

Saving a TMF/ISF Reconciliation Report

When you select to generate a TMF/ISF Reconciliation Report, you have the option to save the report criteria you enter. The report criteria are saved to the [Saved Reports](#) page in eTMF with the name you specify and can be accessed later. This feature may be useful if you want to generate the report using the same criteria on a regular basis.

When saving report criteria, you also have the option to share the saved criteria with other users who have permissions to view reports. Shared criteria will be available on the [Saved Reports](#) page for those users as well.

Note: When you access report criteria that has been shared with you from the Saved Reports page, you do not have the option to overwrite the shared report criteria with changes (e.g., if you change the site value of the shared criteria). If you change the shared report criteria, the criteria can only be saved as a copy.