Site Visit Preparation

CTMS version 2.1

TRIAL INTERACTIVE

APPLICATIVE 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.
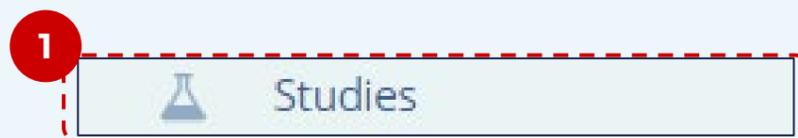
2 Click on the **Study Name** and navigate to **Sites**.
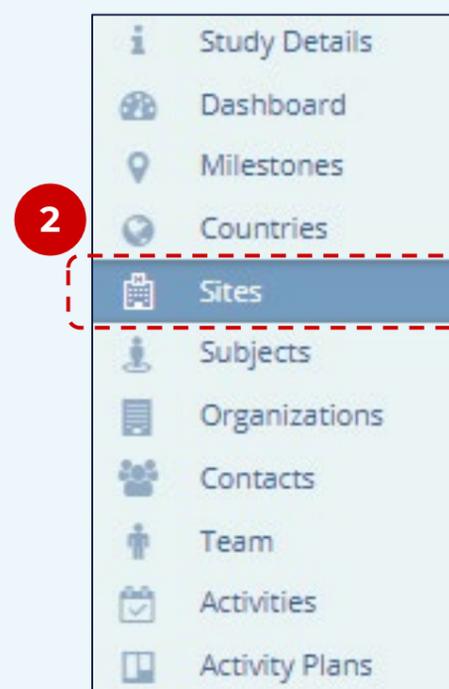
3 Click on the name of the site to be visited and select **Site Visits** in the Navigation Links at the left side of the screen.
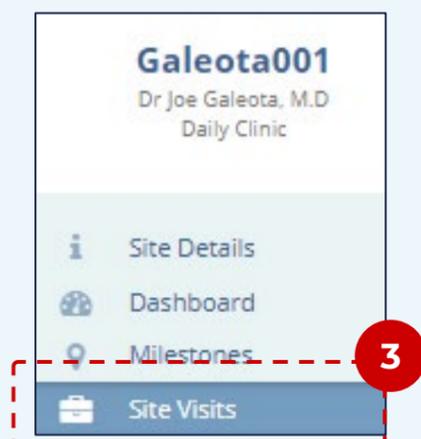
4 Select a Site Visit by clicking on the name of the visit.

5 Prepare for the visit by reviewing each category listed at the left side of the screen (Attendees, Locations, etc.)
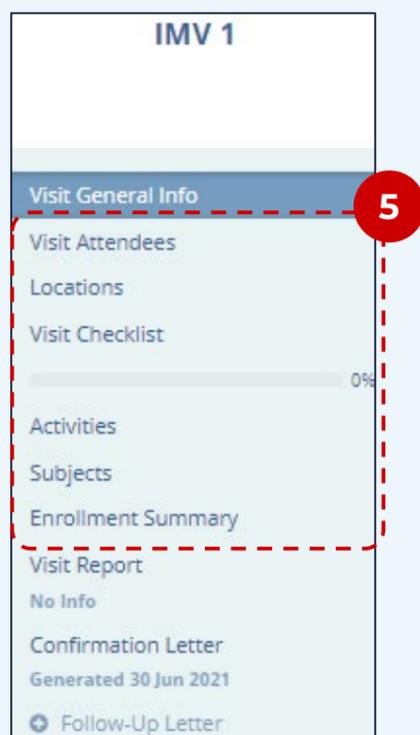
Note: Requirements for these menus will vary based on internal policies and procedures. Please refer to any internal documentation for specifics for your organization.

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