

How to Revise and Resubmit a Visit Report

CTMS version 3.1.1

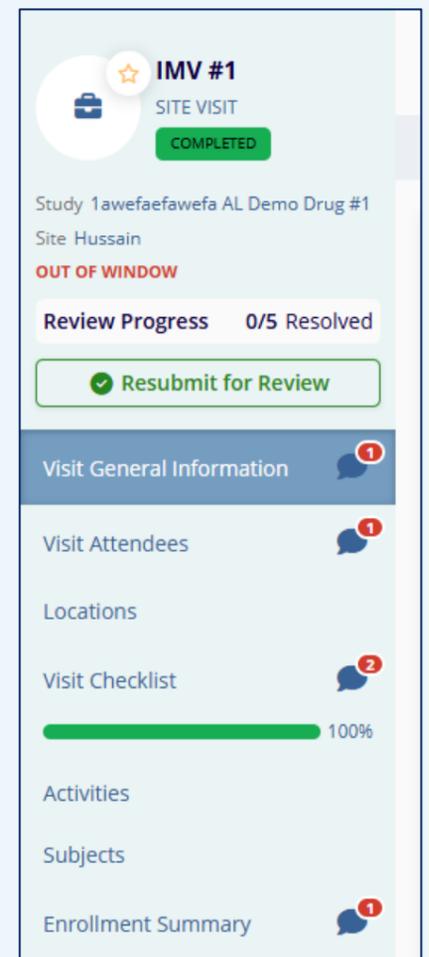
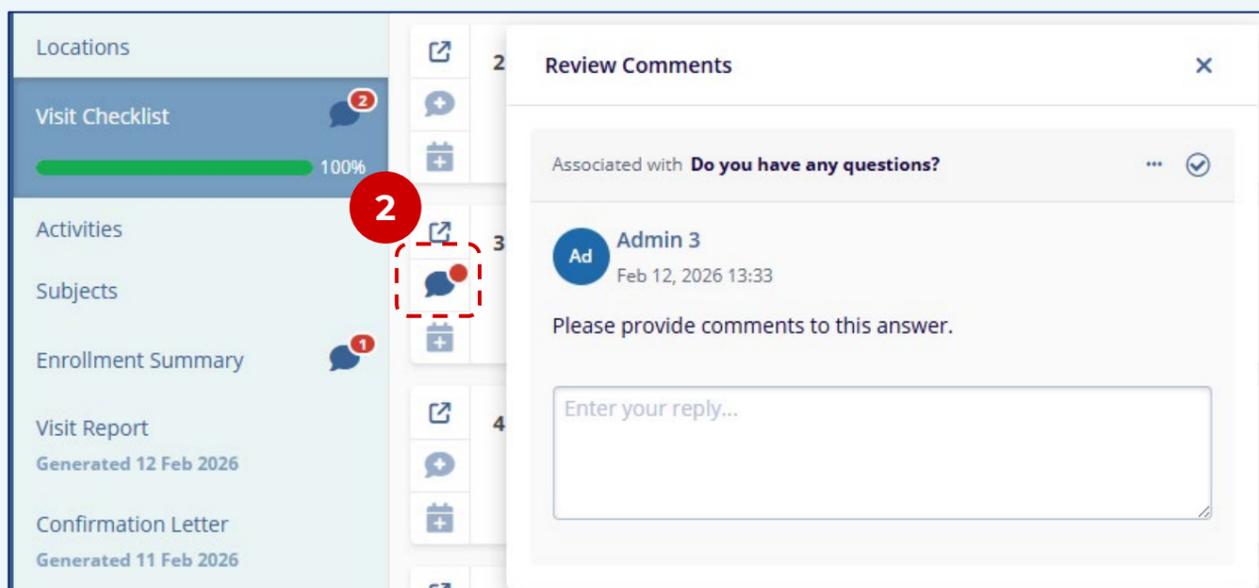
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

1 Open the Visit Report.

2 The areas which have comments will have a speech bubble with a number corresponding to the number of comments in the section.

Navigate to each section indicated and click on the comment icon to view the reviewer's comments.



3 Reply to the comment or make the indicated corrections. The comment can be marked as resolved if required by internal SOPs. The comments will remain visible as will any responses even when the comments are marked as resolved.

- 4 When all corrections have been made as indicated.
- **Generate a Preview Report**
 - Confirm that all information is displayed accurately
 - Press the **Resubmit for Review** button in the top-left of the screen to sign and send the report back for additional review.

