

# How to Generate a Visit Report

CTMS version 2.1

## APPLICABLE TO:

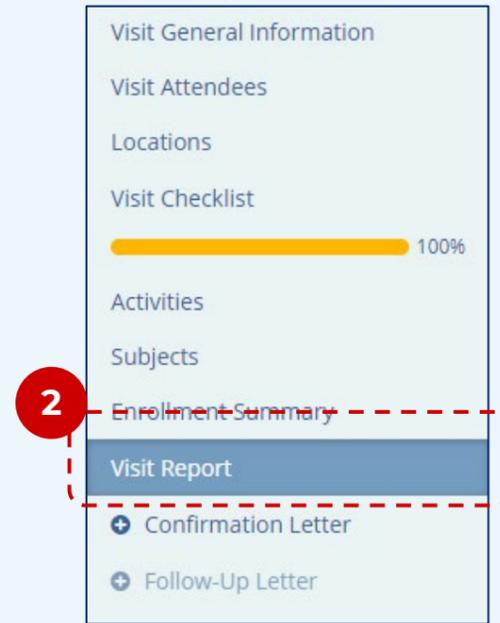
- Company Admin
- Study Manager
- CRA

**Note:** This job aid assumes that you have already created the site visit, filled in the necessary information, including completion of the visit checklist, and that you have marked the Visit Status as completed.

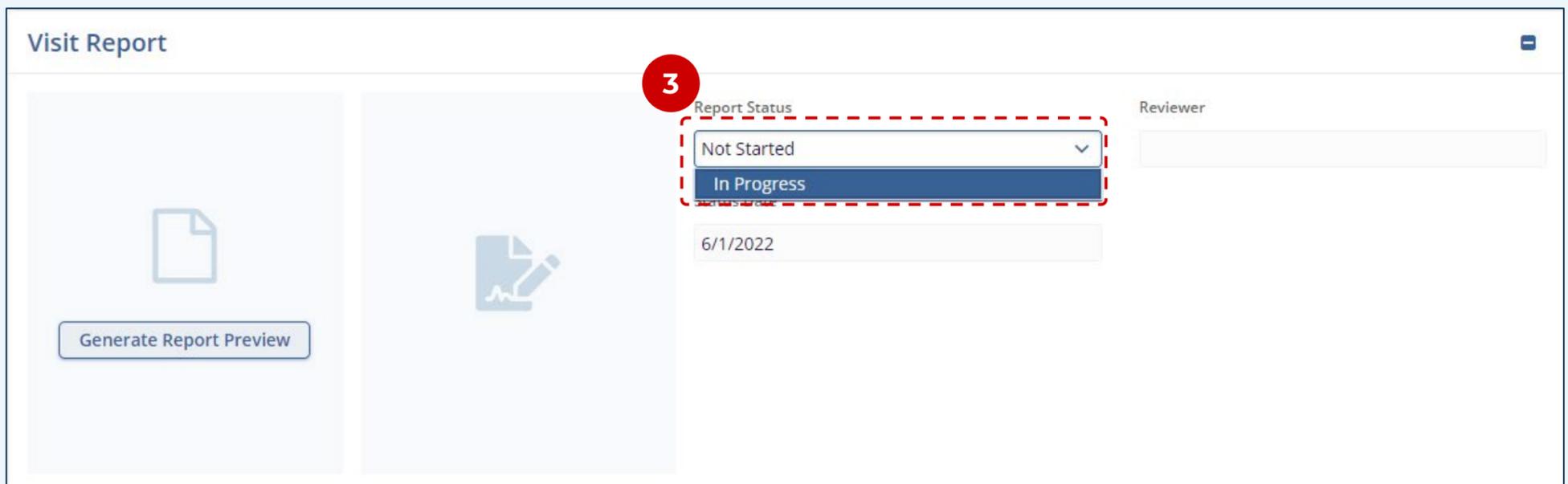
**\*\*Additionally, it is imperative that the Study Manager has assigned report reviewers prior to the creation of any visit reports.\*\***

**1** Log in and navigate to the site visit.

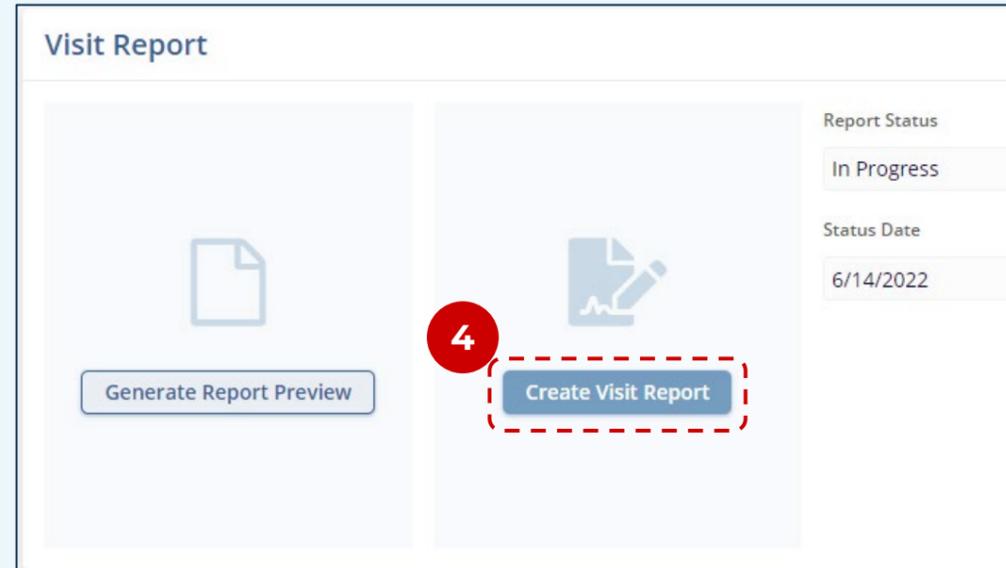
**2** Click on 'Visit Report' in the navigation links at the left side of the screen.



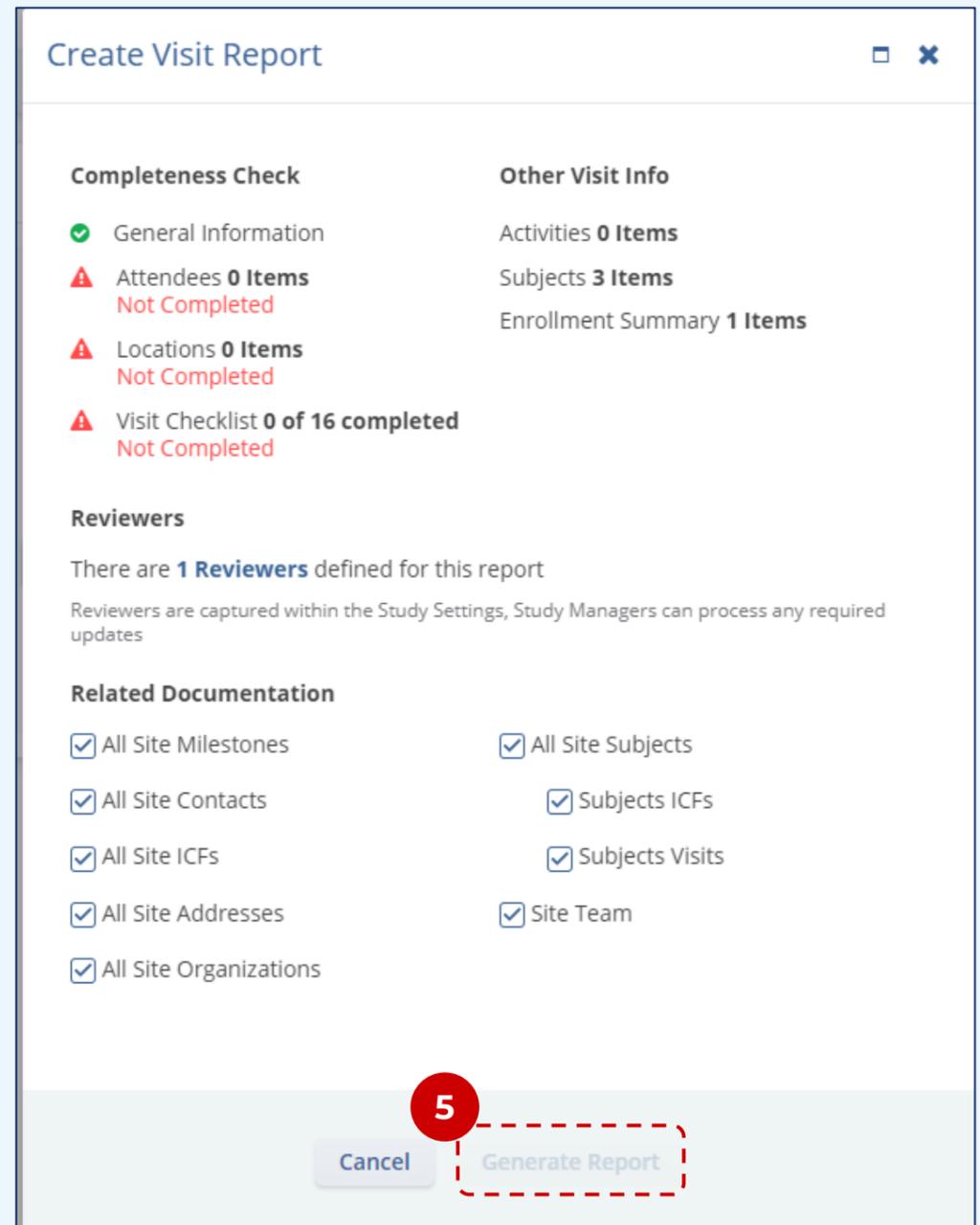
**3** Change the Report Status to 'In Progress' and press **Save**.



**4** Press the **Create Visit Report** button.



**5** The **Create Visit Report** window will open, indicating if anything remains to be completed before the report can be generated. When all items show as complete, press **Generate Report**.



**6** At this point, the visit report will be generated. This process may take a couple of minutes to complete. You will then be able to select the **View Report** button in order to be taken to the document.

