TRIAL INTERACTIVE

APPLICABLE TO:

- Company Administrator
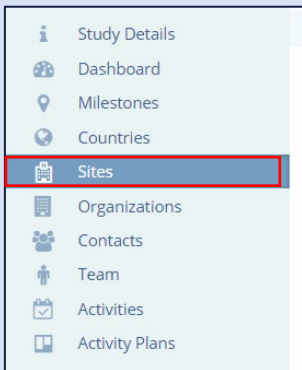- Study Manager
- CRA
- CTMS

1. Log into the CTMS and click on **Studies** on the left.
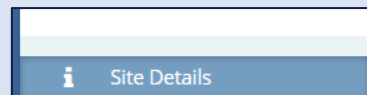
🜀 Studies

2. Select and open a study by clicking the Study name.

35 Studies 1 Selected

	Name	Protocol Number	Status
☑	MM203	001202319202	PLANNED

3. Click **Sites** from the menu on the left.

- i Study Details
- 🕸 Dashboard
- 📍 Milestones
- 🌐 Countries
- 🏛 Sites
- 🗔 Organizations
- 👥 Contacts
- 🧍 Team
- 🗓 Activities
- 📖 Activity Plans

1 Sites 1 Selected

	Name	Status
☑	🏛 Butler4365	NEW

4. Select and open a Site record by clicking on the name of the Site.

i Site Details

5. Click **Site Details**, followed by the **Edit** option at the top.

⭐ **Butler4365**
🏛 Daily Clinic - Raleigh 👤 James Buttler, Jr.

✏ Edit   ⌃ Collapse All   🖼 Change Log

Site Information

Study
MM203

This is Satellite Site

Site Number*
4365

Principal Investigator*
James Buttler   [Change]

Site Name
Butler4365

Site Organization
🏛 Daily Clinic - Raleigh

Site Location
4101 Capital Blvd, Raleigh, NC, USA

Regions
Select

Notes
≡ ≡ ≡ B I U S
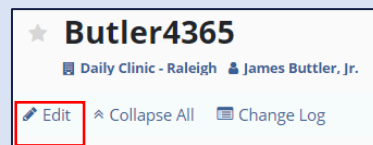
6. Make necessary edits, then click [✓ Save] when finished.