



Navigation

1 From your homepage > Click the '**Reports**' tab

2 Now select '**REB**' > There will be **3** report options available

All Active studies - this report includes all currently open and approved applications for your REB (as Board of Record or included as an other REB in harmonized review process)

Parameters: There are no parameters to set for this report

All Expired studies - includes all currently expired/lapsed applications for your REB (Board of Record or as other REB)

Parameters: If all boards - you will see all expired studies where you are involved as either the Board of Record or the other board

If select your REB - you will see all expired studies where you are the board of record

If select another REB - you will see all expired studies where they are the board of record and you are a listed REB

NOTE: You will only see studies you are involved in. Clicking on another board will not show you all expired studies for that REB

All PAA - includes all of the Post Approval Activities (PAAs) (renewals, acknowledgements, amendments) for your REB (Board of Record or as other REB)

Parameters: you can select all boards or a specific REB, as well as specific months and years

Month - select [ALL] or a specific month to target your search

Year - select [ALL] or a specific year to target your search

Selecting REB(s) - select All or a specific REB; please refer to the breakdown in Expired Studies report

NOTE: There may be multiple PAAs per REB number, for example if a team submitted a renewal and an amendment within your set parameters

Generation

3 Click on the report title * *The pop-up window may take a while to generate*

4 Select the parameters of the report (if applicable) > Click '**See Report**'

5 Export the report (Microsoft Excel is suggested)