

APPLICABLE TO:

- Company Administrator
- Study Manager
- CRA
- CTMS

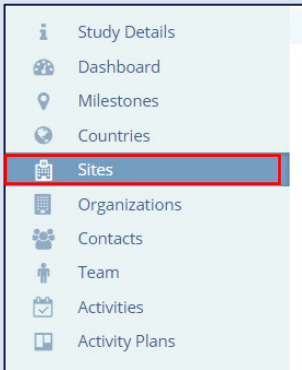
1. Log into the CTMS and click on **Studies** on the left.



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

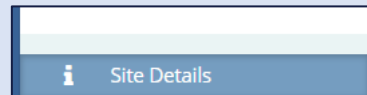
| 35 Studies 1 Selected               |       |                 |         |
|-------------------------------------|-------|-----------------|---------|
|                                     | Name  | Protocol Number | Status  |
| <input checked="" type="checkbox"/> | MM203 | 001202319202    | PLANNED |

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

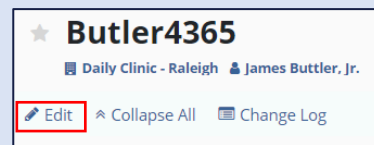


| 1 Sites 1 Selected                  |            |        |
|-------------------------------------|------------|--------|
|                                     | Name       | Status |
| <input checked="" type="checkbox"/> | Butler4365 | NEW    |

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



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



6. Make any necessary edits, then click **Save** when finished.

**Site Information**

Study: MM203      Site Location: 4101 Capital Blvd, Raleigh, NC, USA

This is Satellite Site:

Site Number\*: 4365      Principal Investigator\*: James Buttler     

Site Name: Butler4365

Site Organization: Daily Clinic - Raleigh

Regions:

Notes: