Checking in a Visit:

To check in a subject’s visit, you must be in that subject’s record. Choose the visit from the Visits table.

To check in a visit, click the “Edit” button and enter the visit date and time. Click the “Save” button on that screen when done.

Once a date is recorded and saved, the associated forms will appear in the Forms section below.

When the visit has been checked in, you can click the “Data Entry Complete” button to change the visit status to “Complete.”

To access the forms and fill them out, click on the name of the form you wish to open.

You are in a specific subject’s record. From here, you can access visits and their associated forms.

Click on a visit’s name to open it and check it in.