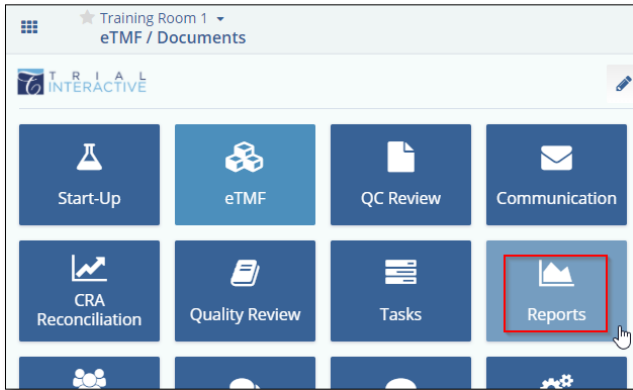
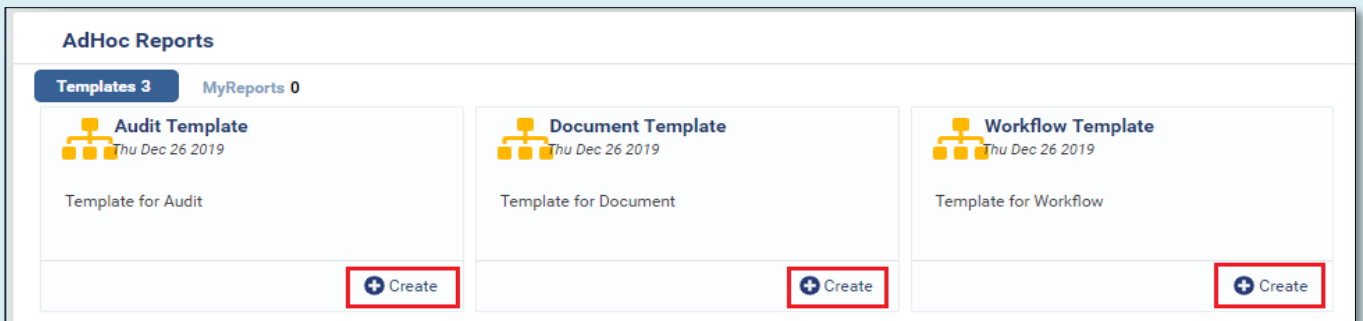


Applicable to:  All Users  eTMF  Study Start-up



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

The **AdHoc Report List** dashlet lists available **Standard Configurable Reports**. Users can create their own reports, called **AdHoc Reports**, from templates. Contact your Trial Interactive rep if the dashlet is not seen in the Reports application.

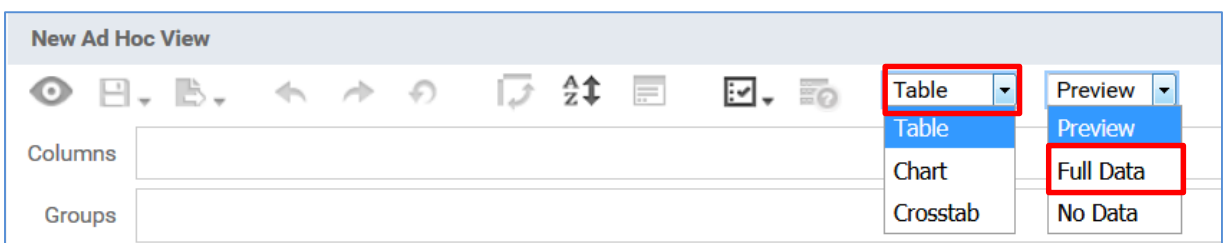


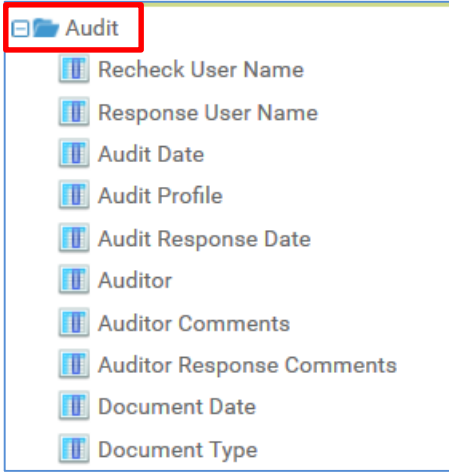
2. Click **Create** next to a template from the **AdHoc Report List** dashlet.



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

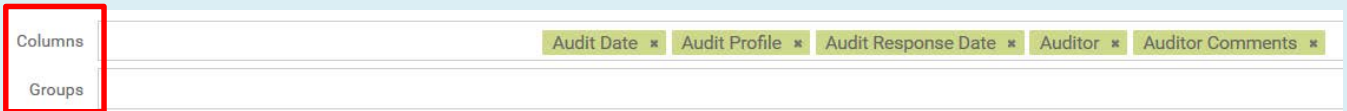
3. Select **Table** and **Full Data** from the dropdown menus.






4. Expand the domain to see the fields in the left-hand menu.

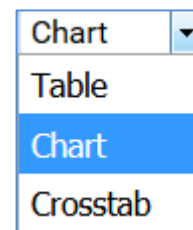
5. Drag and drop fields into **Columns** or **Groups** sections.



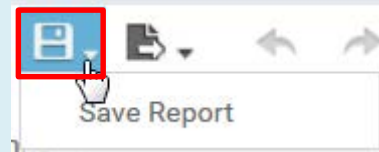
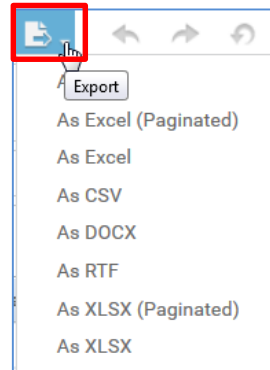
Audit Date	Audit Profile	Audit Response Date	Auditor	Auditor Comments
Mar 20, 2018	Audit Percentage		testAudit4567@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit456@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit456@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit4567@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit456@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit456@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit4567@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit4567@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit4567@ti.com	Document is added into the audit profile

 A tabular report is generated based on the selection.

6. If desired, change the view selection to see the report as a **Chart** or **Crosstab**. The view is 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.

**Save Report**

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**Name (required):**

Audit Template

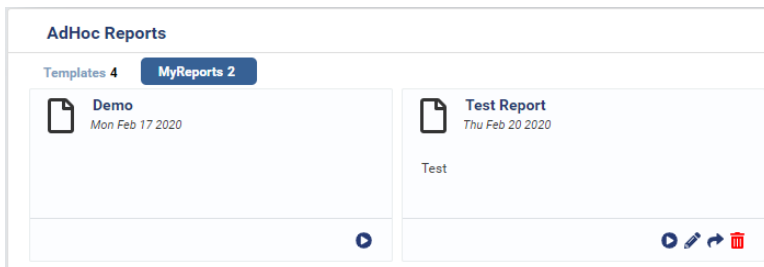
**Description:**

New Audit Report

Save
Cancel

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

10. Return to the room tab in the browser to view the saved report under **My Reports**.



For any additional assistance, click ...

