Quick Reference Card: Clinical Site Monitoring: Acknowledging Reports (CRS)

Q	How do I access the Site Visit Report Acknowledgements screen?

❶ From the email notification click the link for Non-DAIDS users (accessible through CITRIX) to access the **Report Acknowledgement** screen. This is found in the first sentence of the body text in the e-mail.
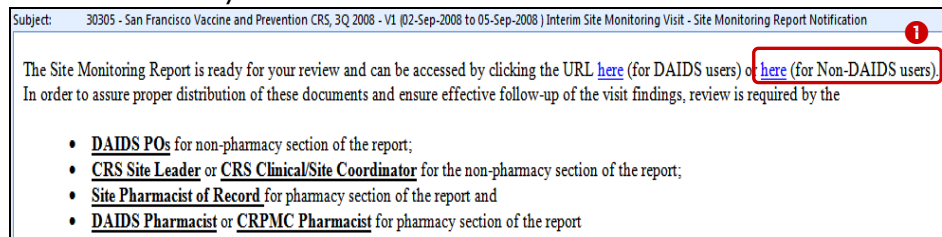

Figure 1: Report Notification E-mail

OR

❷ From the **Site Visit Reporting Acknowledgement** Web Part, click the site visit dates link to access the Acknowledge Reports module.

Figure 2: Site Visit Reporting Acknowledgement Web Part

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Q	How do I review reports and mark my acknowledgement?

❶ Click on the document link to open and review the report. Review each document available prior to completing the steps for acknowledgement.

❷ **Acknowledgement Date:** Type or select the date from the calendar list of values (LOV) on which you are acknowledging each document.

❸ **Acknowledgement Type: Review** will display for documents that require acknowledgement.

❹ **Acknowledgement By:** Your name will appear in the column after the save is complete.

❺ **Comments:** Type any comments for your review.

❻ **Acknowledge:** Select the checkbox for each document that has been reviewed. You may acknowledge more than one document at a time.

❼ **Save:** Click to complete your acknowledgement.

❽ **Restore:** Sets record back to previously saved version.

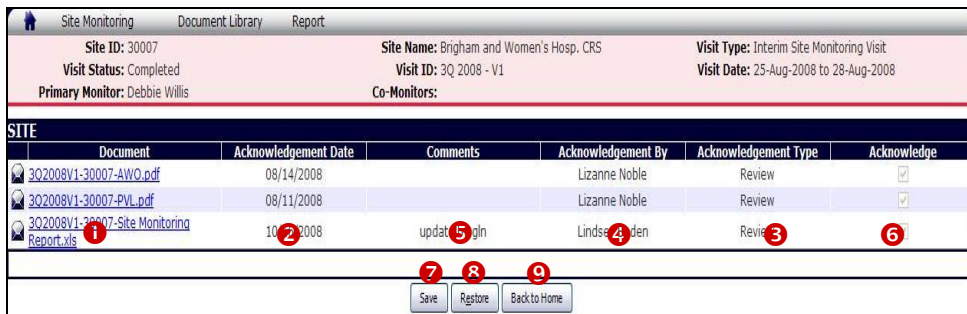❾ **Back to Home:** Click to return to the CSM Home screen.

Figure 3: Acknowledgments screen