

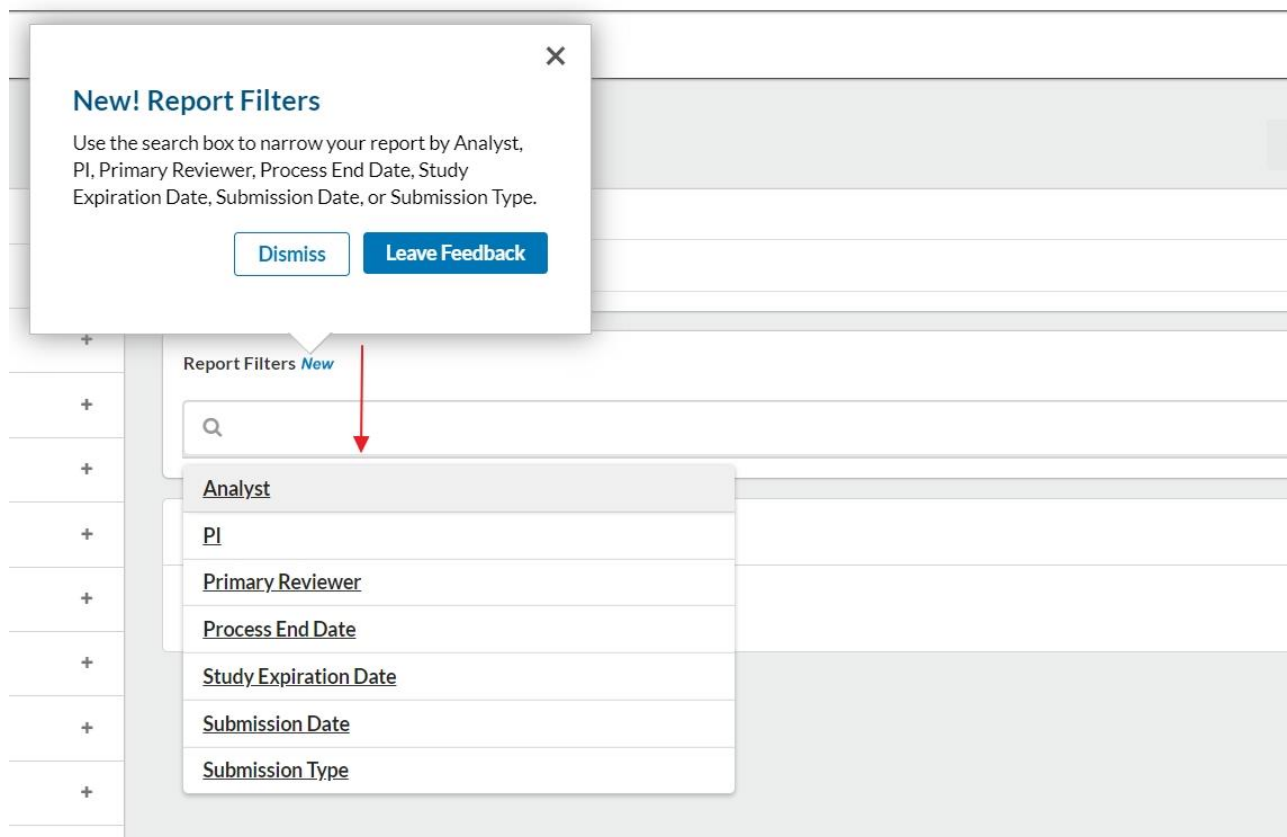
## Reporting in Cayuse Human Ethics

### Report Filters

Everyone's time is valuable! Creating reports with specific filters can really expedite the processing of capturing the data that is needed and also in reducing administrative time that can then be allocated towards other Human Ethics works.

- Report filters can help narrow your search. For example, an administrator may need to identify a list of studies that are expiring during a specific time period.
- Available Filters include:
  - Analyst
  - PI
  - Primary Reviewer
  - Process End Date
  - Study Expiration Date
  - Submission Date
  - Submission Type

See a few screenshot examples:



Reports / Report Details

**Choose your fields**

Study Information

- Analyst
- Co-Principal Investigators
- Decision
- Flags
- Organizations
- Primary Contacts
- Primary Reviewer
- Process End Date
- Process Start Date
- Result Date
- Review Type
- Sponsors

Report Name\*

Expiration Date Report

**Export to CSV**

Report Filters

**Choose your filter**

Study Expiration Date: From: 08-01-2021 To: 07-31-2022

**Study Expiration Date Parameters (as an example)**

Report Fields

- Study Label
- Study Title
- Principal Investigator
- Study Expiration Date

Everyone LOVES data! In the spirit of reducing administrative burden, let's talk about Audit data! Have you noticed there has been a lag time from the time a study has been initiated to when a decision has been made? Do you want to identify where there might be a bottleneck?

- Times are noted to the nearest 1/10 of a day.
- Report Filters still can be applied
- There are eight fields under Audit Information
- You can combine Study Information with Audit Information in a report

**Audit Information** **Measured in nearest 1/10 of a day**

- Time Awaiting Assignment
- Time Under Post Review (Expedited/Exempt)
- Time Under Review (Expedited/Exempt)
- Time Under Review (Full Board)
- Time with Approvers
- Time with Researchers

Audit Report

Report Filters **New**

Click to search

Report Fields

- Study Label
- Study Title
- Principal Investigator
- Total Time
- Time with Analysts (Pre-Review)

**Study and Audit Fields can be grouped in the same report**