

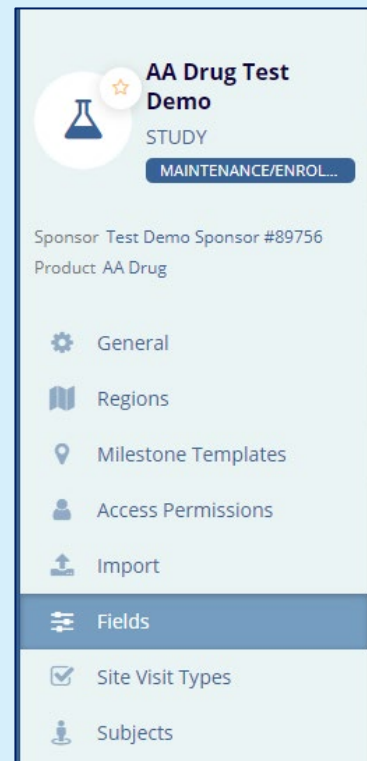
APPLICABLE TO:

- Company Admin
- Study Manager
- CRA
- CTMS

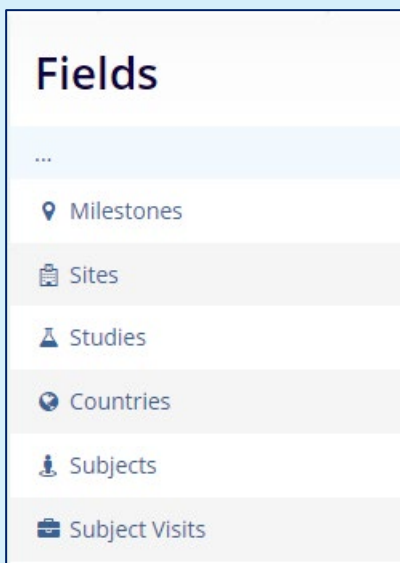
Note: It is our best practice recommendation that study-specific settings should only be applied to new studies. If you intend to apply study-specific settings to an existing study, please work with the Trial Interactive Service Desk.

For instructions on how to create a study, please see the related job aid.

1. Navigate to the study settings area.

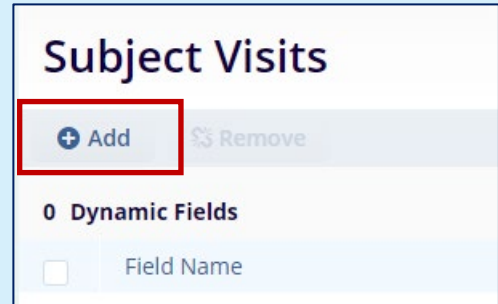


2. Select the 'Fields' option from the navigation links at the left side of the screen.



3. Select the type of field you wish to add from the list shown.

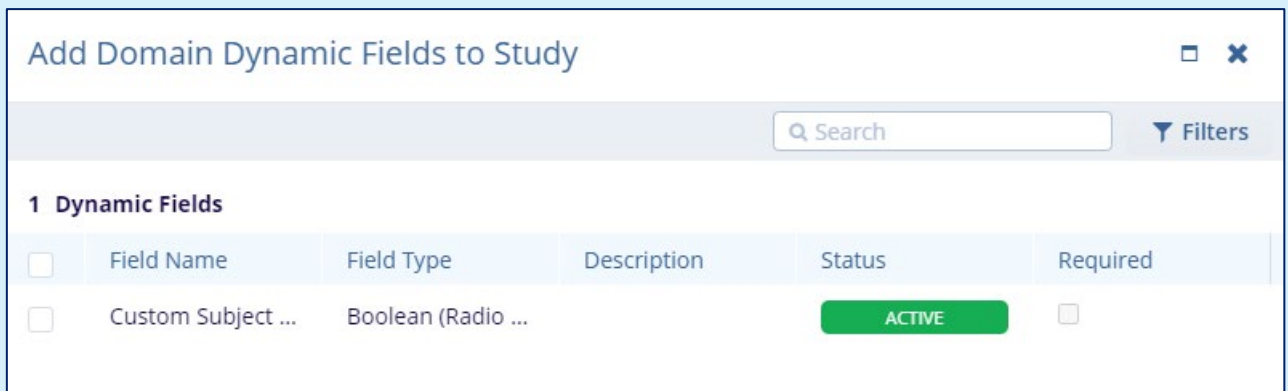
4. Press the **+Add** button above the grid.



5. Press the **+Add** button above the grid.

6. The list of available fields should be displayed.

Please note: Fields cannot be created from here. The user is only able to select from the already available list of potential fields as created at the Global level of the data hierarchy.



7. Press the **Add** button to add the selected field(s).

