File Review Reports

To facilitate the sharing of File Review information, you can export all Review Items and Action Items associated with a specific File Review to an Excel report.

To export a File Review report, select "Export File Review Report" from the Actions Menu of a specific File Review (shown above) or from the File Review List's Actions Menu (shown to the right). A message alerts you that the export is in progress.

To view the report, access the Downloads area in eTMF by selecting "View Downloads" from the More Actions menu in the Global Header. From the list of downloads, find and select the report with a Download Type of "File Review Export" and the appropriate date/time.

The report contains two tabs. The Review Items tab displays all Review Items from the File Review and their associated metadata, while the Action Items tab displays all Action Items from the File Review and their associated metadata.