
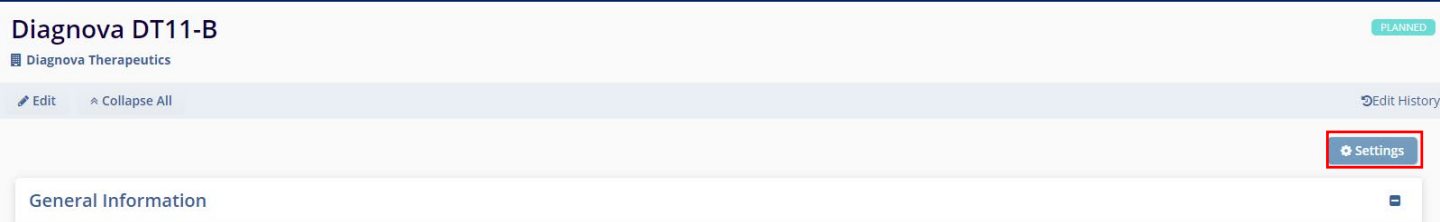


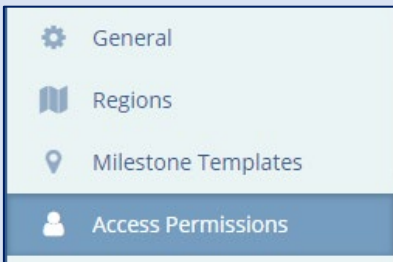
- APPLICABLE TO:
- Company Administrator
  - Study Manager
  - CRA
  - CTMS

**Note:** In order to manage access permissions, the study must be created first.

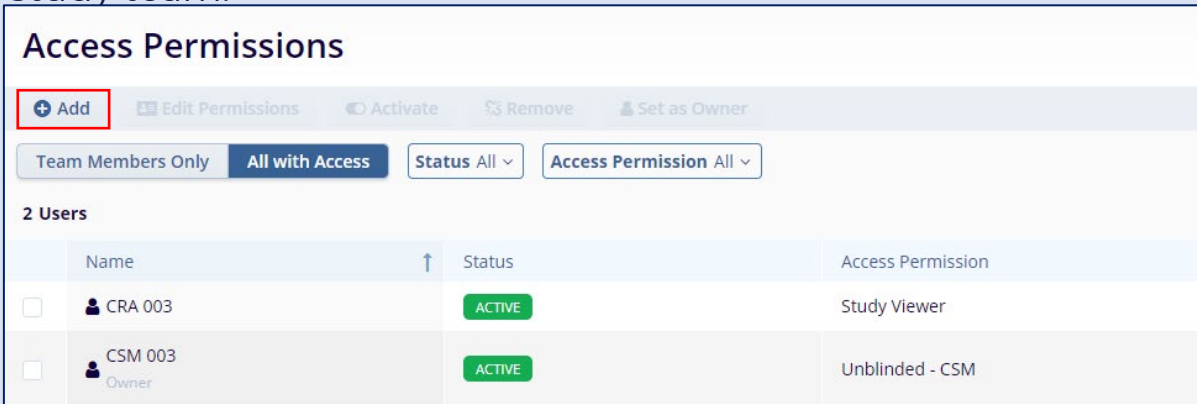
- Navigate to the study whose team you wish to manage. 
- Select '**Study Details**' from the navigation links at the left-side of the screen and press the **Settings** button at the top-right of the screen.



- Select **Access Permissions** from the menu at the left.



- Press the **Add** button in order to add additional members to the study team.





**Note:** You may invite multiple users at the same time but they will all have to share the same role. Repeat these steps for each individual study role to be invited.

### 5. Search for the users to be invited by typing in the 'Users' field.

- All users who will play a part in the study should be added with the "Study Viewer" role unless they are serving as a Study Manager.
- If the study is blinded, you will need to reach out to the Trial Interactive Service Desk at [help@trialinteractive.com](mailto:help@trialinteractive.com) to have an Unblinded CSM created so that that user can manage unblinded aspects of the study including designating unblinded CRAs.

Add Users to Study Team
□ ×

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**List of Invited Users**

Users 1 Users\*

CRA 001 ×

Pending

**Set permissions**

Simple
Advanced

**Role\***

None

- Clinical Research Associate (CRA) i
- Clinical Study Manager (CSM) i
- Clinical Study Manager test i
- Clinical Trial Associate (CTA) i
- Contract CRA i
- Country Manager (CM) i

End Date

Cancel
Add

6. Press 'Add' to invite these users to the team for the specified role.

### Editing a User's Role on the Study Team.

- Choose the user from the list of Study Team members.
- Press the **'Edit Permissions'** button.

### Team

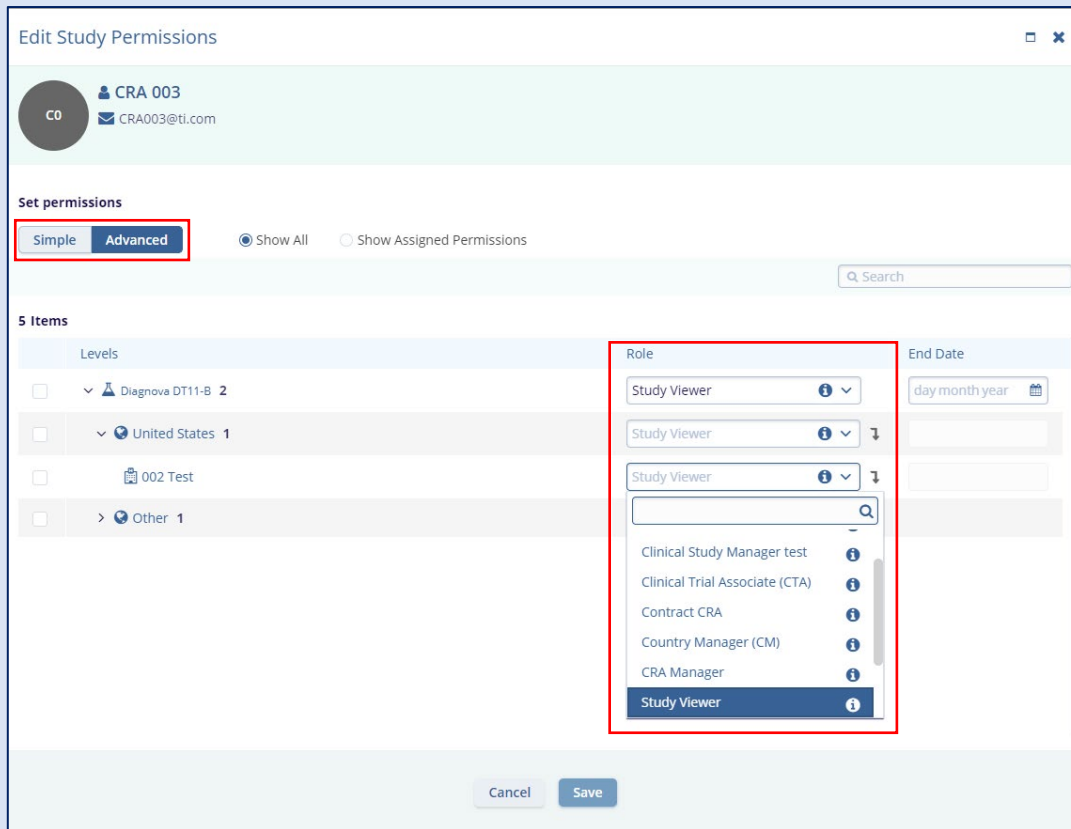
2 Users 1 Selected

	Name	Status	Role
<input checked="" type="checkbox"/>	CRA 003	ACTIVE	Study Viewer
<input type="checkbox"/>	CSM 003 Owner	ACTIVE	Unblinded - CSM

- Choose the Advanced option from the toggle switch.

- By default, the user's role will populate from the top down for each study-related level. Use the dropdown menus to select a different role as required.

- Press **Save**



Edit Study Permissions

CRA 003  
 CRA003@ti.com

Set permissions  
 
 Show All  Show Assigned Permissions

Search

5 Items

Levels	Role	End Date
Diagnova DT11-B 2	Study Viewer	day month year
United States 1	Study Viewer	
002 Test	Study Viewer	
Other 1		

Clinical Study Manager test  
 Clinical Trial Associate (CTA)  
 Contract CRA  
 Country Manager (CM)  
 CRA Manager  
**Study Viewer**