

How to Publish a Checklist Template

CTMS version 3.0

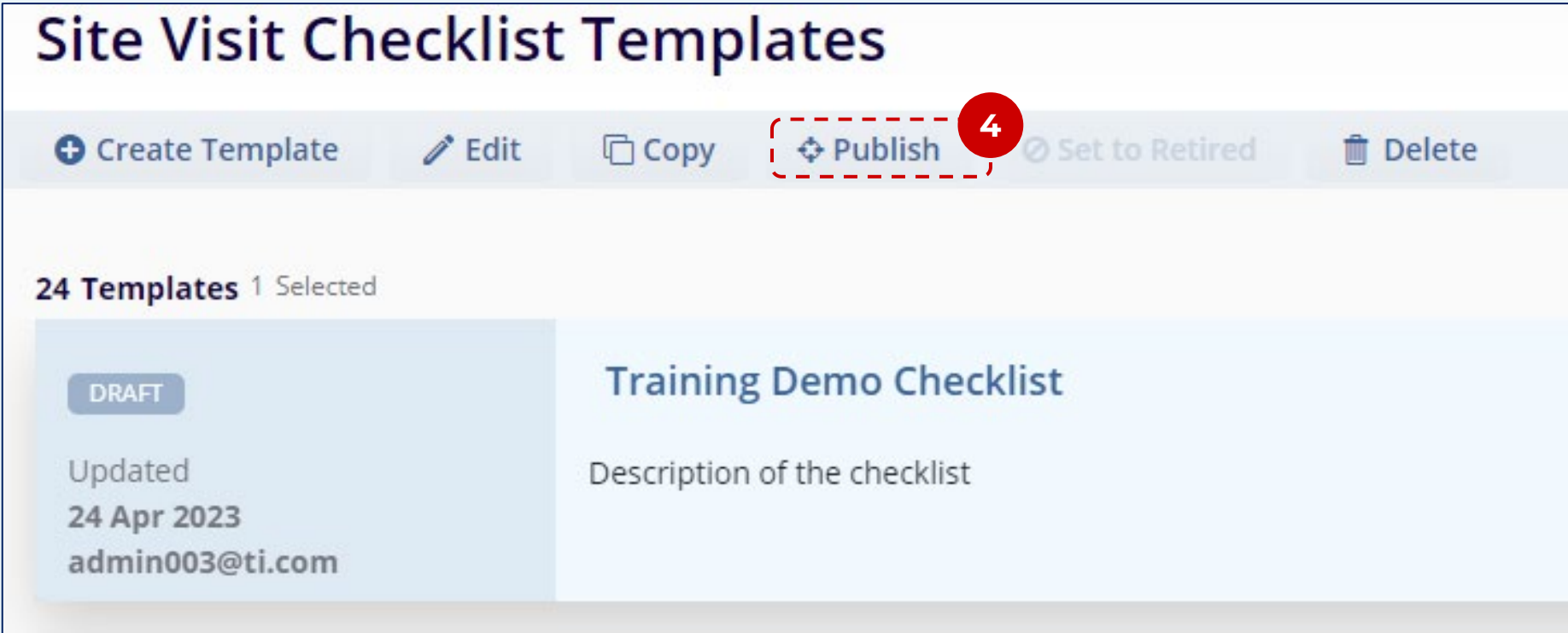
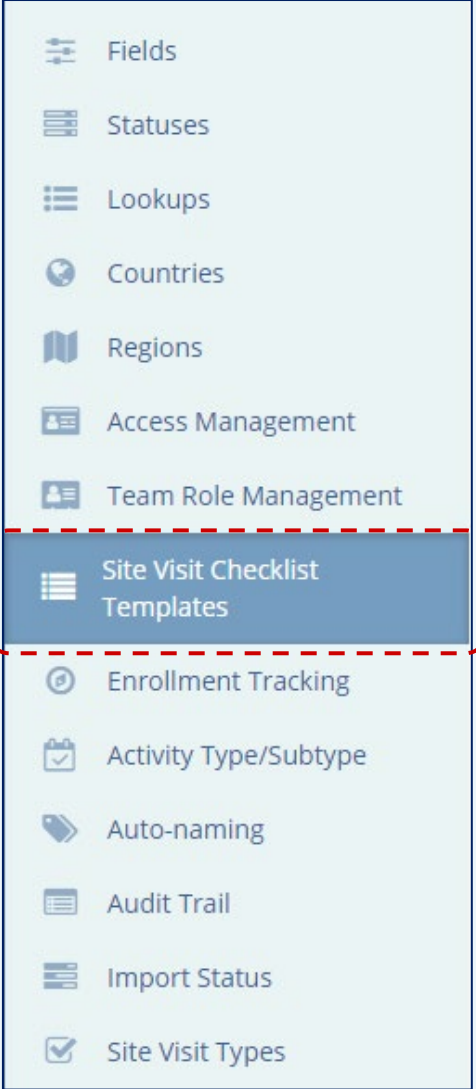
- APPLICABLE TO:
- ☒ Company Admin
 - ☐ Study Manager
 - ☐ CRA

1 Navigate to the **Settings** area.

2 Select **Site Visit Checklist Templates** from the navigation links at the left side of the screen.

3 Select the checklist to be published from the list displayed.

4 Press the **Publish** button in the menu above the list.



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- 5** In the popup window the opens, press the **Publish** button to confirm that you wish to publish the checklist template.

