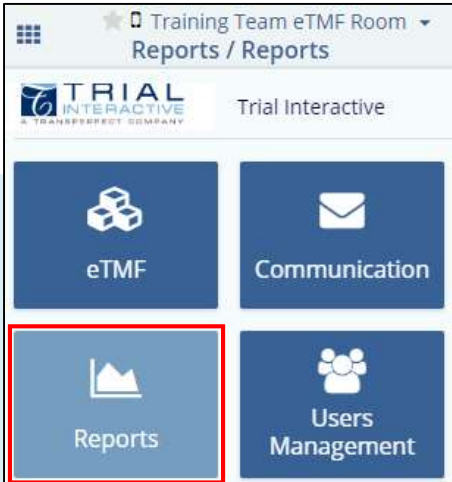**APPLICABLE TO:**   ● All Users   ● eTMF
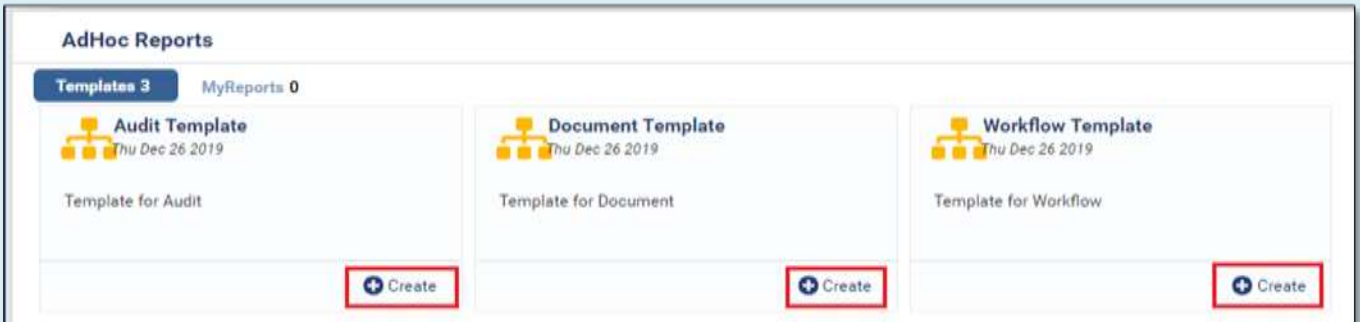   ● Study Start-Up

Users can create their own reports, called **AdHoc Reports**, starting from templates available in TI.

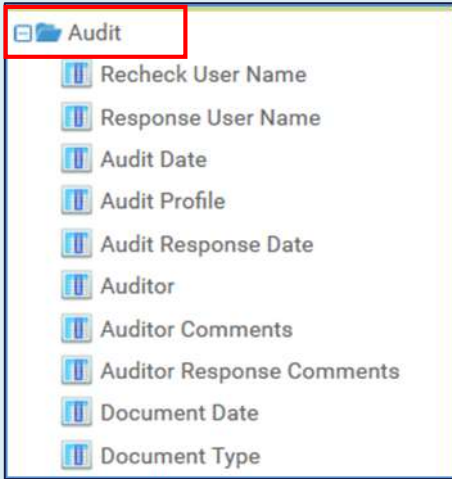1. Login to a room and navigate to the **Reports** application in the Navigation Grid.

2. Click **Create** under a template from the **AdHoc Reports** dashlet.

If more than one domain (i.e. Audit, Document, Workflow) is required for reporting, contact your Trial Interactive rep for a custom report.

3. Select **Table** and **Full Data** from the drop-down menus.
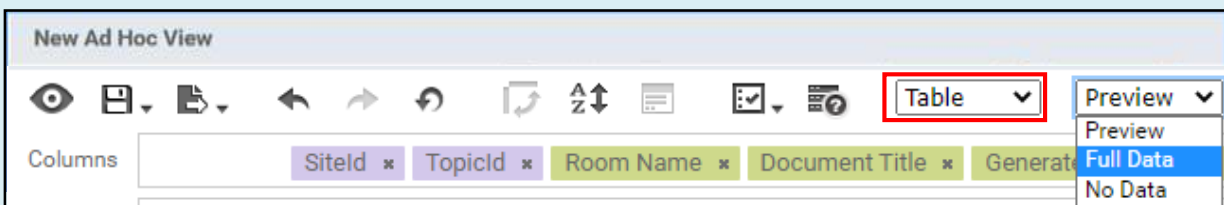
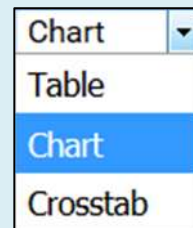4. Expand the domain to see available fields in the left hand corner.

5. Drag and drop fields into **Columns** or **Groups**, according to where you want them to display in the report.
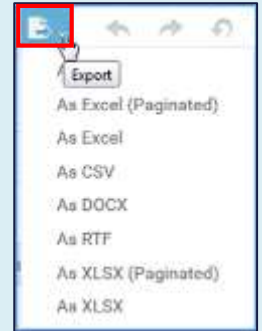

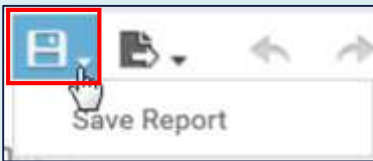6. A tabular report is generated based on your selection.

7. If desired, change the view selection to see the report as a **Chart** or **Crosstab**.
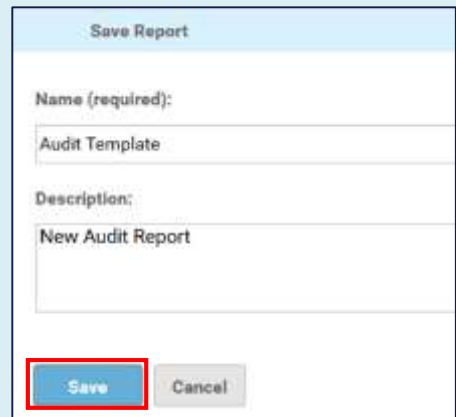The view will be displayed accordingly.

7. Click on the **Export** menu and choose a format from the list to generate the AdHoc Report.

8. Click **Save Report** to keep it for future access.

9. Enter the report name and click **Save.**

10. Return to the room tab in your browser to view all saved reports under **My Reports.**