



## 2.3.4.2 Sign a Casebook (Entire Subject Record)

When you sign a Subject casebook, which is also referred to as the complete Subject record, you provide your approval of all CRF data for all Study Events for the Subject.

1. To sign the casebook, no Events for that Subject can have a status of "scheduled" or "data entry started." When that is true, the Sign icon is listed in the Actions column for that Subject. Click the Sign icon.
2. The Sign Subject page opens, showing links to all information for the Subject for the Study; click any link to review the information. The page also presents a statement about what signing the Subject record signifies.

**Sign Subject CAM106**

Enter your user name and password below to signify agreement with the following statement:

"As the investigator or designated member of the investigator's staff, I confirm that the electronic case report forms for this subject are a full, accurate, and complete record of the observations recorded. I intend for this electronic signature to be the legally binding equivalent of my written signature."

**User Full Name: Ivan Camsurgon**  
**Date/Time: 23-Feb-2012**  
(The exact date and time will be recorded by the system upon submission of the signature form.)  
**Role: Investigator**

User Name :   
Password

[Submit](#) [Cancel](#)

[Group](#) [Global Subject Record](#) [Audit Logs](#)

**Subject Record for CAM106**  
[Show events and discrepancy notes](#)

**Group**  
[Global Subject Record](#)  
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3. Enter your user name and password in the appropriate fields.
4. Click Submit.  
The Subject Matrix opens, showing the status for all Events as signed.

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