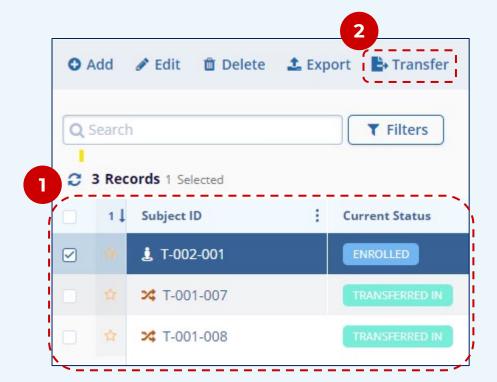
## How to Transfer a Subject

CTMS version 3.1

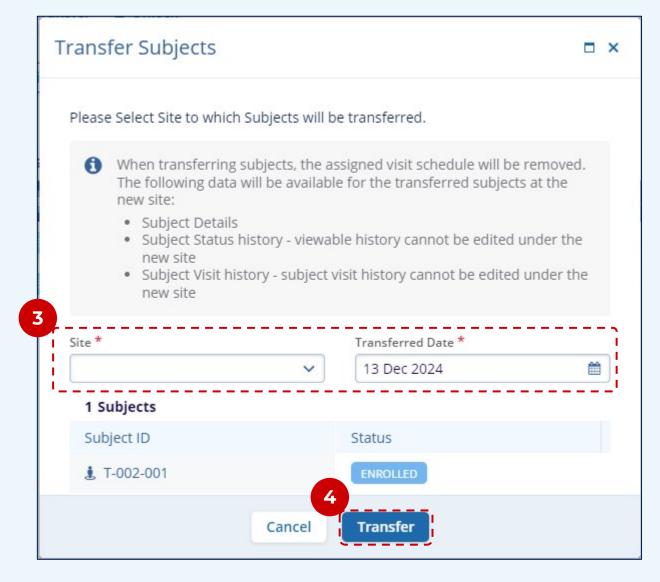


## **APPLICABLE TO:**

- Company Admin
- Study Manager
- CRA
- 1 Locate the subject and use the checkbox to select the record.
- 2 Press the **Transfer** button.



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