

# How to Manage Subject ICF Information

CTMS version 3.1

## APPLICABLE TO:

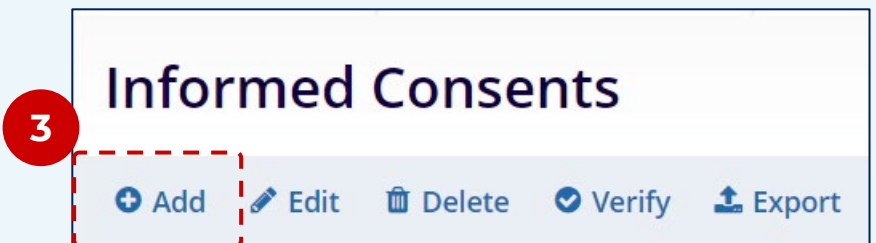
- Company Admin
- Study Manager
- CRA

**Note:** The appropriate ICF reference must first be created at the Study, Country, or Site level in 'General Information' area. Otherwise, the 'Informed Consent Name' field (Step 4) will be empty.

**1** Log in and navigate to the subject whose ICF information needs to be updated or reviewed.

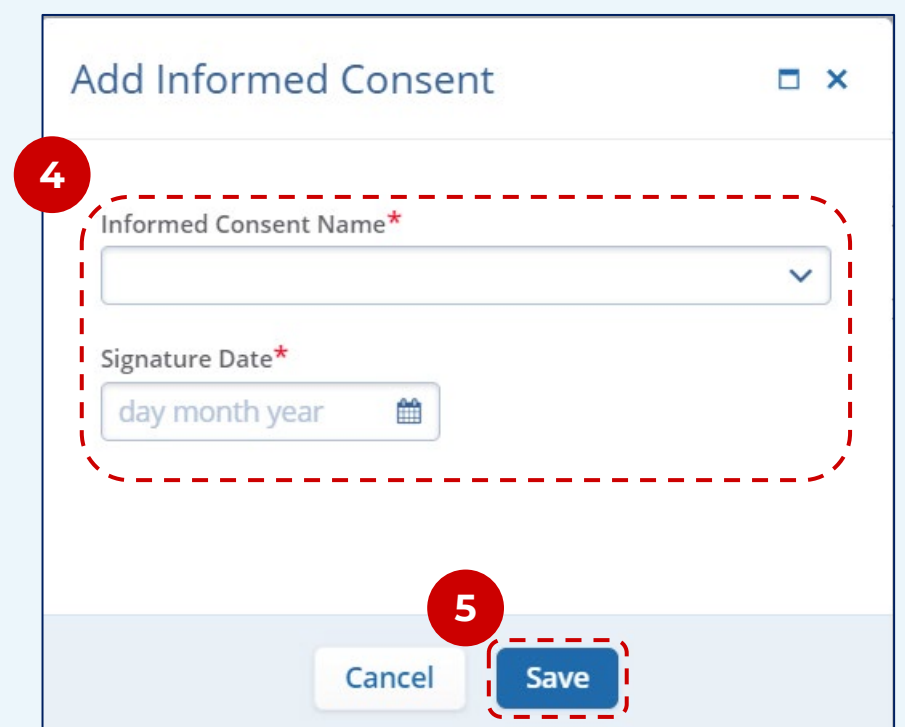
**2** Select **Informed Consents** in the navigation links at the left side of the screen.

**3** To add ICF information, press the **Add** button in the menu bar above the grid.



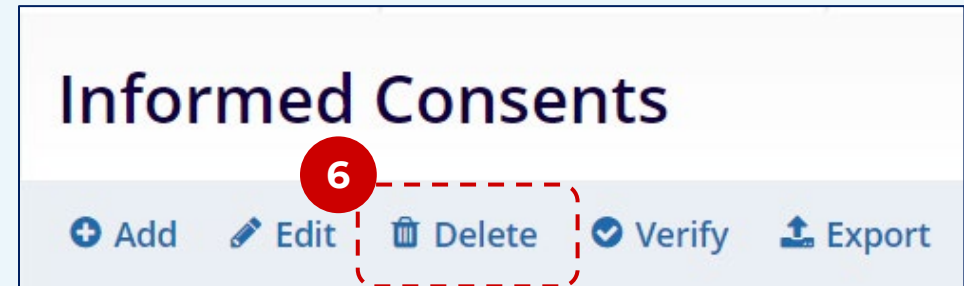
**4** Select the ICF from the dropdown menu and apply a signature date.

**5** Press **Save**.

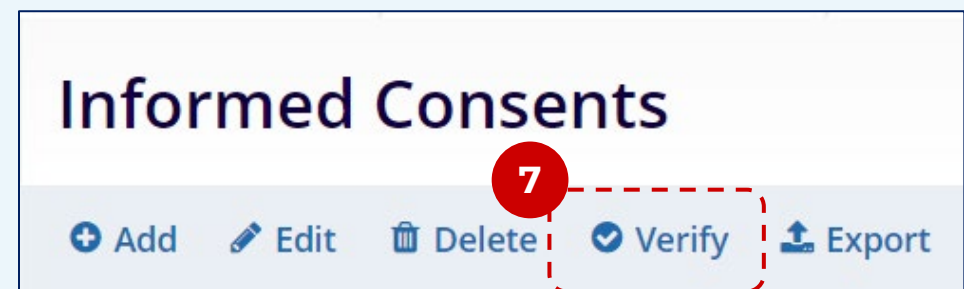


**6** To delete an existing ICF entry, select the record and press **Delete** in the menu bar above the grid.

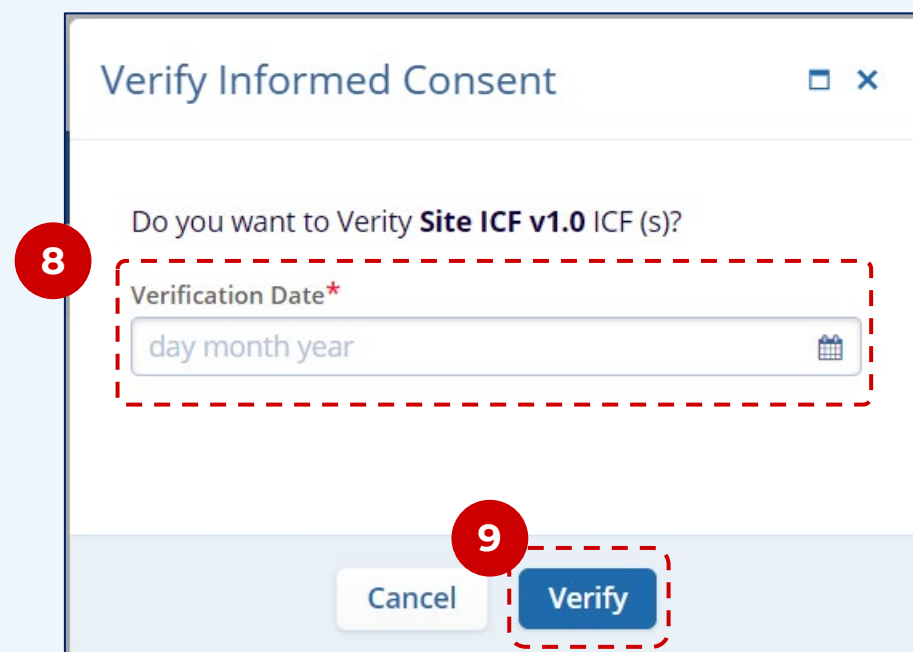
**Note:** This is only possible if the record has not been verified.



**7** To verify an ICF entry, select the record and press **Verify** in the menu bar above the grid.

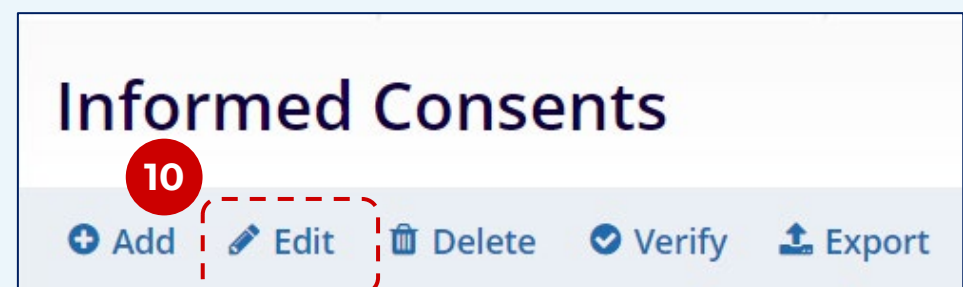


**8** Provide a verification date in the window that opens.



**9** Press **Verify**.

**10** To edit an ICF record prior to verification, select the record in the grid and press **Edit** in the menu bar above the grid.



**11** Make any necessary changes in the quick access panel to the right and press **Save** or **Save and Next**.

