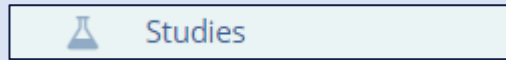


- APPLICABLE TO:
- Company Administrator
 - Study Manager
 - CRA
 - CTMS

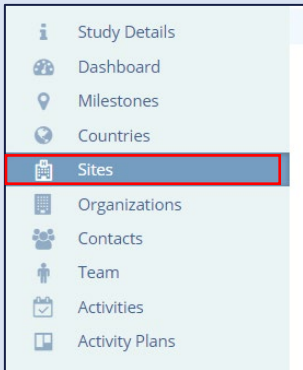
1. Log into the CTMS and click on **Studies** on the left.



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

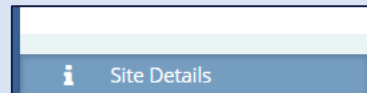
3. Click **Sites** from the menu on the left.



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

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

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



★ **Butler4365**

📍 Daily Clinic - Raleigh 👤 James Buttler, Jr.

✎ Edit ⚡ Collapse All 📄 Change Log

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 | Change

Site Name: Butler4365

Site Organization: Daily Clinic - Raleigh

Regions:

Notes: