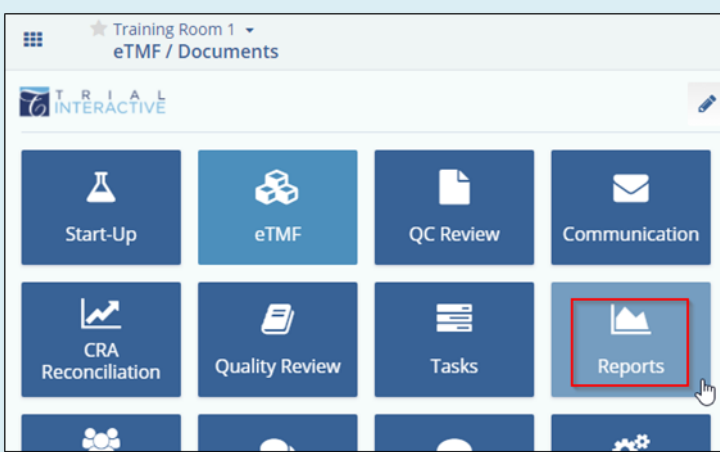**TRIAL INTERACTIVE**

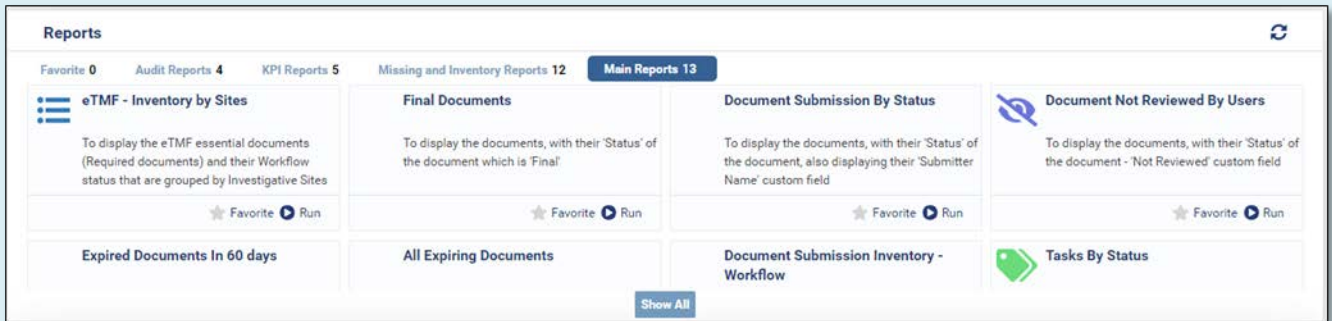**APPLICABLE TO:** ● All Users   ● eTMF

● Study Start-Up

1. Login to a room and navigate to the Reports application within the Navigation Grid.

2. The dashboard displays a list of Standard reports and their descriptions.

➢ There are report categories: Standard, Audit, Key Performance Indicators (KPI), and Missing/Inventory.

➢ Reports are available and accessed from this dashboard based on room settings and user request.

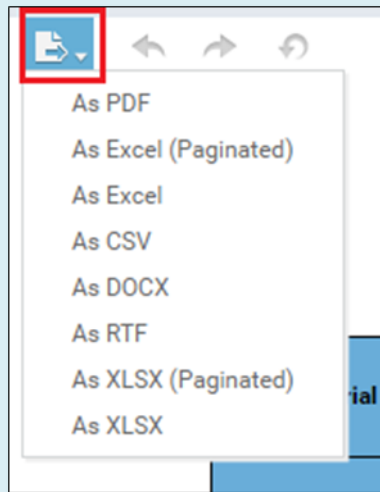3. Click the **Run** button to run to view the report.

Reports can also be marked as a Favorite by clicking on the star.

TRANSPERFECT

4. The report view can be adjusted using the Zoom In/Out control. Users can also search within the contents of the report.

5. Reports can be exported to any of the listed file types

See related job aid: How to Create Adhoc Reports