Navigating Reports

This guide explains how to navigate reports including how to open and generate reports. Export Control staff members can generate Standard, Advanced, and Custom reports, which are described below. In this guide, we'll review how to run Advanced Reports.

Standard Reports: ready-to-use reports that provide insights into various aspects of export control submissions.

Report	Description
Export Controls Requiring License	Export Control Submissions requiring a License
Export Controls with Exclusions	Export Control Submissions with one or more exclusions
Export Controls Requiring TCP	Export Control Submissions requiring a Technology Control Plan
Export Controls with Verified Screening Hits	Export Control Submissions with a verified Consolidated Screening hit
Export Controls with Suspected Screening Hits	Export Control Submissions with a suspected Consolidated Screening hit
All Approved Export Controls	Export Control Submissions in the Approved state
Export Controls Requiring Acknowledgement Form	Export Control Submissions requiring an Acknowledgement Form
Current Screening Results for all Submissions	Current Restricted Party Screening results for all submissions
All Screening Results for all Submissions	All Restricted Party Screening results for all submissions

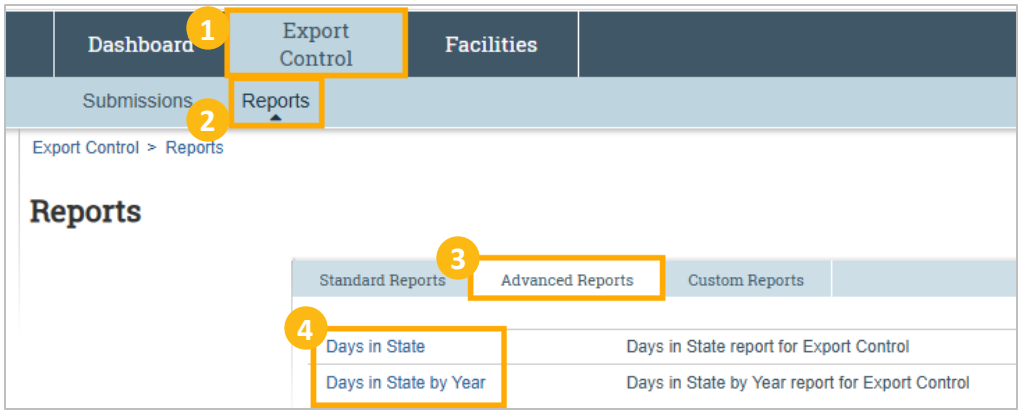
Advanced Reports: help you monitor the performance and effectiveness of your operations.

Report	Description
Days in State	The total and average number of days that requests were in a particular state for a specified date range.
Days in State by Year	The total and average number of days that requests were in a particular state for a certain year.

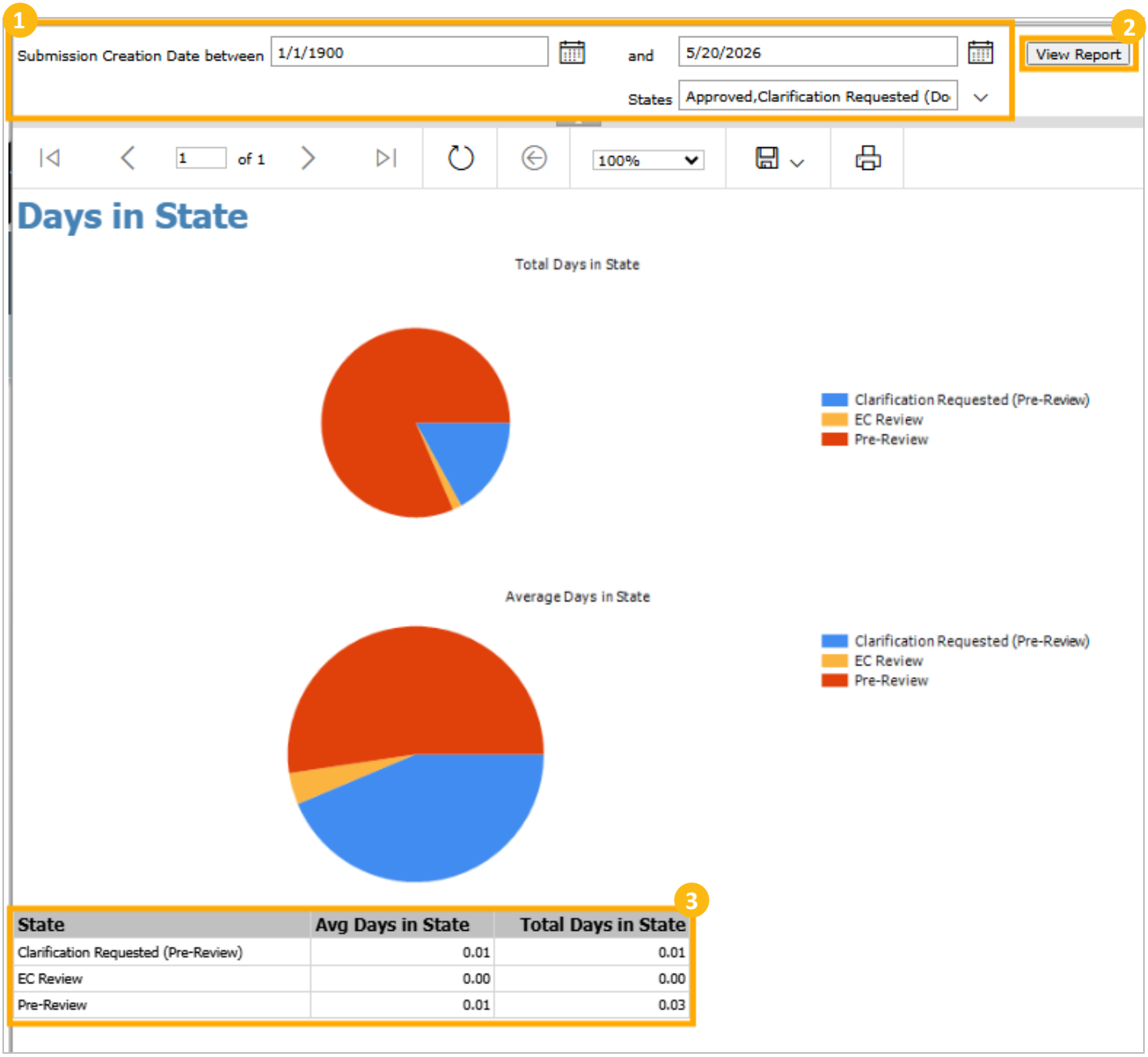
Custom Reports: custom-built reports to provide insights on specific export control activities.

How to run Advanced Reports:

1. **To get to reports, go to the Export Control tab, Reports tab, and then click on the Advanced Reports tab. Click on the name of the report to run it.**

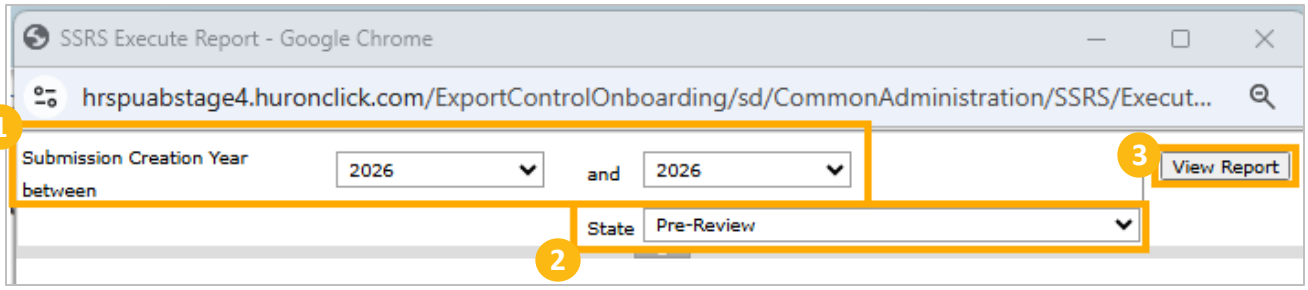


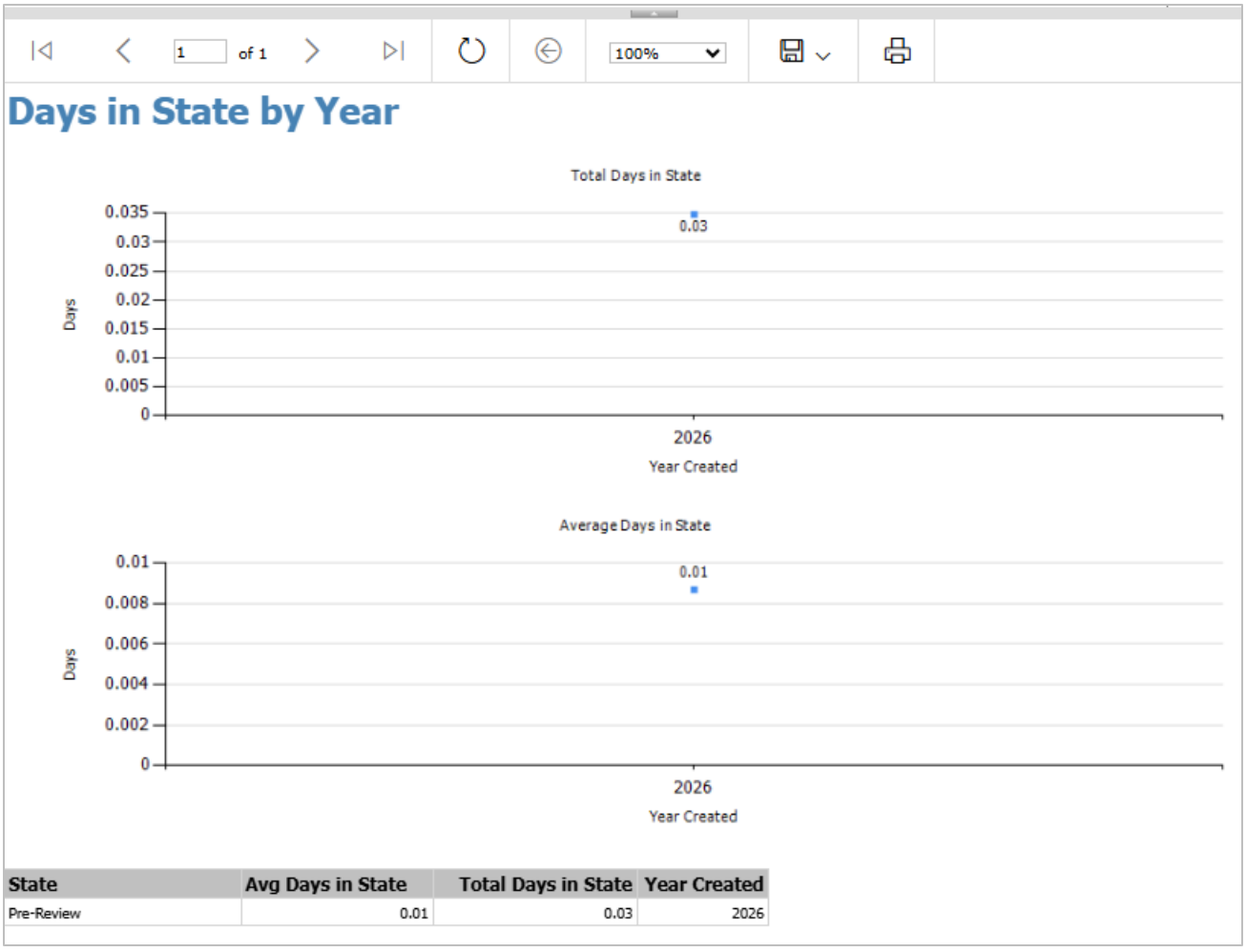
2. **The Days in State Report shows the total and average number of days that requests were in a particular state for a specified date range. This report can be used to assess workfloww efficiency and identify bottlenecks in the review process. Select the creation date range by clicking on the calendar icon and selecting the State you want to retrieve data on. Then click View Report to run the report.**



State	Avg Days in State	Total Days in State
Clarification Requested (Pre-Review)	0.01	0.01
EC Review	0.00	0.00
Pre-Review	0.01	0.03

3. **The Days in State by Year report shows the total and average number of days that requests were in a particular state for a certain year. To run the report, select the years between which you would like your report to pull data from. Then select the state you would like to view. Then click, View Report to generate the report.**





State	Avg Days in State	Total Days in State	Year Created
Pre-Review	0.01	0.03	2026