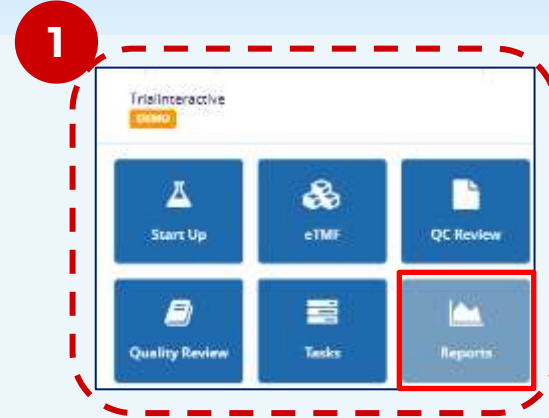


APPLICABLE TO:

- Admin
- Manager
- Editor
- Reader
- eTMF

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



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

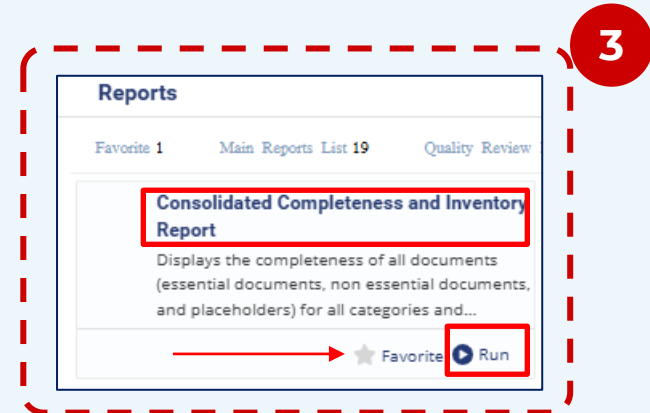
There are a number of report categories: Main Reports, Missing and Inventory Reports, Audit Reports, etc.

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

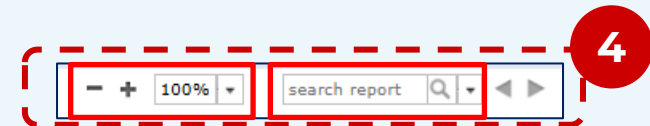


3 Click the **Run** button to generate the report. The report will open in a new tab

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



4 Once the report loads, the 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.

