

How do I access the Site Visit Report Acknowledgements screen?

• 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.

Subject: 30305 - San Francisco Vaccine and Prevention CRS, 3Q 2008 - V1 (02-Sep-2008 to 05-Sep-2008) Interim Site Monitoring Visit - Site Monitoring Report Notification

The Site Monitoring Report is ready for your review and can be accessed by clicking the URL <u>here</u> (for DAIDS users) or <u>here</u> (for Non-DAIDS users). In order to assure proper distribution of these documents and ensure effective follow-up of the visit findings, review is required by the

- DAIDS POs for non-pharmacy section of the report;
- <u>CRS Site Leader</u> or <u>CRS Clinical/Site Coordinator</u> for the non-pharmacy section of the report;
- Site Pharmacist of Record for pharmacy section of the report and
- DAIDS Pharmacist or CRPMC Pharmacist for pharmacy section of the report

Figure 1: Report Notification E-mail

OR

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

Site Visit Reporting Acknowledgement												
Q Any		v		🔁 🗹 My Sites								
Visit Quarter	Visit Type	Visit Dates	Site ID	Documents	# of Days Pending							
2Q 2008 - V1	ISMV	26-May-2008 to 30- May-2008	2 31458	Site Monitoring Report	2							
2Q 2008 - V1	ISMV	<u>02-Jun-2008 to 06-</u> Jun-2008	6901	Site Monitoring Report	8							
2Q 2008 - V1	ISMV	<u>09-Jun-2008 to 12-</u> Jun-2008	CIP 11405	Site Monitoring Report	8							

Figure 2: Site Visit Reporting Acknowledgement Web Part

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

How do I review reports and mark my acknowledgement?

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

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

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

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

- **6 Comments:** Type any comments for your review.
- **6** Acknowledge: Select the checkbox for each document that has been reviewed.
- You may acknowledge more than one document at a time.
- Save: Click to complete your acknowledgement.
- 8 Restore: Sets record back to previously saved version.
- **9** Back to Home: Click to return to the CSM Home screen.

*	Site Monitoring	Document Library	Report				
Site ID: 30007 Visit Status: Completed Primary Monitor: Debbie Willis		Site Name: Brigham and Women's Hosp. CRS Visit ID: 3Q 2008 - V1		Visit Type: Interim Site Monitoring Visit Visit Date: 25-Aug-2008 to 28-Aug-2008			
		Co-Monitors:					
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	Document	Acknow	ledgement Date	Comments	Acknowledgement By	Acknowledgement Type	Acknowledge
302	008V1-30007-AWO.pdf	08	3/14/2008		Lizanne Noble	Review	2
302	008V1-30007-PVL.pdf	08	8/11/2008		Lizanne Noble	Review	V
302 Rep	008V1-30907-Site Monito	oring 10	22008	updat <mark>5</mark> gln	Lindse 🚑 den	Revie 3	6
				00	0		
_				Save Restore Back	to Home		

Figure 3: Acknowledgments screen

Still Have Questions?EmSubmit a Help Ticket Online:ESPoint to Help on the top rightPhmenu bar;I6Click DAIDS-ES Support.Fax

Email: DAIDS-ESSupport@NIAID.NIH.gov Phone: 1-866-DES-1605 (866-337-1605) Fax: 1-866-DES-1606 (866-337-1606) DAIDS-ES Version: 1.5 Date Published: March 10, 2008 Date Last Modified: December 13, 2008







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