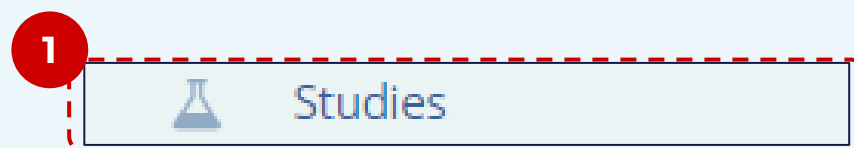


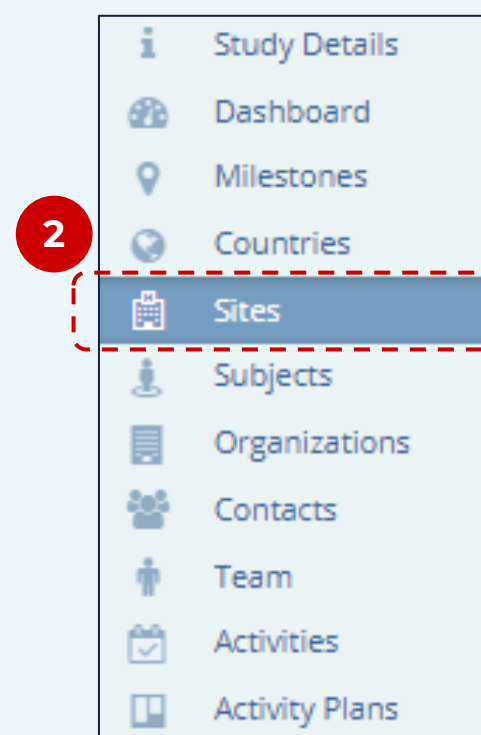
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

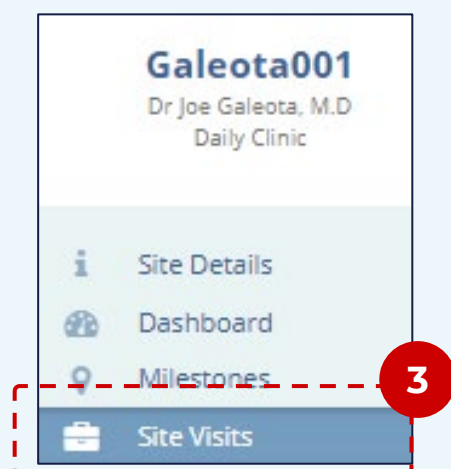
1 Log into the CTMS and click on **Studies** in the Navigation Links at the left side of the screen.



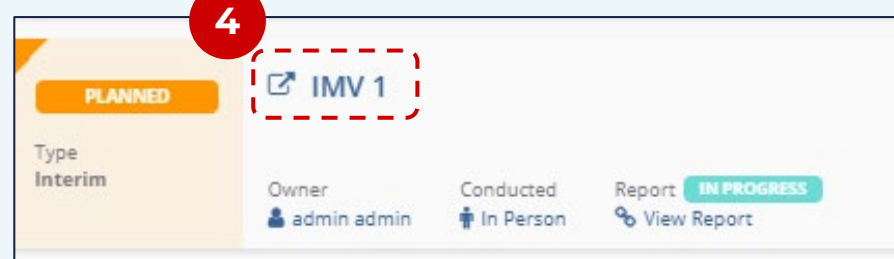
2 Click on the **Study Name** and navigate to **Sites**.



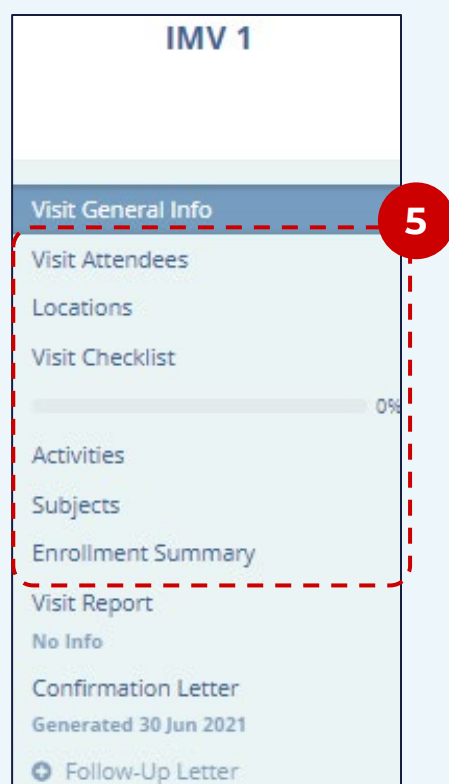
3 Click on the name of the site to be visited and select **Site Visits** in the Navigation Links at the left side of the screen.



4 Select a Site Visit by clicking on the name of the visit.



5 Prepare for the visit by reviewing each category listed at the left side of the screen (Attendees, Locations, etc.)



Note: Requirements for these menus will vary based on internal policies and procedures. Please refer to any internal documentation for specifics for your organization.