

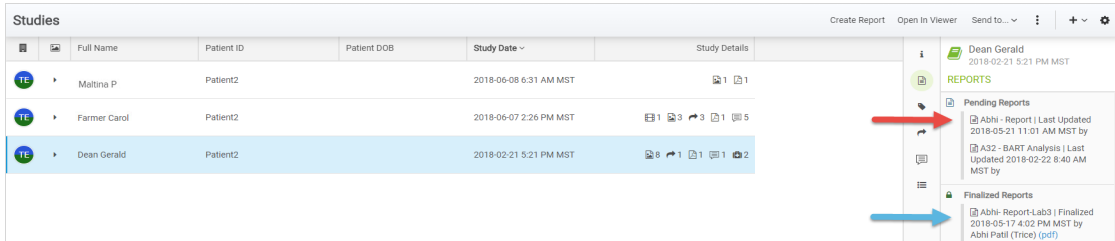


# Accessing Reports

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## Accessing Reports

Once you've created a report, you can access it again by selecting the report icon  on the [side info panel](#) of the examination (on your Study List) and selecting the report. Reports will open in the [Tricefy Viewer](#).



The screenshot shows the 'Studies' interface with a table of study entries and a side panel for report details. The table has columns for Full Name, Patient ID, Patient DOB, Study Date, and Study Details. The side panel shows a report for 'Dean Gerald' with a 'REPORTS' section containing 'Pending Reports' and 'Finalized Reports'. A red arrow points to a report in the 'Pending Reports' section, and a blue arrow points to a report in the 'Finalized Reports' section.

Full Name	Patient ID	Patient DOB	Study Date	Study Details
Moltina P	Patient2		2018-06-08 6:31 AM MST	1 1
Farmer Carol	Patient2		2018-06-07 2:26 PM MST	1 3 3 1 5
Dean Gerald	Patient2		2018-02-21 5:21 PM MST	8 1 1 2

Side Panel: Dean Gerald (2018-02-21 5:21 PM MST)  
REPORTS  
Pending Reports  
Abhi - Report 1 Last Updated 2018-05-21 11:01 AM MST by  
A32 - BART Analysis | Last Updated 2018-02-22 8:40 AM MST by  
Finalized Reports  
Abhi - Report-Lab3 | Finalized 2018-05-17 4:02 PM MST by Abhi Patil (Tricefy) (pdf)

Selecting a **Pending Report** will open the report in editing mode. This means you can still add and correct data.

Selecting a **Finalized Report** will open the report as a PDF document.

 [Learn how to Finalize a Report](#)