

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

2. The dashboard displays a list of Standard reports and their descriptions.

Reports	ts		Q Search Reports	
Favorite 0 Main Reports 13 Audit Reports 4	KPI Reports 5 Missing and Inventory Reports 12	SSU ReportList 7		
All Expiring Documents	Document Not Reviewed By Users	Document Submission By Status	Document Submission By Submitte	
To display the documents, 30 or 60 or 90 days before the date mentioned in the 'Expiration Date' custom field	To display the documents, with their 'Status' of the document - 'Not Reviewed' custom field	To display the documents, with their 'Status' of the document, also displaying their 'Submitter Name' custom field	To display the documents, that has bee uploaded by every 'Submitter' shown in their 'Submitter Name' custom field	
🚖 Favorite 🔕 Run	📌 Favorite 🜔 Run	🌟 Favorite 🜔 Run	🔺 Favorite 🔘 R	
Document Submission Inventory - Workflow		eTMF - Inventory by Sites	Expired Documents In 60 days	

There are few report categories: Main Reports, Audit, Key Performance Indicators (KPI), Missing/Inventory, and SSU Report List.

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

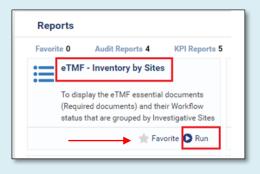


TI v10.3 December 2021 Page 1 of 2



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

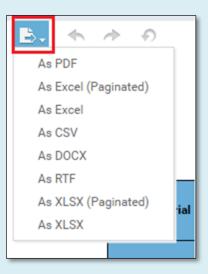
Reports can also be marked as a Favorite by clicking on the star.



4. The report 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.



See related job aid: How to Create Adhoc Reports.

