

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

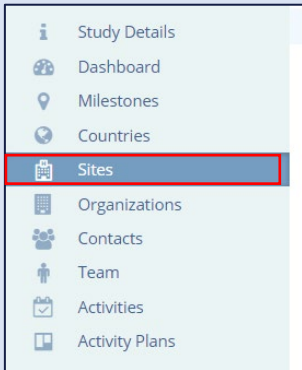
1. Log into the CTMS and click on **Studies** on the left.



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

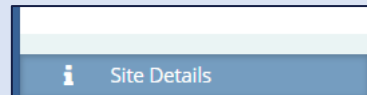
35 Studies <sup>1</sup> Selected			
	Name	Protocol Number	Status
<input checked="" type="checkbox"/>	MM203	001202319202	PLANNED

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

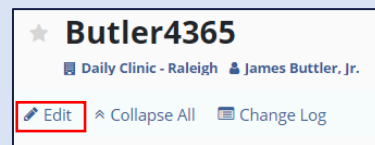


1 Sites <sup>1</sup> Selected		
	Name	Status
<input checked="" type="checkbox"/>	Butler4365	NEW

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 <input type="checkbox"/>	Regions Select
Site Number* 4365	Principal Investigator* James Buttler <span>Change</span>
Site Name Butler4365	Notes [Rich Text Editor]
Site Organization Daily Clinic - Raleigh	