How to Regenerate a Visit Report



CTMS version 3.0

APPLICABLE TO:

- O Company Admin
- O Study Manager
 - CRA

Note: This assumes that the visit report has already been reviewed and rejected and that the comments made by the reviewer need to be addressed by correcting Site Visit information in the CTMS such as updating the site visit checklist responses.

1 Open the Visit Report.

2 Press Edit Report and select Revise Visit Information

		2 aiting for Review REJECTED ()	3 Waiting for eSignature	Waiting for Approval				
C	Revise Visit InformationRECOMMENDEDEdit visit information in CTMS and regenerate the report from scratch.		OOTB_IMV_Report		ē	⊥	Q	© ^
/	Revise Document Only Modify document content on the current page. Editing in CTMS will be locked.		Interim Visit Report					

3 Read the message indicating that selecting this option will completely remove all prior manual updates from the document. To continue, press **Regenerate**.

Revise Visit Infor	mation	×				
You will be able to edit Visit Information directly in CTMS. However, all other options in the report will remain unavailable until a new version is generated						
	Cancel Revise Visit Information					

Return to the site visit. Once the lock icon has been removed, you can begin making the necessary corrections to the visit information.





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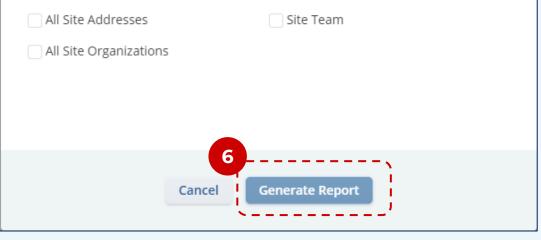
□ ×

5 Once you are done making the necessary corrections, return to the visit report area of the site visit and press **Create Visit Report.**

Visit Report	
Image: Second system Image: Second system Image: Second	Report Status Returned Status Date 2/26/2024 Reason for Rejection Please address the comments and resubmit.

	Completeness Check	Other Visit Info		
	 General Information 	Activities 12 Items		
	Attendees 2 Items	Subjects 3 Items		
Press Generate Report on	Locations 1 Items	Enrollment Summary 0 Items		
ne Create Visit Report popup	 Visit Checklist 0 of 0 required completed 	1		
/indow to initiate the	Reviewers			
egeneration process.	There are 1 Reviewers defined for this report			
	Reviewers are captured within the Study Settings, Study Managers can process any required updates			
	Related Documentation			
	All Site Milestones	All Site Subjects		
	All Site Contacts	Subjects ICFs		
	All Site ICFs	Subjects Visits		

Create Visit Report





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