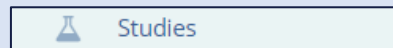


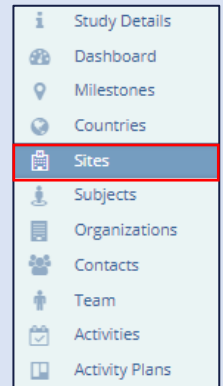
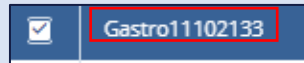
- APPLICABLE TO:
- Company Administrator
 - Study Manager
 - CRA
 - CTMS

Note: This job aid assumes that the user has already completed the steps in the “Site Visit Preparation” job aid.

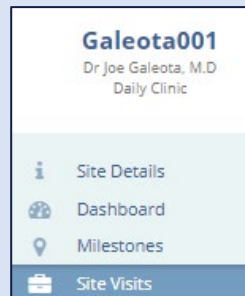
1. Log into the CTMS and click on **Studies** on the left.



2. Click on the **Study Name** and navigate to **Sites**.

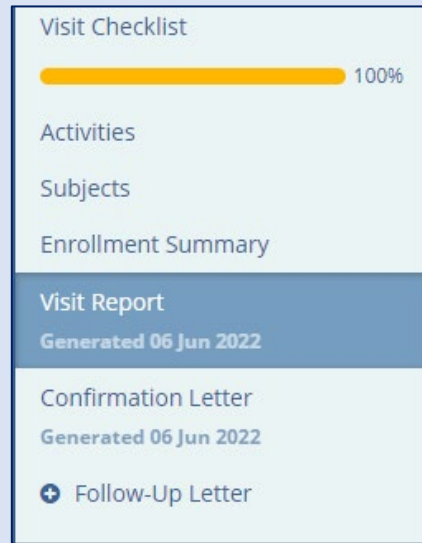


3. Choose a Site, then click on **Site Visits** from the options on the left.



4. Select the relevant Site Visit.

5. Select **Visit Report** from the navigation options at the left.

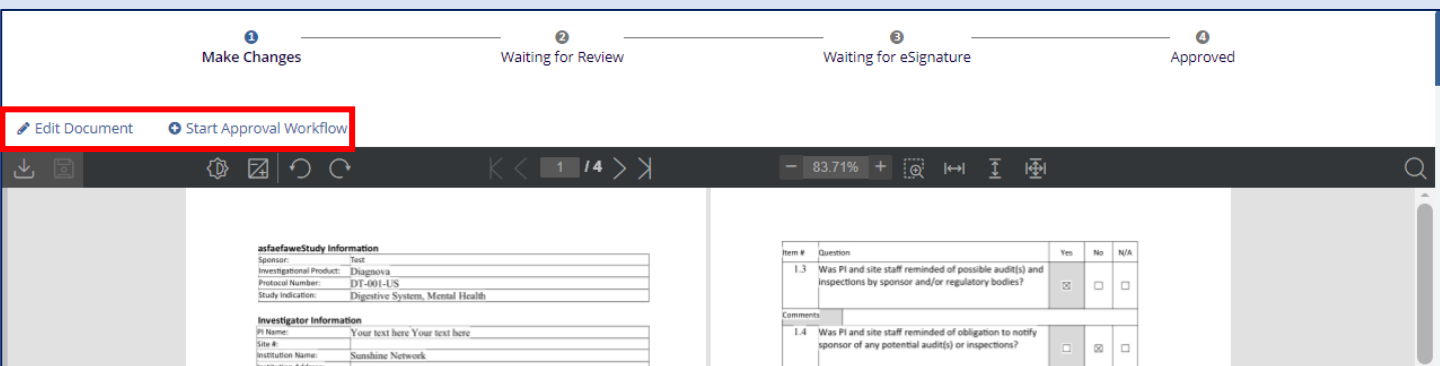


If you have not yet generated the visit report, please see the job aid “How to Generate a Visit Report.”

6. Press the **View Report** button to be taken to the report.



7. Once the report loads, you will be able to edit the document or to start the approval workflow. The requirements and process may vary based on your system configuration.



1 Make Changes 2 Waiting for Review 3 Waiting for eSignature 4 Approved

[Edit Document](#) [Start Approval Workflow](#)

83.71%

Item #	Question	Yes	No	N/A
1.3	Was PI and site staff reminded of possible audit(s) and inspections by sponsor and/or regulatory bodies?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments				
1.4	Was PI and site staff reminded of obligation to notify sponsor of any potential audit(s) or inspections?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>