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.

-Fields Statuses Lookups := Countries 0 N Regions 400 Access Management Team Role Management Site Visit Checklist Templates Enrollment Tracking Ø Activity Type/Subtype $\overline{}$ \bigcirc Auto-naming Audit Trail Import Status $\mathbf{\nabla}$ Site Visit Types

2

- 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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Create Template	/ Edit	Сору	Publish	ed 📋 Delete







June 2025 Page 1 of 2

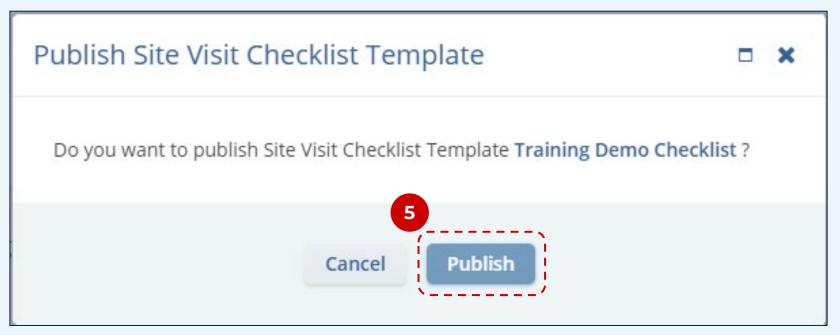
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TRIAL

5

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





June 2025 Page 2 of 2