

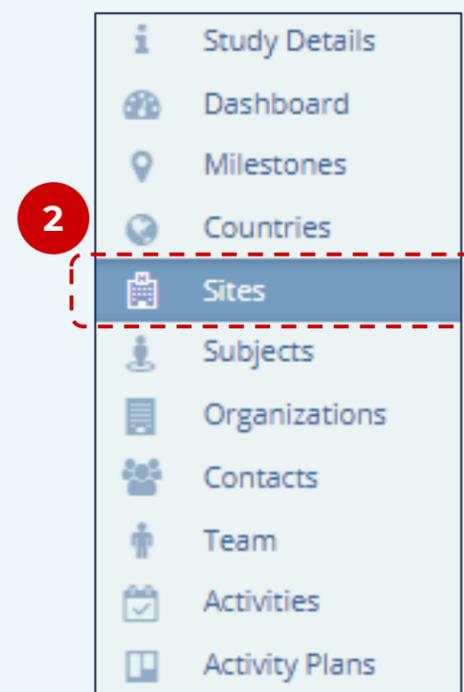
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

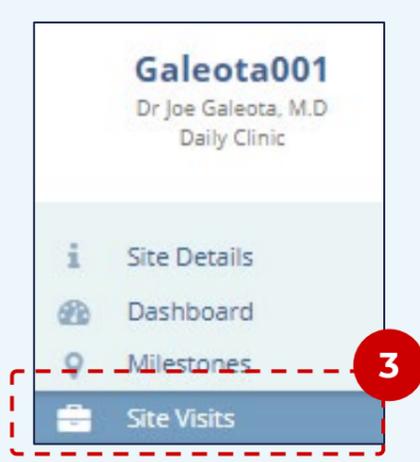
1 Log into the CTMS and click on **Studies** in the Navigation Links at the left side of the screen.



2 Click on the **Study Name** and navigate to **Sites**.



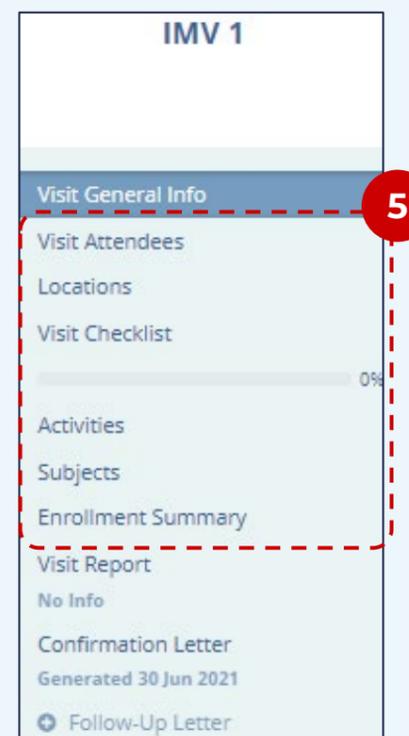
3 Click on the name of the site to be visited and select **Site Visits** in the Navigation Links at the left side of the screen.



4 Select a Site Visit by clicking on the name of the visit.



5 Prepare for the visit by reviewing each category listed at the left side of the screen and associating site information (contacts, site team, locations, activities, etc.) with the site visit.



For example, which activities are expected to take place during the site visit and who is expected to be in attendance?

Note: Requirements for these menus will vary based on internal policies and procedures. Please refer to any internal documentation for specifics for your organization.