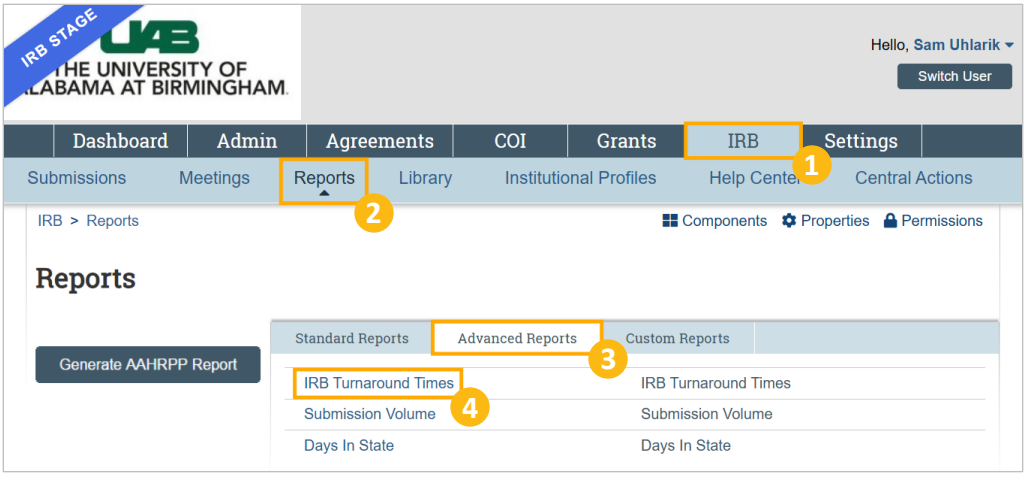
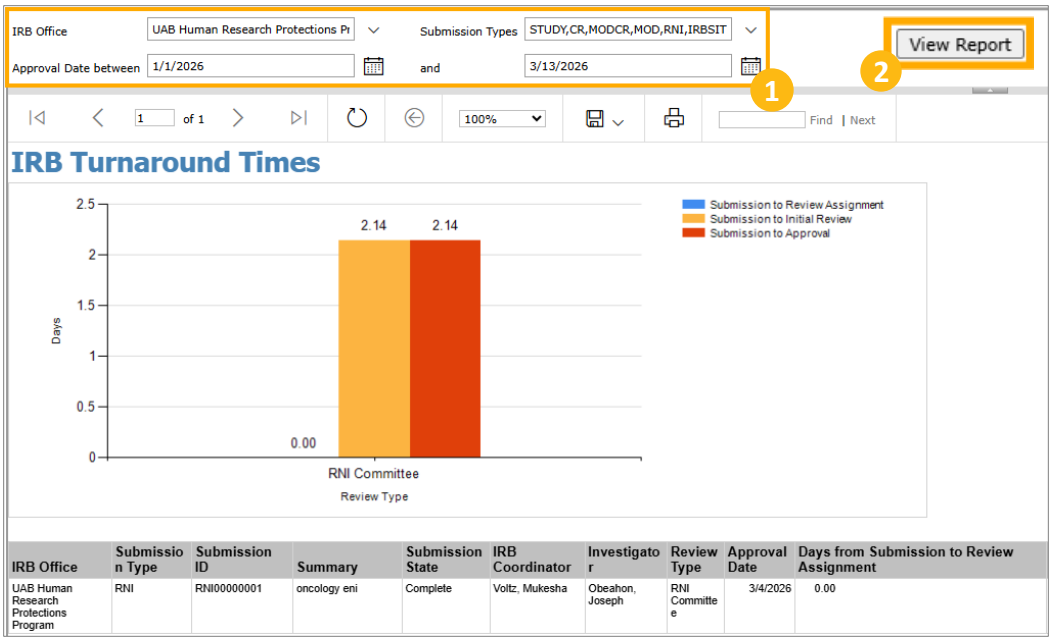
Open and Generate Advanced Reports

This guide explains how to open and generate advanced reports. IRB staff and committee members can access IRB advanced reports.

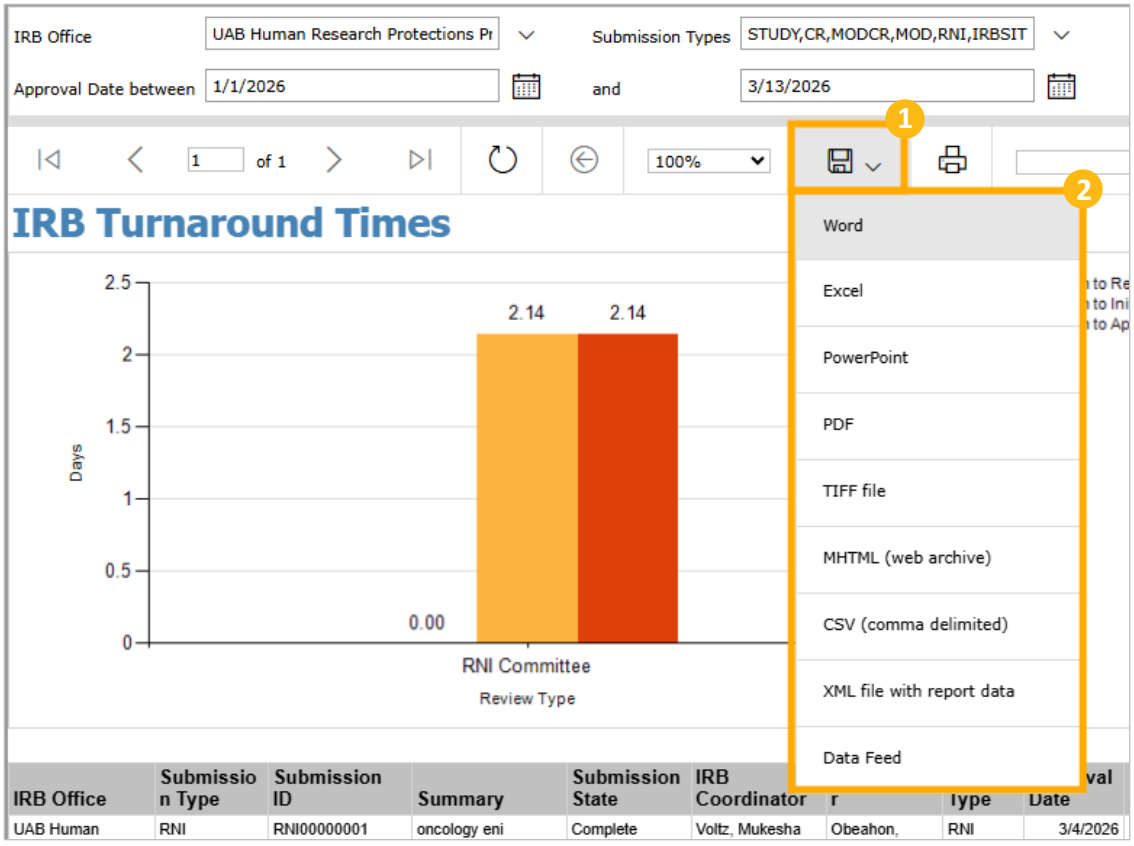
1. **To open an advanced report: In the top navigator, click IRB, then click Reports. Click the Advanced Reports tab, and the list of advanced reports will appear. Click on the name of the report to open it.**



2. **To generate an advanced report: Once the advanced report is opened, filter the data as required, then click View Report.**



3. **To export a report, click the Save icon, and select the file format you would like the report exported to.**



3. **To print a report, click the Print icon. On the pop-up that appears, select the page size and orientation you would like for printing, and click Print.**

