How to Assign a Visit Schedule to a Subject
CTMS version 3.1

TRIAL INTERACTIVE

**APPLICABLE TO:**
- Company Admin
- Study Manager
- CRA

Site visit schedules are created and managed by the Study Manager but the application of a particular schedule to a subject usually falls to the CRA as they are most in-touch with site events.

Assigning a schedule to a subject allows the system to predict when visits should occur and it allows for tracking of subject visits by specific reference numbers, ensuring easier reporting on subject progress and status.

1 Log into CTMS and navigate to the subject profile by clicking on the Subject ID.
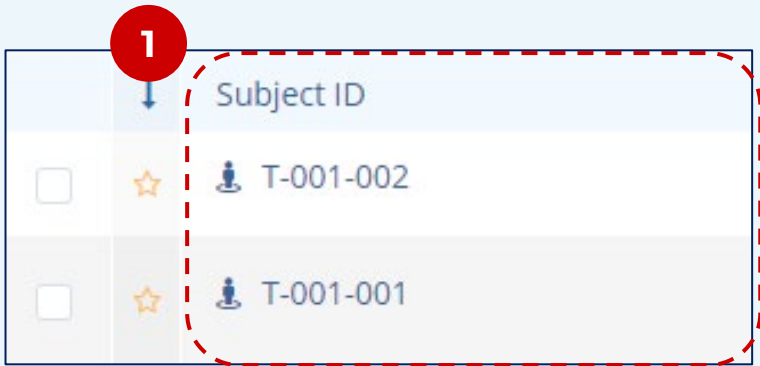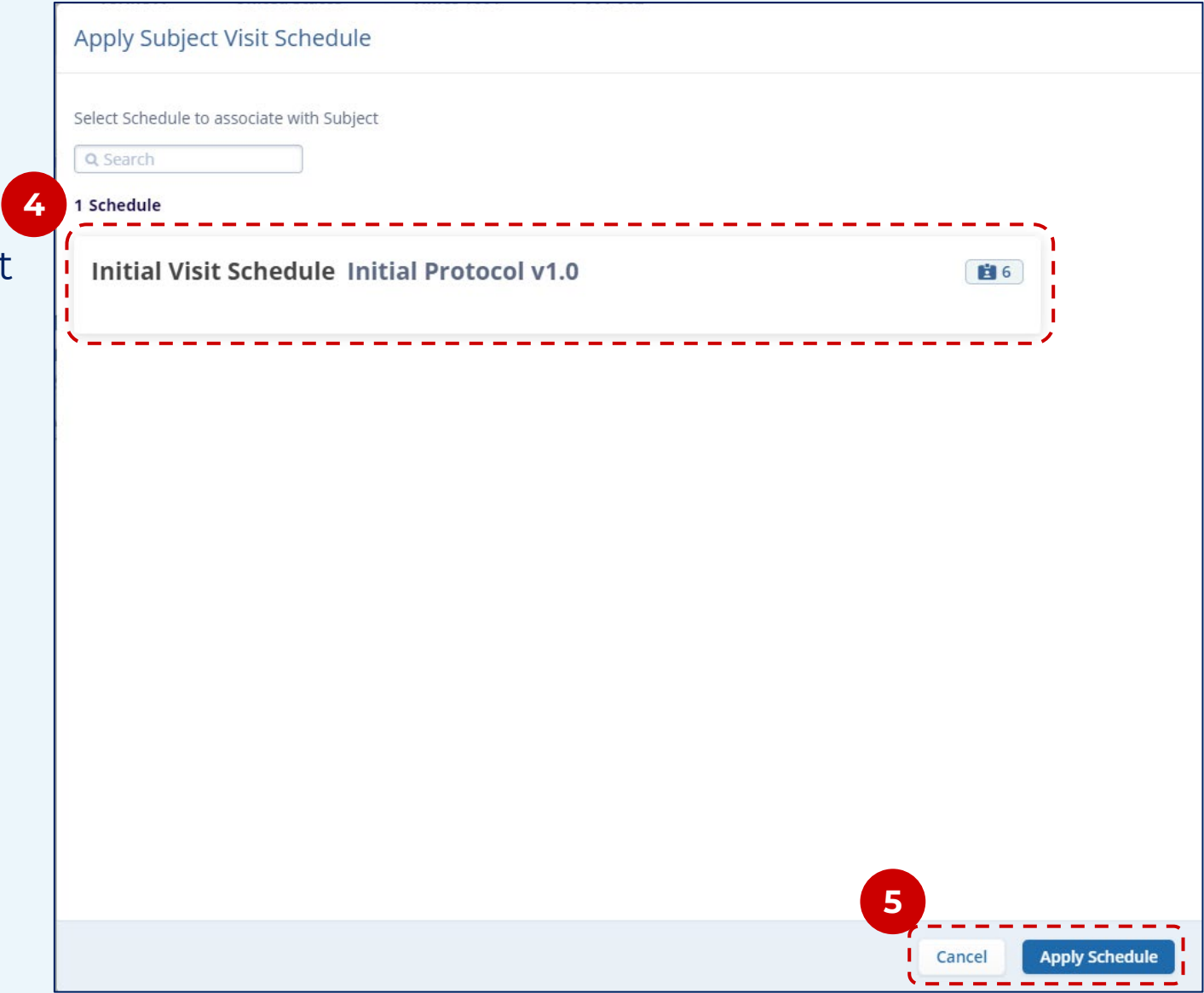

2 Select **Subject Visits** from the navigation links at the left side of the screen.

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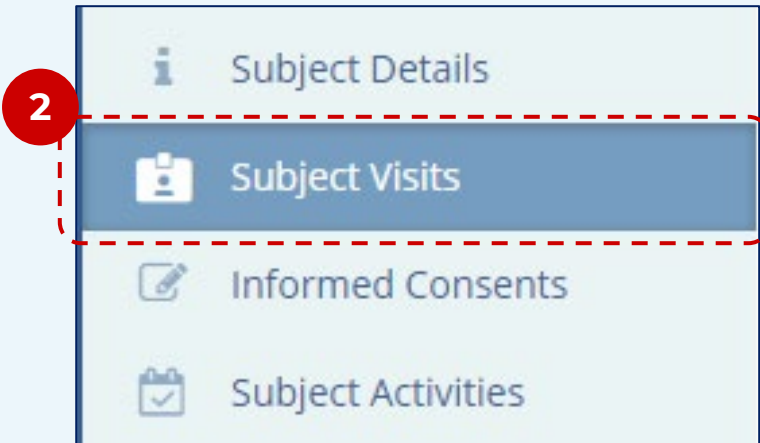
3 Press **Apply Schedule** at the top of the screen.

Subject Visits 📋 Apply Schedule

Apply Subject Visit Schedule

Select Schedule to associate with Subject

🔍 Search

1 Schedule

4 Select the appropriate visit schedule in the 'Apply Subject Visit Schedule window.

Initial Visit Schedule Initial Protocol v1.0   📋 6

5 Press **Apply Schedule.**

Cancel   **Apply Schedule**