

APPLICABLE TO:

All Users

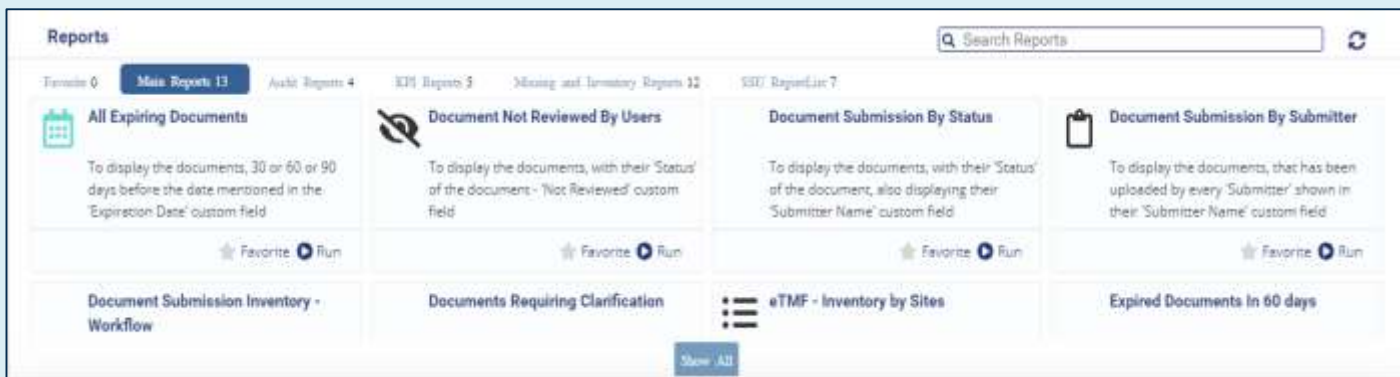
eTMF

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.

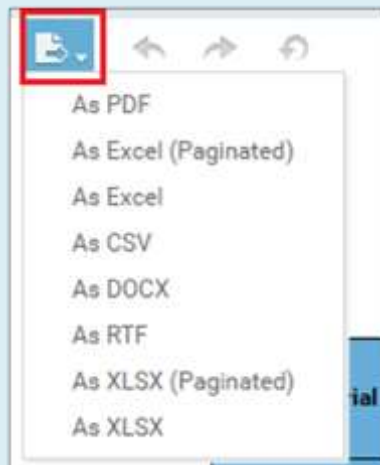
Reports can also be marked as Favorite by clicking on the star.



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.](#)