

Standard Reports

The eTMF Standard Reports page provides easy access to four Standard Reports.

Users with appropriate permissions can view the eTMF Standard Reports page by clicking Metrics in the [Top Bar](#), clicking the Metrics & Reports button, and clicking Standard Reports in the dropdown menu. This will display the list of Standard Reports with a description of the reports next to them.

To generate a report, double click on the type of report you would like to generate. This will display the Report Criteria screen where you can select filters for your report. When you have selected the appropriate filters, click **Generate Report**. For more information about report options, see [Saving, Exporting and Sharing Reports](#).