

Print the Sponsor Review Summary Report

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Print the Sponsor Review Summary report and take it with you on site visits. You can print this report for all centers, or you can print it for specific centers.

1. Click the **Reports** menu, **Reviews**, and select **Sponsor Review Summary**. The Report dialog box opens.
 2. Select one of the following options: Selected Center, All Active Centers, or Choose Multiple Centers.
 3. Click **Run Report**. If you selected the **All Active Centers** option, go to **Step 5**. If you selected the **Selected Center** option, the report generates.
 4. If you selected **Choose Multiple Centers**, the Center Filter window opens. Set filters, as needed and click **Next**.
 5. Specify how to sort the report. You can sort by Center Name or Center Number.
 6. Click **Continue**. A PDF report is generated. Print this report and take it with you on site visits.
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