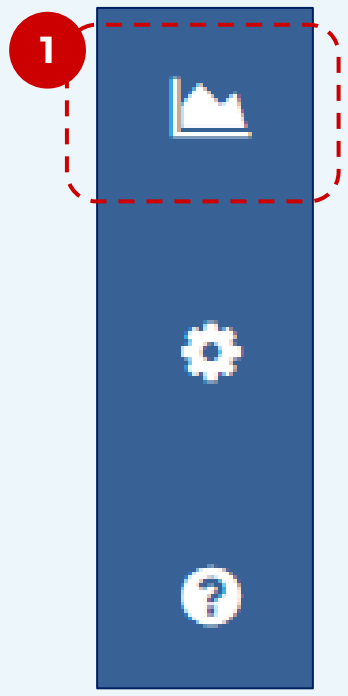
How to View Reports

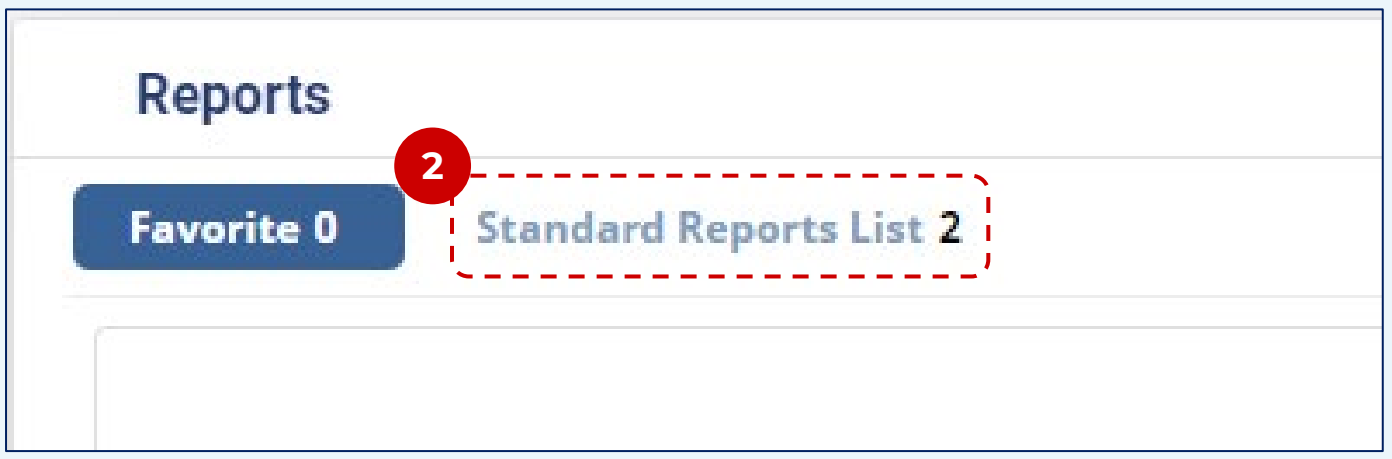
CTMS version 2.0

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.

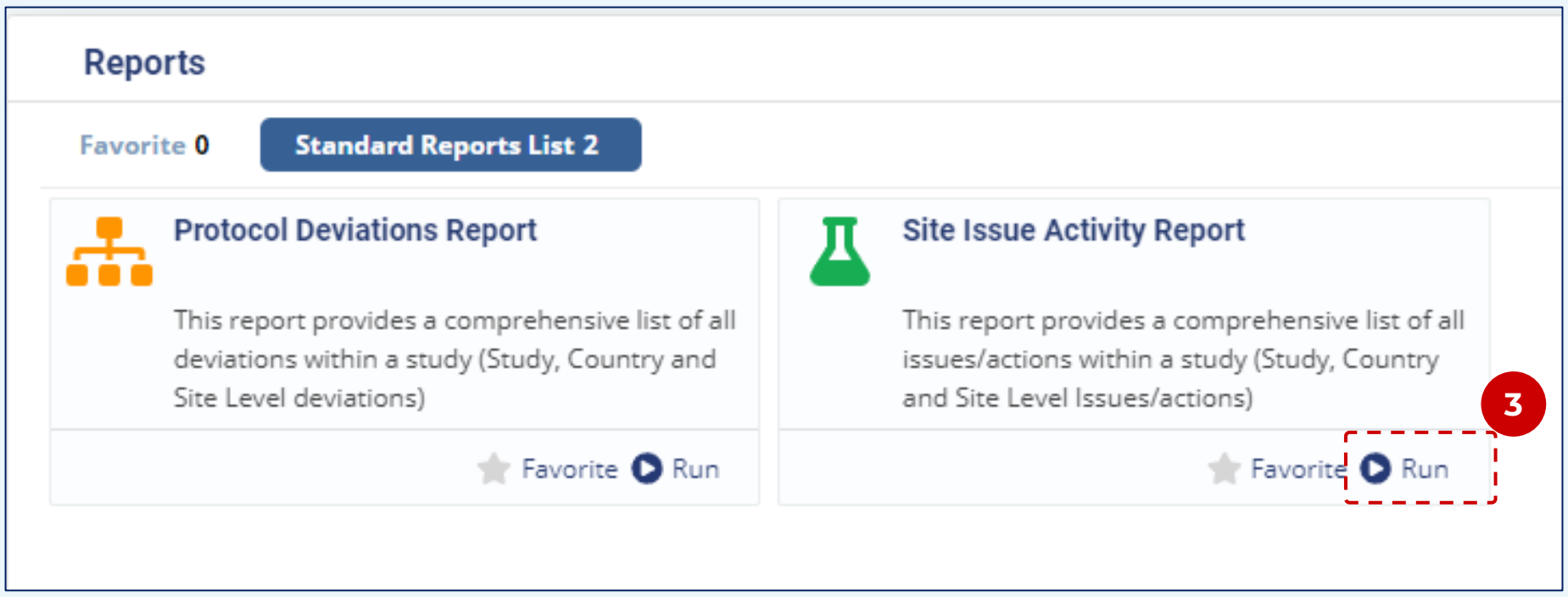
1 Log into the CTMS and navigate to the Reports area via the menu bar at the far-left side of the screen.



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



3 Locate the report that you want to run and press the **Run** button.



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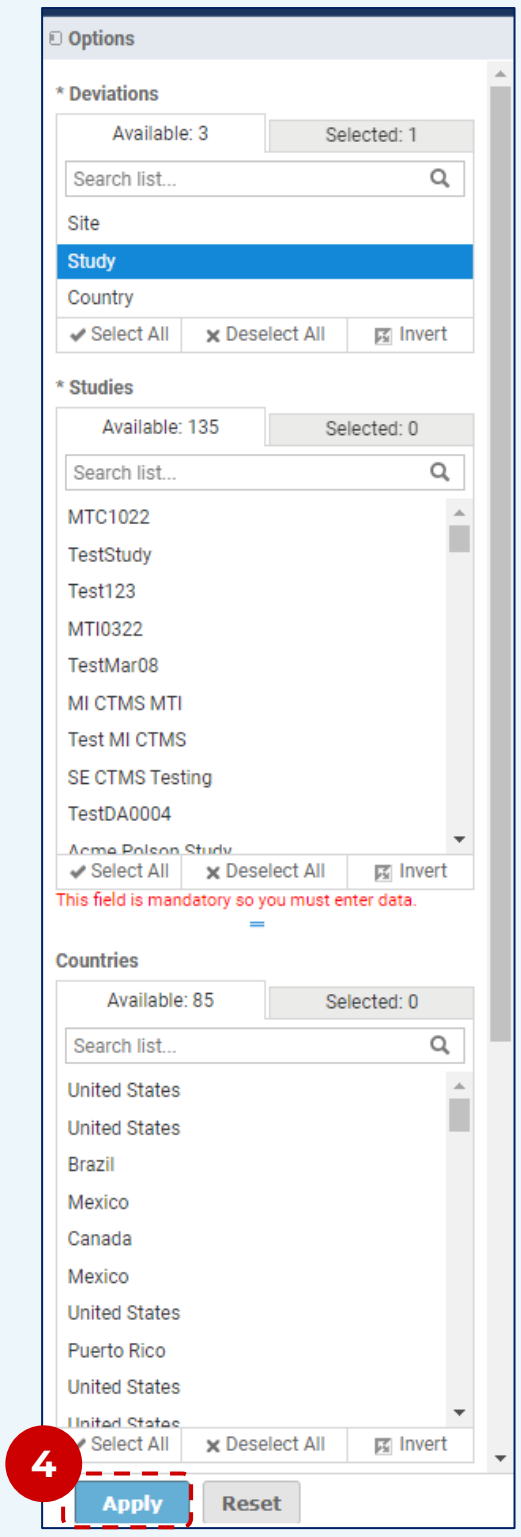
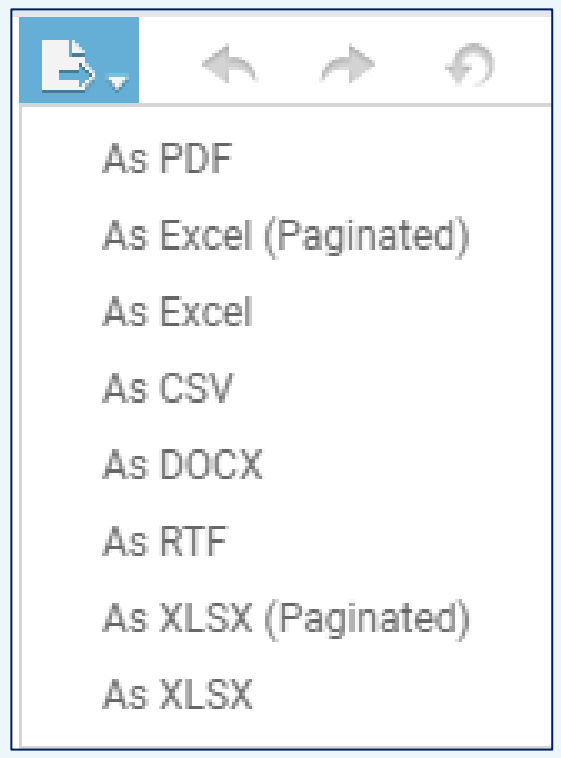
4 Some reports require that you select the parameters prior to getting results. For these reports, select the appropriate options and press **Apply.**

Pay close attention to the options selected here. If you choose only Site-level 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.



5 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.