## How to View Reports

### CTMS version 2.0

**Note:** This job aid assumes that the user has access to an environment with CTMS reports enabled and that their user access level is sufficient to access reports within that environment.

1 Log into the CTMS and navigate to the Reports area via the menu bar at the far-left side of the screen.



### 2 When the Reports area loads, select the **Standard Reports List.**





Reports	
Favorite <b>0</b>	Standard Reports List 2









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4 Some reports require that you select the parameters prior to getting results. For these reports, select the appropriate options and press **Apply.** 

Pay close attention to the options selected here. If you choose only Sitelevel records in the parameters, you will not get Country or Study records in your report. If the results do not match what was expected, it may be that the selected parameters were not correct.

Available: 3	Selected: 1
Search list	Q
Site	
Study	
Country	
✓ Select All 🛛 🗙 Dese	elect All 🛛 🖾 Invert
Studies	
Available: 135	Selected: 0
Search list	0
MT01000	~
MITGTUZZ	
TestStudy	
MTI0322	
TestMar08	
MI CTMS MTI	
Test MI CTMS	
SE CTMS Testing	
TestDA0004	
Acme Polson Study	valaat All
This field is mandatory so	you must enter data.
=	
ountries	
Available: 85	Selected: 0
Search list	Q
United States	
United States	
Brazil	
Mexico	
Canada	
Mexico	
United States	
United States Puerto Rico	
United States Puerto Rico United States	-

<sup>5</sup> Once the report is displayed, you can either navigate through the results via your web broser tab or you can export the report for use offline.



**Note:** Users will only have access to pull information from studies and study entities to which they have already been granted access.

As Excel As CSV As DOCX As RTF As XLSX (Paginated) As XLSX



