About This User Guide

This user guide has been designed to assist you in using Thomson Reuters Regulatory Intelligence. It will ensure you are able to use the solution to its fullest potential and goes through the complete range of tools and features.

For further information and guidance, please contact our Global Client Support team, who will be happy to assist you:

Email: grc.crr.clientsupport@thomsonreuters.com
Tel: +44 (0)870 042 6410

Please note that live training is also available on request. If you are interested, please contact our Training team at: triritrainingrequests@thomsonreuters.com.
Part 1: Login and Logout

1.1 Login

Thomson Reuters Regulatory Intelligence is accessible via the Internet from any computer using the latest versions of Internet Explorer, Google Chrome, Firefox or Safari (with auto-updates turned on). Google Chrome is recommended for optimal user experience and performance.

Click on the following link: https://login.accelus.com and enter your OnePass username and password* to access the Regulatory Intelligence platform.

*Please note: In order to first access Thomson Reuters Regulatory Intelligence, you are required to create a OnePass profile (or update an existing profile) using the registration key provided to you via email. If you require assistance with the OnePass login, please refer to the OnePass Quick-Start Guide. Once set up, you will be prompted to change your password every 90 days.
1.2 Logout

Click on your username in the top right-hand corner of the home screen and select **Logout** from the drop-down to exit the platform.
Part 2: Homepage

Once you have logged in, you will be able to view the following sections and options directly from the Homepage.

Search (1)
This allows you to conduct a global search on Regulatory Intelligence by inputting keyword(s). Upon entering the keyword(s), the system will generate a drop-down list of suggested documents. You can choose to click on any of these documents directly or hit Enter to return a full list of related results. Refer to Part 3: Keyword Search for more details on search options.

Home Menu (2)
The drop-down menu allows you to move easily between the Homepage to the My Updates, Research (including the Library), Reports, and Settings sections.

Featured News (3)
Featured articles are articles that have been spotlighted by our expert editorial team. These are the latest news and analysis articles that our editors have highlighted as being relevant to you.

My Updates (4)
Here you have a view of the number of unread documents within each of your customized alerts, from the last 7 days. Click on either the profile title or the tally box to view your unread articles. The value of the number displayed adjusts as you click on and view the article(s).

Part 4: Research provides you with more details on how to set up My Updates.

Most Read Content (5)
Quickly access the top 10 News and Analysis articles read by your peers from the last seven days. The list is refreshed daily.
News (6)
From here you can view all the current news articles published by our global team of regulatory intelligence experts.

Analysis and Insight (7)
Here you can navigate quickly to impact analysis and expert guidance articles.

Reuters Insider (8)
Designed for the financial community, REUTERS INSIDER regularly publishes videos covering news content, interviews and expert commentary from leading subject-matter experts both from within Reuters and from our trusted network of partners.

Thought Leadership (9)
Access key reports, white papers and surveys written by our team of journalists at Thomson Reuters Regulatory Intelligence.
Part 3: Keyword Search

3.1 Keyword Search

From the Homepage you can enter specific keywords (for example, banking reform) to search for related documents within Thomson Reuters Regulatory Intelligence. Upon entering the keywords, the system will generate a drop-down list of suggested documents. You can choose to click on any of these documents directly or hit Enter, or select More Regulatory Intelligence, to return a full list of related results.

Note that the Quick Search will find articles that mention the terms being searched. For example, if you enter Banking Reform, articles returned will contain both the terms Banking Reform as one term or separate words.
3.2 Keyword Search Options

The Quick Search feature allows you to run a keyword search. You can run a Natural Language search or a Boolean Terms and Connectors search. The default search will be Natural Language, so it is similar to a Google-like search.

If you want a more precise search, you can use Boolean Terms and Connectors. Refer to Part 4: Research and Advanced Search Parameters for more information on using Boolean Connectors.
3.3 Search Results Page

Search results are grouped by Content Type and then sub-content type by default:
- News, Analysis and Insight
- Legislative material
- Regulatory material
- Executive material
- Secondary sources

The total number of search results returned are displayed at the top of the search results page and the count of search results for each content type is also shown in line with the content type name.

Within each Content and sub-content type the results are automatically set to display in order of relevance. This can be switched to date order, by using the Sort by drop-down menu and selecting Date. The results will be listed chronologically with the most recent entry at the top.

The results generated by the global search are automatically set to display Subscribed Only documents. From the View drop-down menu, you can select to view All results or Annotated Only results. Refer to Section 3.3.1 Search Display Results for more information.
3.3.1 Search Display Results

3.3.1.1 All Results

This allows you to see additional results that are outside your subscription but potentially relevant to your search. Please note that any content you are not subscribed to will not be available in its complete form. If you would like to obtain complete access to this content, please contact your account director at Thomson Reuters in order to request an upgrade or a change to your subscription.

3.3.1.2 Subscribed Only

This enables you to view the results relevant and accessible to your subscription coverage.

3.3.1.3 Annotated Only

This lets you view only those results to which you have added custom notes with the Thomson Reuters Regulatory Intelligence annotation feature. Such results will appear with an “A” next to them. Please refer to Section 3.6.1 Annotate within this user guide for additional details.
3.4 Search Results Page, Additional Options

You can also select from a number of options located at the top right-hand corner of the article results page:

3.4.1 View in Calendar

Your search results are set to display in a list format by default. By selecting the Calendar icon, your view switches to a calendar view of regulatory events based on your search criteria.

3.4.2 Add to Report

Search results can be collated and added to a custom report. From the sub-content level, select the Add to Report icon to move documents into an existing report or to select documents to create a new report. For more information, refer to Part 7: Reports.

3.4.3 Share

Search results can be collated and exported into a CSV or XLS format. Multiple documents can be selected for export either manually or by using a date range.
3.5 Article Options

To view an article in full, simply click on the document title from the Search results overview.

When opening a document after entering a keyword search, the document viewer automatically displays your search query in the document.

To stop displaying the highlighted search query in the document, select the Highlight Search Terms toggle button at the top of the right-hand panel.

The options available to view a document will vary depending on whether the document being viewed is Legislative or Regulatory material, a News or Analysis article, or a Regulatory event summary.

The document taxonomy properties will always be listed underneath the main body of the article; these properties provide details of the global taxonomy classifications of the document being viewed including Geography, Sector, Content Type, Organizations and Themes.
3.5.1 Viewing Legislative or Regulatory Material

Legislative and Regulatory material, referred to internally as “Rulebooks,” are divided into the following sections:

Table of contents (1):
This shows the entire table of contents for the rulebook. The table of contents is broken down to the rule level, and you can click through this using the arrow icon to expand or collapse an entry and to immediately view a specific section within the rulebook.

The table of contents can be hidden from view by selecting the **Hide Table of Contents** button.

Breadcrumb trail (2):
A breadcrumb trail will help you to see the location of the document in view within the overall rulebook.

Versions (3):
Select the version drop-down to view all previous iterations of the document and, if applicable, associated future versions.

Section Title and/or Number (4):
Section title and/or rule citation.

Body of document (5):
The actual text of the document is shown in the main body of the document viewer.
3.5.1 Viewing Legislative or Regulatory Material continued

Taxonomy (6):
Document taxonomy properties.

Related content:
There are three possible widgets that will appear on the right-hand side in the new document view:

Related Documents (7):
Links that have been manually created by the editor/author of the document and therefore likely to be a highly accurate reflection of related content. An example could be historical “Analysis” pieces written in the past on the same subject.

Recent Developments (8):
Automatically created links to the most recent developments under Regulatory, Legislative and Executive materials from the regulatory/legislative authority in view based on Organization, Theme, Geography and Sector.

Suggested Reading (9):
Automatically created links to Thomson Reuters curated content (i.e., news, analysis, guidance), which matches the document in view Geography, Sector and Theme classifications.
3.5.1.1 Using View Whole Section

The View Whole Section feature allows you to view the whole section of the document you are reading i.e., all sublevel sections associated to the document. The View Whole Section button is displayed at the top of the right-hand panel. This saves time instead of having to select and open each section from the Table of Contents.

In the above example, by selecting View Whole Section, the user will be able to view all the Table of Content entries under Part 1-Title Agencies Generally.
3.5.1.1 Using View Whole Section continued

When documents are too large to be loaded instantly, users will see a “Load more content” indicator at the bottom of the screen. When this is selected, more content can be loaded.
3.5.1.2 Using Redlining

Redlining enables you to compare legislative or regulatory material with an earlier version, and see the additions and deletions in a single document view without the need to review multiple versions in order to understand what has changed.

From the Compare pull-down menu, select the version you want to compare against the version in view, and the screen will refresh to show the document with additions highlighted in green and deletions highlighted in red with strikethrough. The number of deletions and additions is shown at the top of the document.
3.5.2 Viewing a News or Analysis Article

Title (1):
Article title.

Publication Date & Author’s name (2):
The date the article was published on Regulatory Intelligence and the author’s name. Clicking on the author’s name opens a pop-up box with details of the author.

Content Type (3):
Thomson Reuters proprietary News, Analysis and Insight content type.

Body of document (4):
The main body of the document itself.

Related Documents:
This can appear when looking at any document and is a link that has been manually created by the editor/author of the document. It is therefore likely to be a highly accurate reflection of related content. An example could be historical Analysis pieces written in the past on the same subject.
### 3.5.3 Viewing a Regulatory Event Summary

**Title (1):**
Document title

**Source Publication Date (SPD) (2):**
The date the regulatory event was published by the regulator/organization will always be captured in the SPD. Any other associated event date types will also be shown here as and when applicable.

**Organization and Content Type (3):**
Publishing regulator/organization and event content type.

**Summary (4):**
A summary of the contents of the article. This may be an extract from the article itself or of the analysis Thomson Reuters has made of the particular regulatory event.

**Link to Source Document (5):**
Link to the full source document. This may be an external link or a Regulatory Intelligence internal link.

**Documents in Series (6):**
Articles can be collated together in a series. The series ID, created by the Thomson Reuters editorial team, is a unique numerical reference given to each series.
3.6 Document Share and Export Features

From the document view, you can select from a number of options located in the top right-hand corner: Annotate; Bookmark; Add to Report and Share.

3.6.1 Annotate:

By clicking on the Annotate icon, you can add your own notes of up to 2,000 characters to the document. Once the note is saved, you can click on the icon a second time to delete or edit your comments.

All articles with notes appear with an “A” icon, to illustrate that the document has been annotated by you, in Search Results, My Updates and Reports.

Documents with notes can be filtered from the Search Results by clicking on the Annotated only drop-down. Please see 3.3.1.3 Annotated only within this user guide for additional details.
3.6.2 Bookmark

By clicking on the Star icon located on the top right-hand corner of the document in view, you can bookmark specific content.

All bookmarked content can be accessed from the global bookmarked list, accessible from the Star icon in the top right-hand corner of each screen in the application.

Bookmarked content can be deleted by selecting the Trash icon image.
3.6.3 Add to Report

Clicking on this Add to Report icon will enable you to add a specific document to a report. More information on reports is provided in Part 7: Reports.

Documents that have been added to reports will appear with an “R” next to the document title from within Search results and My Updates.
3.6.4 Share

Clicking on the Share icon allows you to export and share a document either by email or by printing to a PDF.

3.6.4.1 Email

Selecting Email allows you to send a document via email along with a message of up to 255 characters. You can also select to include any associated annotation in your email.

Please note that the recipient of the email will need to be a Regulatory Intelligence license holder in order to view the document in full.
3.6.4.2 Print

Selecting Print will enable you to save and print a document, as a Thomson Reuters branded PDF.

If you have annotations attached to the document you will have the option to export with or without your notes. To the right is a snapshot of a News and Analysis article that has been exported as a PDF document with annotations.
Part 4: Research

The Advanced Search functionality allows you to run a search across the Regulatory Intelligence content database, refining and narrowing your results, and reducing the “noise” of extraneous information, to see only the information that is relevant to your organization.

By default, advanced search results are ordered by relevance. You can also choose to order the search results by date. Refer to the 3.3 Search Results page for more information.
4.1 Advanced Search Parameters

The following parameters can be selected for an Advanced Search:

**Keyword:**
Enter the relevant keywords for your search.

**Filters:**
Your search can be refined by selecting the *Add* button from any of the below filters. The selected parameters are then visible in the box below the filter.

**Content Type:**
Enables you to restrict your search to one of five major categories:

- News, Analysis and Insights
- Legislative Materials
- Executive Materials
- Regulatory Materials
- Secondary Sources

You can also drill down further within each category (for example: Legislative Materials > Statutes). If you do not specify a content type, the system will search against all content types.
4.1 Advanced Search Parameters continued

Geography:
This allows you to narrow your search to one of seven regions:
• Europe
• Africa
• Asia
• North America
• Australia and Oceania
• Middle East
• Latin America and Caribbean

By choosing a region you will automatically select all countries in that specific region. Alternatively, you can expand the region to display the list of underlying countries and states to make your selection at that level (for example, North America > United States of America > “Federal,” or any of the underlying states).

If you do not specify any geographical region, the system will search against all regions and underlying countries, states, jurisdictions, etc., that are included in your subscription.

Sector:
Allows you to narrow your search to specific sectors:
• Banking
• Insurance
• Securities and Commodities
• Healthcare
• Supplementary

You can also drill down further within certain sectors (for example, Banking > Retail-Mortgage Lending). If you do not specify a sector, the system will search against all sectors.
4.1 Advanced Search Parameters continued

Organizations:
This lets you narrow your search for information published by specific organizations:
- Central banks
- Courts and tribunals
- Government departments/ministries
- International and regional bodies
- Legislative bodies
- Publishers
- Regulators
- SROs, exchanges, ATSs and clearing agencies
- Trade associations

You can further drill down within each organization type (for example: Central banks > Federal Reserve). If you do not specify an organization, the system will search against all organizations.

Themes:
Enables you to narrow your search to specific themes:
- Entity Establishment and Governance
- Internal Oversight
- Business Activities
- Business Conduct Standards
- Regulatory Structure and Oversight

You can also further refine your search within each general theme (for example: Business Activities > Offerings > Beneficial ownership). If you do not specify a theme, the system will search against all themes.

All of the above criteria work in an AND relationship. For example, if a user specifies the following criteria for search:
- Keyword: Reform
- Geography: Europe > United Kingdom
- Sector: Banking

Then the search results will contain the keyword “reform” and will be relevant to the “UK” and “Banking.”

When a keyword is specified, the system performs a Natural Language search to return results that have the keyword in the title or within the body of the text.
4.1 Advanced Search Parameters continued

Date Filters:
Allows you to select criteria using “Restrict date from” and “Restrict date to” parameters.

Date Types:
With regard to date restrictions, you can further narrow your search by selecting from 11 options of Date Types such as Effective Date, Source Publication Date, Filing Date, etc. This filter allows you to search for specific content based on the dates of regulatory events. Click on the Plus icon (next to Date types) to open the full list of selections.

Date selector:
Yesterday = selecting this date will cover the previous day only.

Last 7 days = e.g., if using the tool on Monday, the range will cover everything between Friday and Sunday of the previous week.

“From”, “To” Date = a specific date range can be selected by entering or selecting a From and To date.
4.1 **Advanced Search Parameters** continued

**Summaries and Source documents:**
The *Summaries and Source documents* filter allows you to include or exclude the tracking alerts on regulatory developments created by our editorial team. Select *Source Documents* to view only the primary and source material, including Thomson Reuters proprietary News & Analysis and the regulatory and legislative rulebook material.

(Note that “Regulatory Event Summaries” were known as “Tracker” articles in Compliance Complete).

Quick Tip:
Advanced Search criteria, as indicated above, can be saved as My Updates to keep receiving any new regulatory updates based on the criteria. Refer to **Part 5: My Updates** for further information.
4.1 Advanced Search Parameters continued

Guided Boolean and Connectors Search:
Select Guided Boolean and Connectors Search for a template to assist you with a Boolean Terms and Connectors search. Select the ? box next to the Guided Boolean and Connectors Search link to view a listing of the accepted Boolean connectors and expanders.

Boolean Terms and Connector examples are provided below:

- **BANKING REFORM** will search for all content with the words BANKING and REFORM
- **BANKING OR REFORM** will search for content with either of the two words
- **BANKING AND REFORM** will search for all content with both words in it
- “**BANKING REFORM**” will search for all content where the two words appear together as a phrase
- **BANKING % REFORM** will search for all content with the word BANKING but not REFORM

For additional Advance Searching tips with Boolean Terms and Connectors, please review the Advanced Search guide.
Part 5: My Updates

My Updates allows you to receive content updates based on specific criteria that you have selected. For example, you could create a My Update using a combination of the taxonomy/parameter filters (Geography, Sector, Content type, Organizations and Themes) as well as Keywords. My Updates is updated as and when any regulatory development takes place or content is published by our editorial team that falls within the specified criteria. These updates could take place multiple times a day.
5.1.1 Create My Updates

You can create a new My Updates profile by clicking on the Plus icon:
You will be prompted to create a name for the My Updates profile and then select your criteria using Keywords and/or the taxonomy parameters.

Email Alert: Once you have selected the My Updates criteria, you can choose to set up an Email alert. If you select the Enable Email Alert option, you can select the frequency (daily, weekly, monthly) as well an optional Start Date and End Date.

You can then choose to Preview, Cancel (and Delete) or Save your My Updates profile.

Selecting the Preview option allows you to view a list of current and historically published documents associated with your My Updates selected criteria.

Once you have completed the selections for your My Updates profile, click on Save. To delete without saving, click Cancel.
5.1.2 Manage My Updates

You can select on the **Options** icon to manage any of your My Updates. Once the Options icon has been selected, a Pencil icon will appear next to each of your My Updates. Selecting the **Edit pen** next to each title allows you to Edit, Duplicate or Delete.

You can also sort your My Updates profile list using the **Sorting options** drop-down. Profiles are automatically listed by Creation date, but you can switch to an alphabetically listed view or select to manually edit and order your profile list.
5.1.3 My Updates, Additional Features

Once you have established the criteria for My Updates profiles, you can click on any of the My Updates titles to view associated articles and content. Documents are displayed in an inbox style chronologically, with the latest documents at the top. Select the calendar icon to change to a calendar view format instead.

Select the Add to Report icon to extract and move documents from the My Update profile in view to a Report, or select the Share icon to extract documents into a CSV or XLS document for download.
5.1.4 Searching in My Updates

You can use the Refine tab within My Updates to run a new search using your My Update profile settings without making your changes permanent.
Part 6: Calendar

Search results are automatically set to display in a list format. Selecting the Calendar icon allows you to view your search results in a calendar format instead, which provides you with a clear visual of upcoming regulatory events. You can access the Calendar feature from the results of a Global search, Advanced Search, or via My Updates.

6.1 Calendar Access via Keyword Search & Advanced Search

Once you have carried out a search, you can select the Calendar icon from the top-right corner of your result list page to view the regulatory events based on your search criteria.

6.2 Calendar Access via My Updates

Select the relevant My Update profile from the left-hand toolbar and then select the Calendar icon to view the associated regulatory events based on the criteria set in your My Update in a calendar format.
6.3 Calendar, Additional Details

6.3.1 Color Coding

The calendar events are color coded according to their respective date type for easy reference. Move the mouse over any of the calendar events to view the geography(ies), organization(s) and content type(s) associated with a specific event. Click on the event to view the event details in full.
6.3.2 Date Type Definitions

Date type definitions are as per the image shown.

<table>
<thead>
<tr>
<th>DATE NAME</th>
<th>DEFINITIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Effective Date</td>
<td>This is the date when a new rule or change takes effect</td>
</tr>
<tr>
<td>Source Publication Date</td>
<td>This is the date when the source document was published by the source regulator / organization</td>
</tr>
<tr>
<td>Approval Date</td>
<td>This is the date when the proposed rule or amendment is approved.</td>
</tr>
<tr>
<td>Filing Date</td>
<td>This is the date when an SRO (State Regulatory Organization) submits the rule for filing with SEC.</td>
</tr>
<tr>
<td>Document Date</td>
<td>This is the date when the regulator created the document.</td>
</tr>
<tr>
<td>Expiration Date</td>
<td>This is the end date of an interim or temporary rule</td>
</tr>
<tr>
<td>Adopted Date</td>
<td>This is the date when a rule or amendment was adopted by the regulator</td>
</tr>
<tr>
<td>Comment Date</td>
<td>This is the deadline date for comments in a rule-making initiative.</td>
</tr>
<tr>
<td>Compliance Date</td>
<td>This is the date when the industry must comply with rule change.</td>
</tr>
<tr>
<td>Publication Date</td>
<td>This is the date when Thomson Reuters publishes a document – like a news, analysis or regulatory event.</td>
</tr>
<tr>
<td>Expected Future Date</td>
<td>This defines a date when a regulatory event is expected to happen</td>
</tr>
</tbody>
</table>
6.3.3 Filter by Today, Week or Month

The Calendar view can be formatted to display results by Today, Week or Month view.

The Today view will allow you to view the events of the current day and will highlight the Data Type and Document title.
6.3.3 Filter by Today, Week or Month continued

The **Week** and **Month** view will show you the events for the current week or month.

Use the forward and backward navigation arrows to move to a previous or future day, week or month.
6.3.4 Calendar Print and Export

You can select the Share icon at the top right-hand corner of the calendar to download a PDF of the calendar details.

Calendar Quick Tip: From the Calendar view, you can easily toggle back to the My Updates list of documents by clicking on the List View icon.
Part 7: Reports

Thomson Reuters Regulatory Intelligence Reports are a great way to collate and consolidate material from across the Regulatory Intelligence platform into customized reports, which can then be exported and shared in either an email, PDF, CSV or XLS format.

From the Homepage drop-down menu, select Reports to view existing reports or to create a new report.
7.1 Create a New Report

Click on the Plus icon from your Reports List to create a new report.

You will be prompted to create a Report Name (required) and a Summary (optional).
7.1 Create a New Report continued

Hit Save to save the report. Once saved, you will have the option to Add Documents from your existing My Updates profile(s) or select From My Updates to run a new advanced search.
7.1.1 Adding Documents: From Search

If you choose to add documents “From Search,” you will be redirected to the Advanced Search page where you can enter in your search criteria. After searching, select **View all** at the content type level. You will then have the option to select **Add to Report**.
7.1.1 Adding Documents: From Search continued

Once you select Add to Report, you can then select specific documents you wish to add to your report either by manually selecting documents via the Selection option, or you can extract documents by date range using the Date range option. Alternatively, you can select to move all the documents on a page to your report by checking the Select all items on page option.

To move the selected documents into your report, select Add to Report.
Select the name of the report under the Add to Report column, then select Add.

Results are broken down to 20 items per page so you will need to repeat the process of selecting and adding documents to a report by returning to the search results page and using the page navigation toolbar at the top right to locate and select additional documents.
7.1.2 Adding Documents: From My Updates

If you choose to add documents From My Updates, you will be redirected to your My Updates list. Select the relevant My Update profile from the left-hand toolbar, and then select the documents you wish to add to your report. You have the option to select individual documents by using the Selection option, or by date by selecting the Date range option.

Once you have made your selection, hit the Add to Report button. You will be returned to your reports list and the report you are managing will be loaded into view.
7.2 Share Reports

Reports can be shared by selecting the Share icon from the report in view.

You have the option to share your report by Email, PDF, CSV or XLS.

**Export as XLS:**
For users who have access to the reporting feature, we have included a preformatted spreadsheet option. By selecting **Export as XLS**, you can download a preformatted spreadsheet with the width and height of the cells formatted to the amount of text available. The report also includes functional hyperlinks to documents so you can easily view the full document in the application.
7.2 Share Reports continued

If there are documents in your report with annotations attached, you will have the option to export your report as a PDF with or without your annotations.

You will also have the option to email your report with or without your annotations.

Annotations cannot be exported in the CSV.
7.3 Manage Reports

Click on the Cog (options) icon to select either Manage Reports or Report History.

7.3.1 Manage Reports

Clicking on Manage Reports will allow you to select the Pen icon to Edit, Duplicate or Delete any existing reports.
7.3.2 Editing a Report

Editing a report will allow you to change the report name (1), amend the summary (2), add new documents (3), or remove documents (4), and change the order of documents (5).
7.3.3 Reordering Documents in a Report

By default, the documents in a report will appear in reverse order to which they are added. However, by selecting the Order by icon within Edit, you can reorder the reports by Date added, Manually, Alphabetically and Document date. If you select the Manually option, you can drag and drop the articles into your preferred order.
7.3.4 **Duplicating a Report**

Duplicating a report will allow you to use an existing report as the starting point for a new one. A new report will be created with the same name as that of the report duplicated, with the suffix COPY. Hit Save to start amending your duplicated report.

7.3.5 **Deleting a Report**

The option to Delete allows you to permanently delete a report.
7.4 Report History

The Report History functionality provides an overview of all the reports available at that moment in time. The history shows the name, creation date, last modified date, and who the report was shared with (if the report was emailed).

The Report History can be exported or printed in PDF format.
The Report History does not provide an audit record of deleted reports.