

How to Transfer a Subject

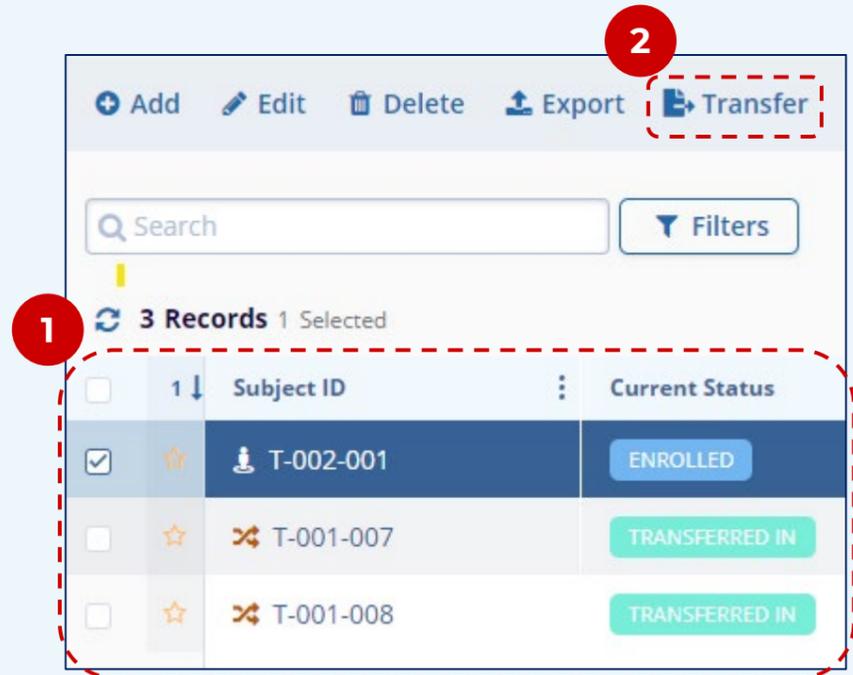
CTMS version 3.0

APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

1 Locate the subject and use the checkbox to select the record.

2 Press the **Transfer** button.



3 In the Transfer Subject window, indicate the Site to which the subject is transferring and the date on which the transfer occurred.

4 Press **Transfer** to complete the transfer process.

Note: You will not be able to edit the subject's record from this site after this process has been completed.

