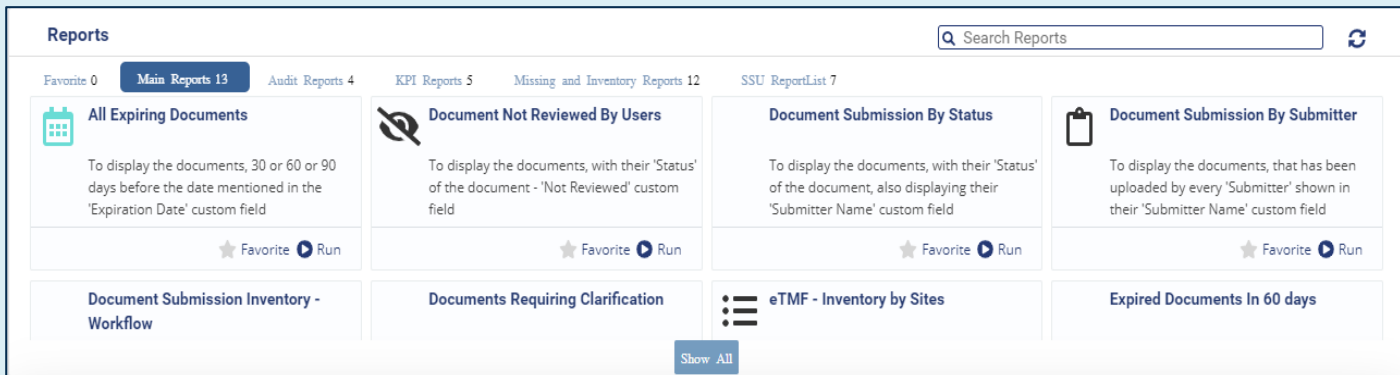**APPLICABLE TO:**   ● All Users   ● eTMF

● Study Start-Up

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

2. The dashboard will display a list of Standard Reports and their descriptions.

> ➤ There are a number of 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.
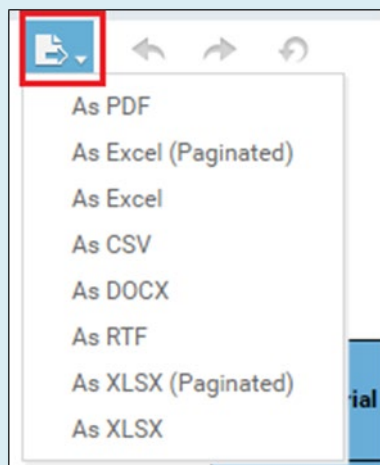
Reports can also be marked as Favorite by clicking on the star.

4. After the report loads, 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.

Also see related job aid: How to Create Ad-Hoc Reports.