

# How to Export a Checklist

CTMS version 2.1

## APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

**1** Navigate to the **Site Visit Checklist Templates** menu in the **Settings** area.

**2** Select the checklist to be exported from the list shown.

**3** Press the **Export to PDF** button.

**4** Verify the content to be exported in the preview window and press **Export** to complete the process.

