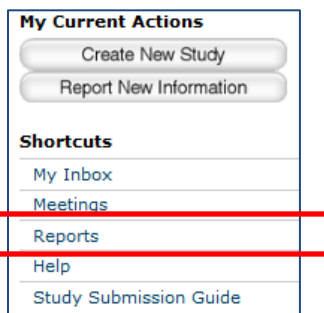




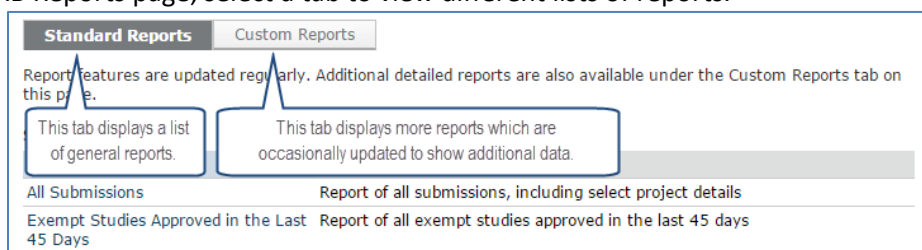
Working with Reports

Users can access reports containing information about the studies on which access has already been authorized.

1. Log in to irb.harvard.edu to get to your personal workspace.
2. Click "Reports" under the Shortcuts heading on the left side of the page.



3. From the IRB Reports page, select a tab to view different lists of reports.



4. Click on the name of the report you would like to view.

Name	Description
All Submissions	Report of all submissions, including select project details
Exempt Studies Approved in the Last 45 Days	Report of all exempt studies approved in the last 45 days

5. The report will automatically open in a new window.
6. Sort and customize the view of the report:
 - **Filter** the report using the "Filter By" field at the top
Use a "%" as a wildcard. For example, searching on Investigator Last Name for "%go%" will find all submissions with the word "go" somewhere in the name (including Good or Argon).
 - **Sort** by clicking on one of the blue column headings.
 - **Export the data** in the report to work with in Excel, or save for offline use by clicking the "Export" button in the upper left side of the report.
 - A new window will open indicating the "Export Status" – wait until the link appears that says "Click here to download"
 - Clicking the download link will open the report in Excel.

