

2. The dashboard will display a list of Standard Reports and their descriptions.

Reports	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 Submitter			
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 been uploaded by every 'Submitter' shown in their 'Submitter Name' custom field			
🚖 Favorite 🔘 Run	🜟 Favorite 🜔 Run	🚖 Favorite 🜔 Run	📌 Favorite 🔕 Rui			
Document Submission Inventory - Workflow		eTMF - Inventory by Sites	Expired Documents In 60 days			
	Show 4	АШ				

There are a number of 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.

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

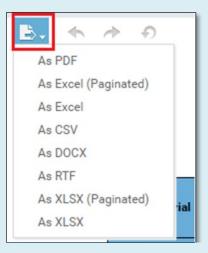
Reports can also be marked as Favorite by clicking on the star.

Reports		
Favorite 0	Audit Reports 4	KPI Reports 5
eTMF	- Inventory by Sites	5
(Requi	play the eTMF essential red documents) and the that are grouped by Inv	eir Workflow
		orite 🖸 Run

4. After the report loads, view can be adjusted using the Zoom In/Out control. Users can also search within the contents of the report.

- + 100% -	search report	२ • ◀ ▶	≪ ∢	Page 1	of 25 🕨	••

5. Reports can be exported to any of the listed file types.



Also see related job aid: How to Create Ad-Hoc Reports.

