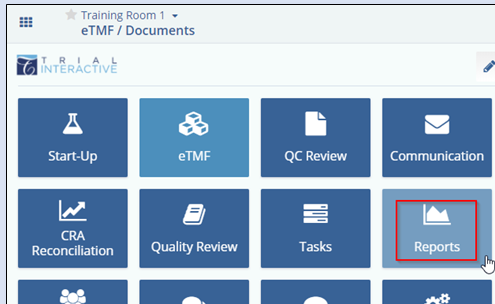


APPLICABLE TO:

All Users

eTMF

Study Start-Up

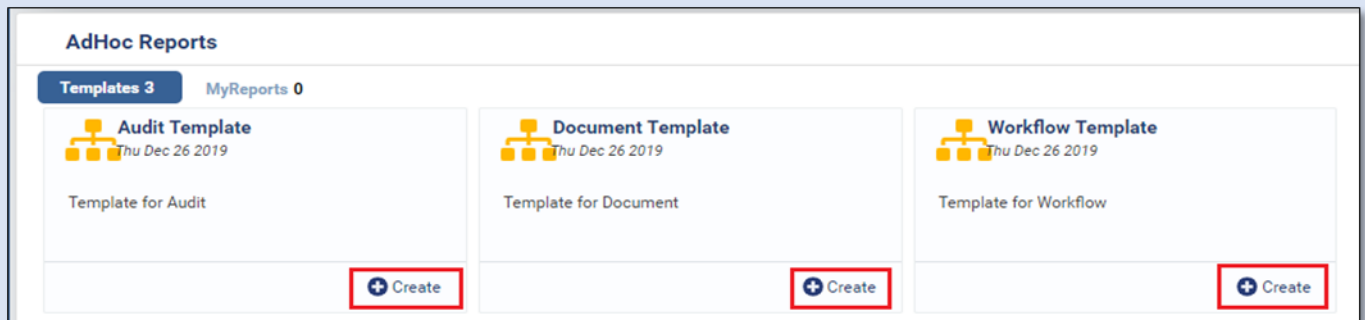


1. Login to a room and navigate to the **Reports** application in the Navigation Grid.



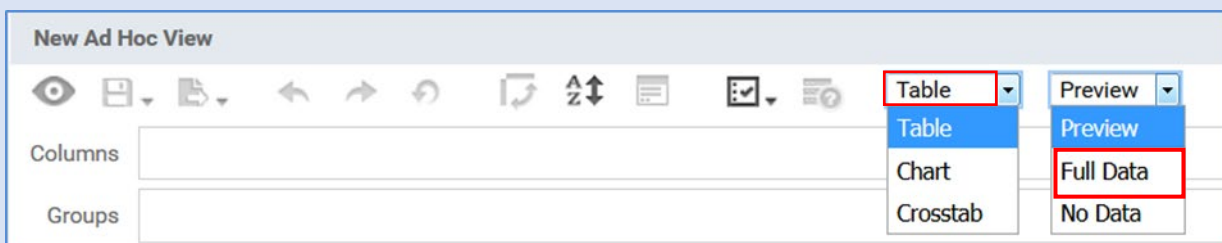
Note: The **Adhoc Report List** dashlet lists available **Standard Configurable Reports**. Users can create their own reports, called **AdHoc Reports**, from templates.

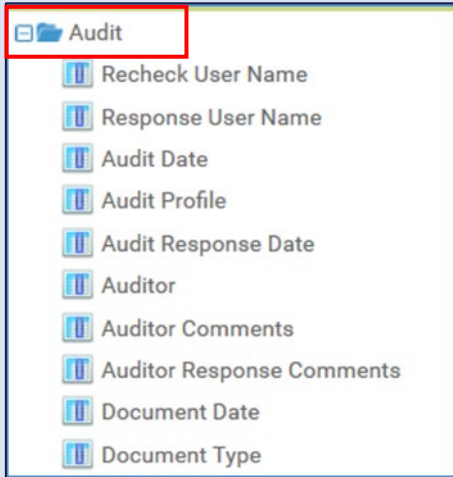
2. Click **Create** next to a template from the **AdHoc Report List** dashlet.



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

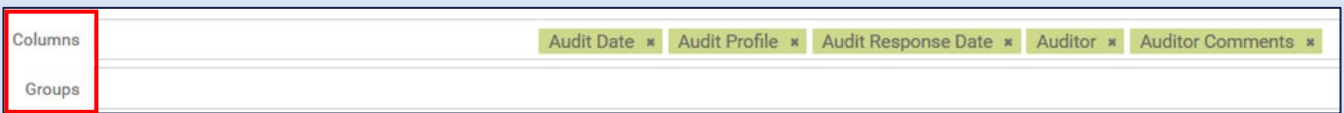
3. Select **Table** and **Full Data** from the drop-down menus.





4. Expand the domain to see the fields in the left hand corner.

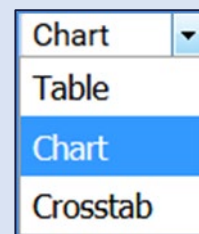
5. Drag and drop fields into **Columns** or **Groups** sections.



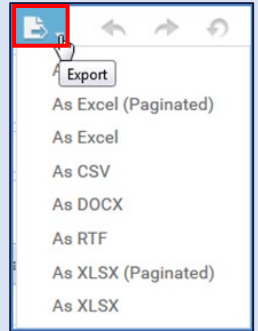
Audit Date	Audit Profile	Audit Response Date	Auditor	Auditor Comments
Mar 20, 2018	Audit Percentage		testAudit4567@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit456@ti.com	Document is added into the audit profile
Mar 20, 2018	Audit Percentage		testAudit456@ti.com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

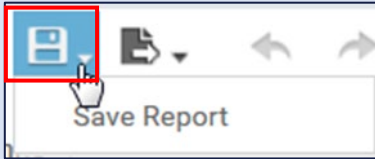
6. If desired, change the view selection to see the report as a **Chart** or **Crosstab**. The view is displayed accordingly.



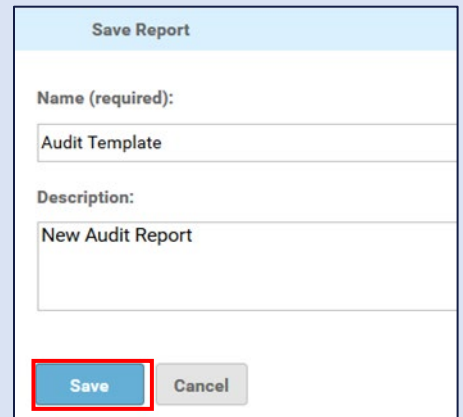
7. Click on the **Export** menu and choose a format from the list to generate the AdHoc Report.



8. Click **Save Report** to keep it for future access.



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



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

