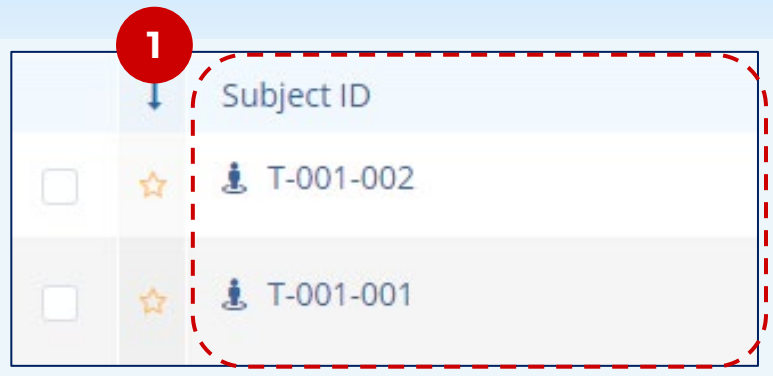
How to Assign a Visit Schedule to a Subject

CTMS version 2.1

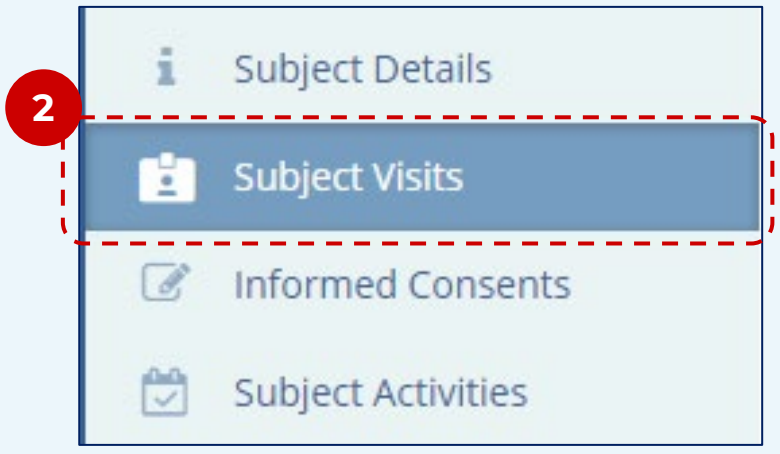
APPLICABLE TO:

- **Company Admin**
- **Study Manager**
- **CRA**

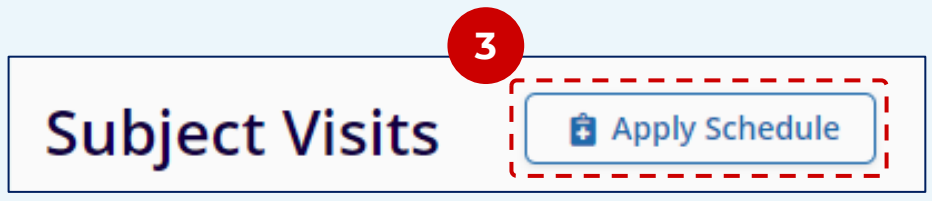
1 Log into CTMS and navigate to the subject profile by clicking on the Subject ID.

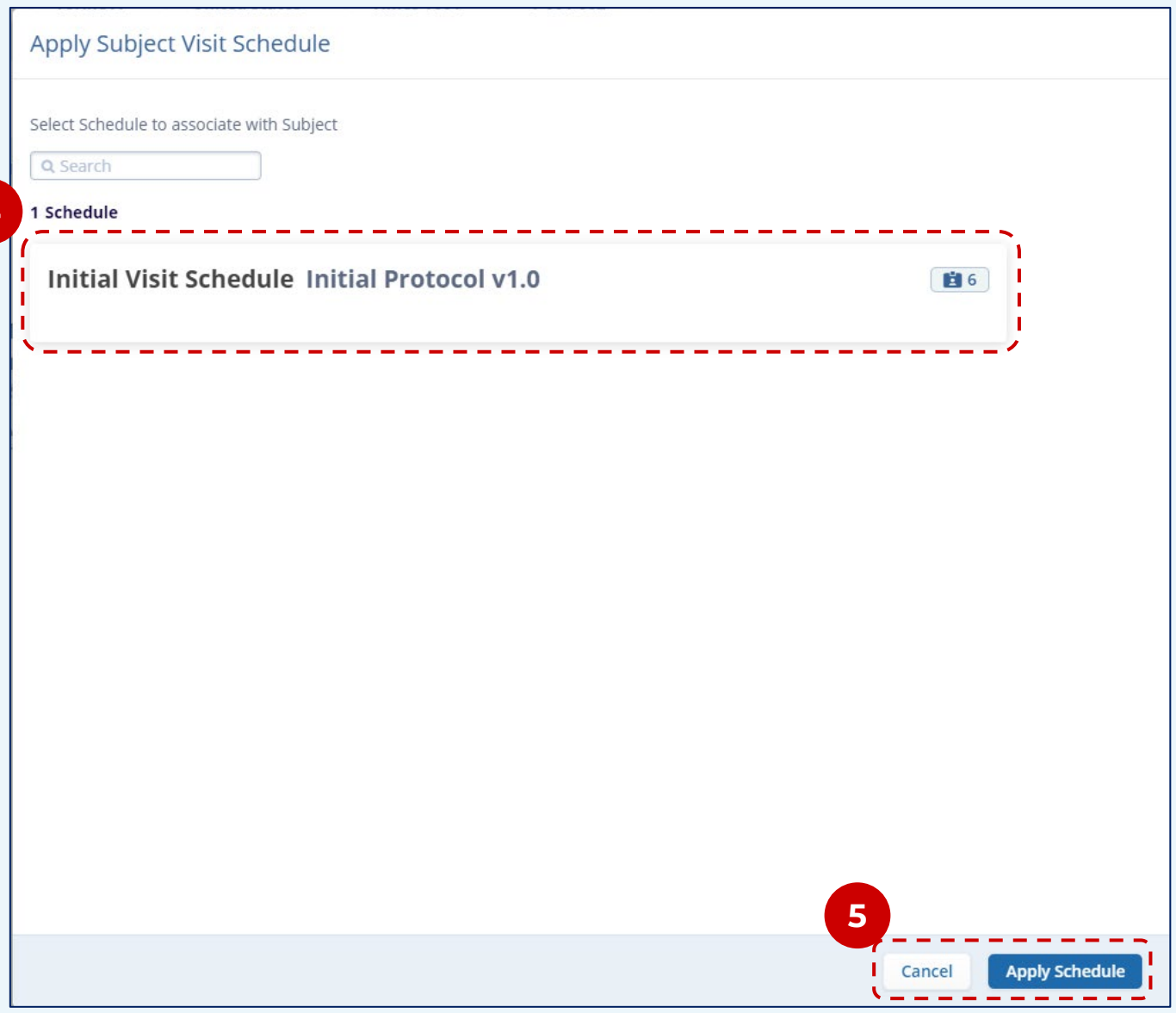


2 Select **Subject Visits** from the navigation links at the left side of the screen.



3 Press **Apply Schedule** at the top of the screen.



4 Select the appropriate visit schedule in the 'Apply Subject Visit Schedule window.

5 Press **Apply Schedule.**