

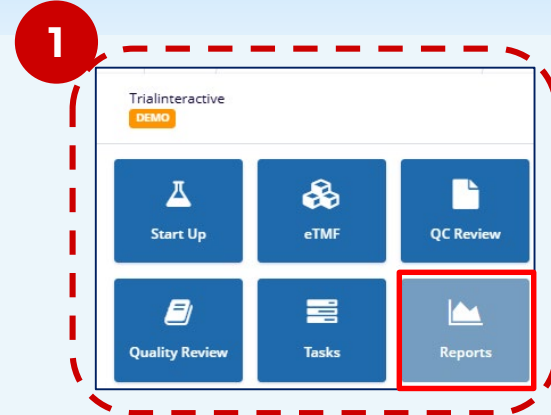
# How to Create a Standard Report

TI version 10.6

## APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF

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



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

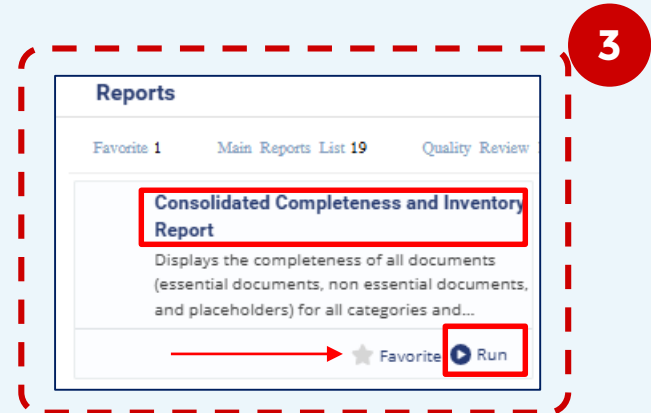
There are a number of report categories: Main Reports, Missing and Inventory Reports, Audit Reports, etc.

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

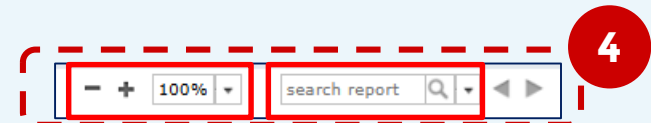


**3** Click the **Run** button to generate the report. The report will open in a new tab

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



**4** Once the report loads, the 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.

