

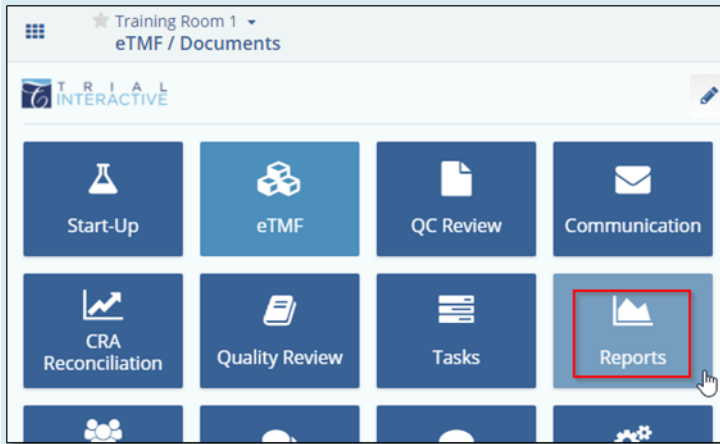
APPLICABLE TO:

● All Users

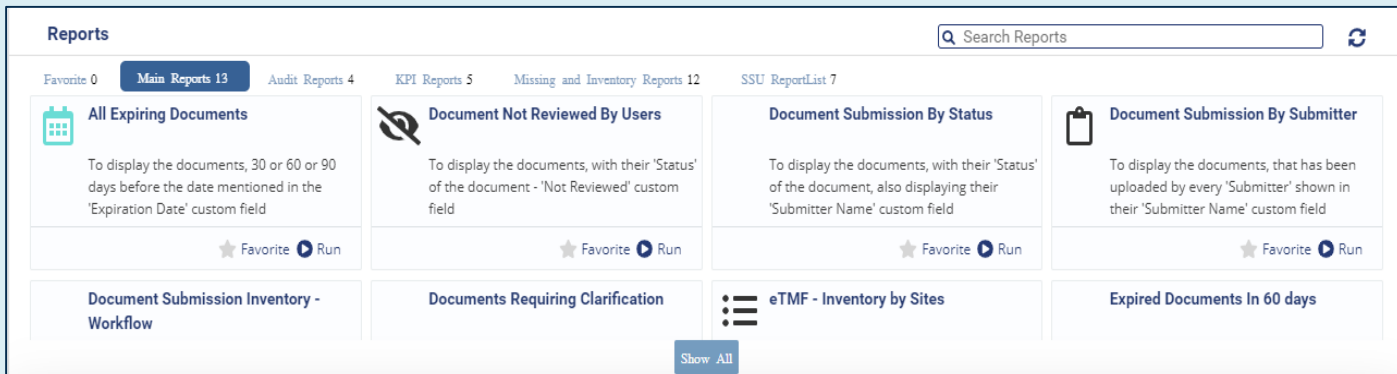
● eTMF

● 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 few report categories: Main Reports, Audit, Key Performance Indicators (KPI), Missing/Inventory, and SSU Report List.
- Reports are available and accessed from this dashboard based on room settings and user request.

3. Click the **Run** button to generate the report. Report will open in a new tab.

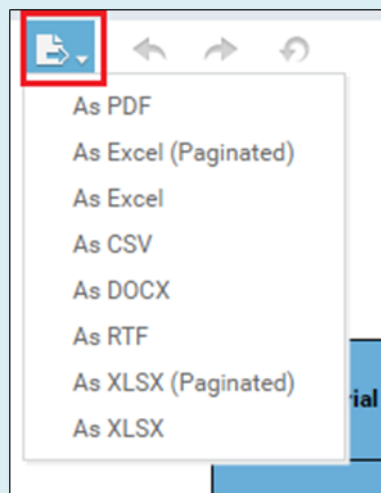
Reports can also be marked as a Favorite by clicking on the star.



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.](#)