

# How to Regenerate a Visit Report (Legacy Version)

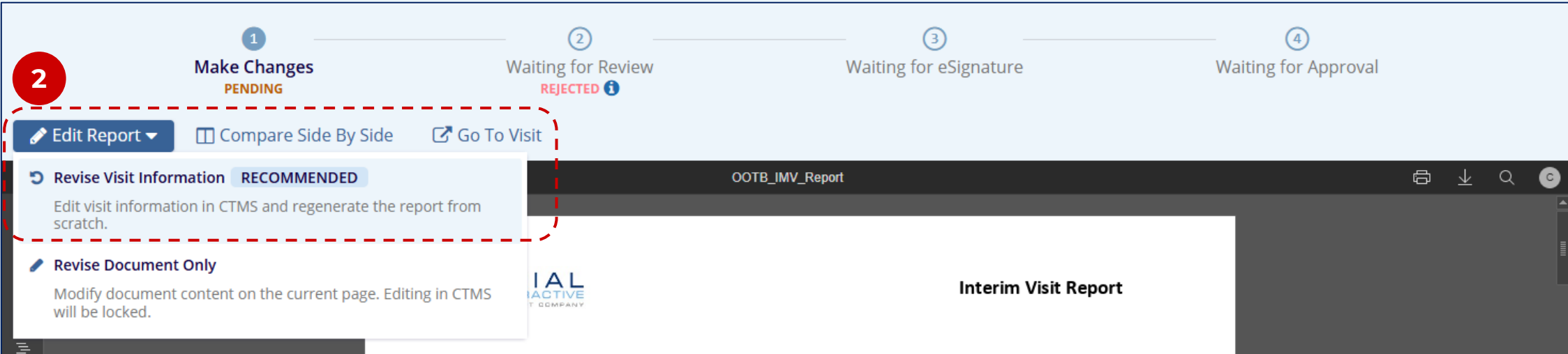
CTMS version 3.1



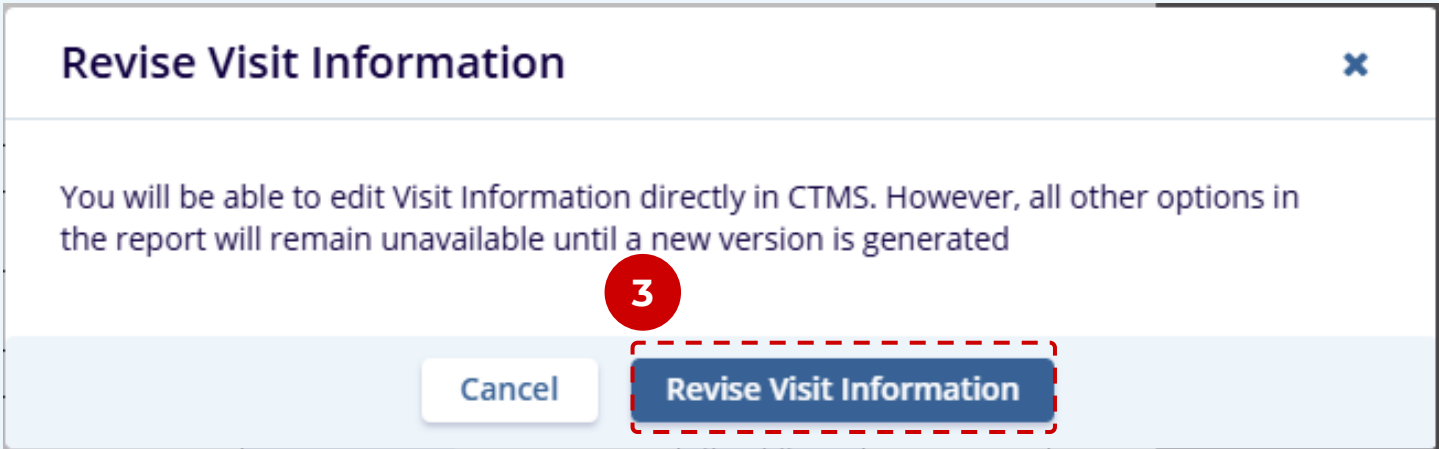
- APPLICABLE TO:
- ☐ Company Admin
- ☐ Study Manager
- ☒ CRA

**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**



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



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



# How to Regenerate a Visit Report (Legacy Version)

CTMS version 3.1



- 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

Generate Report Preview

View Report

26 Feb 2024, 12:36 PM

Create Visit Report

Report Status

Returned

Status Date

2/26/2024

Reason for Rejection

Please address the comments and resubmit.

6

Press **Generate Report** on the Create Visit Report popup window to initiate the regeneration process.

Create Visit Report

Completeness Check

General Information

Attendees 2 Items

Locations 1 Items

Visit Checklist 0 of 0 required completed

Other Visit Info

Activities 12 Items

Subjects 3 Items

Enrollment Summary 0 Items

Reviewers

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 Contacts

All Site ICFs

All Site Addresses

All Site Organizations

All Site Subjects

Subjects ICFs

Subjects Visits

Site Team

Cancel

Generate Report