION, HELP, AND LOGOUT LINKS

1. Breadcrumb navigation links are displayed beneath the CP-CTNet DMASC logo in the upper left corner of the page.



Figure 16: Breadcrumb navigation links beneath the CP-CTNet DMASC logo.

- 1.1. Click the **Report Criteria** breadcrumb navigation link to reenter or reselect new search criteria for the same report type.
- 1.2. Click the **LAO Web Reports** breadcrumb navigation link to select a new report type.
2. A **Help** link and a **Logout** link are displayed beneath the *Username* text in the upper right corner of the page.
 - 2.1. Click the **Help** link to open CP-CTNet USRMAN04 *LAO Web Reports User Guide* in a new web browser tab.
 - 2.2. Click the **Logout** link to logout of the LAO Web Reports application and the Portal Gateway.



Figure 17: Help and Logout links.

8. RESOURCES

Resource	ID	Location
Public Website and Portal Gateway Overview and User Registration Guide	CP-CTNet USRMAN02	Program Resources

CP-CTNet USRMAN04_LAO Web Reports User Guide_v2_0

Final Audit Report

2025-11-04

Created:	2025-11-04
By:	Alex Krolikowski (krolik@frontierscience.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAUJ5Ont2Nu0S6bFm3DGmXdTaOkx5AgIbM

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-  Document emailed to Kayla Denson (denson@frontierscience.org) for signature
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-  Email viewed by Kelly Dunn (dunn@frontierscience.org)
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2025-11-04 - 1:40:21 PM GMT
-  Document e-signed by Kelly Dunn (dunn@frontierscience.org)
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-  Email viewed by Kayla Denson (denson@frontierscience.org)
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✔ Agreement completed.

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✔ Kayla Denson (denson@frontierscience.org) authenticated with Adobe Acrobat Sign.

Challenge: The user completed the signing ceremony.

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