

## *CRIO eSource Validation- System Validation*

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1. Validation of the CRIO system needs to occur when there is a system update or new capability added by CRIO.
2. When this occurs, CRIO sends an alert out via email as well as a pop-up upon next login for new release notes of any update occurring. In this notification CRIO specifies if a user validation is necessary.
3. If CRIO has determined that a user validation is necessary a test script is published and can be found under the Help > Document Center > Validation.
4. Print the test script and perform the validation in the Validation Test Study.
5. This study is often marked "Inactive" in the environment to keep the environment clean. To activate this study click on Studies > Inactive > Validation Test Study. Then change the status of this study to "enrolling." This procedure may need special administrative permissions to complete in which case ask the billing specialist or site director to activate this study.
6. Once the test script has been performed in the Validation Test Study reverse the steps in Step 5 and mark the study as "closed" to remove it from the active environment.
7. The completed test script document must be signed and uploaded into the CRIO eRegulatory Site Binder.