

# How to Designate a New Study/Site Owner

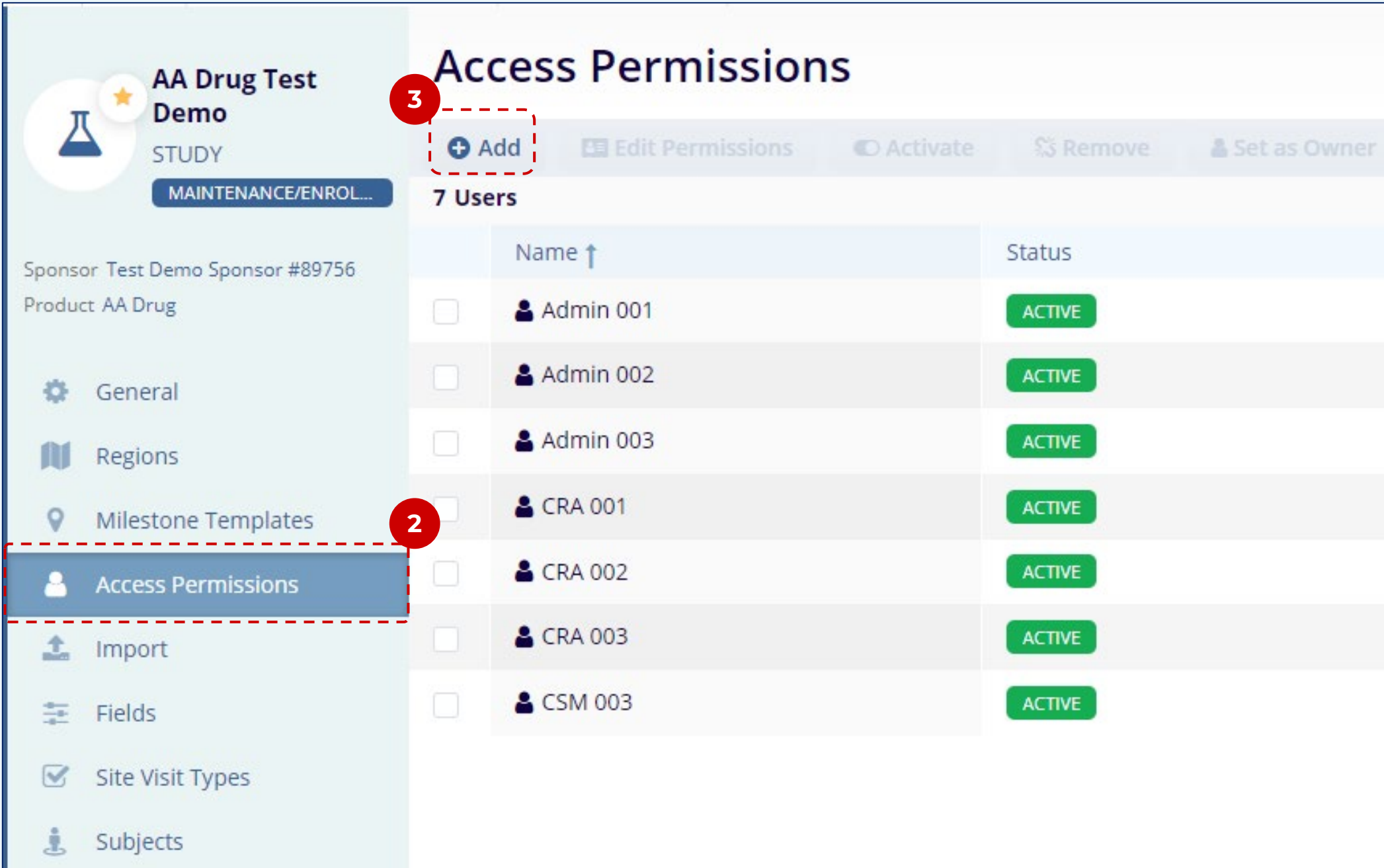
CTMS version 2.0

## APPLICABLE TO:

- Company Admin
- Study Manager
- CRA

**1** Navigate to the Settings for the Study or Site to be reassigned to a new owner.

**2** Select 'Access Permissions' from the navigation links at the left side of the screen.



**3** Add

**2** Access Permissions

	Name ↑	Status
<input type="checkbox"/>	Admin 001	ACTIVE
<input type="checkbox"/>	Admin 002	ACTIVE
<input type="checkbox"/>	Admin 003	ACTIVE
<input type="checkbox"/>	CRA 001	ACTIVE
<input type="checkbox"/>	CRA 002	ACTIVE
<input type="checkbox"/>	CRA 003	ACTIVE
<input type="checkbox"/>	CSM 003	ACTIVE

**3** If necessary, use the **Add** button to add the new entity owner to the list of users associated with the entity.

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4 Select the new owner from the list of users displayed.

### Access Permissions

+ Add Edit Permissions Activate Remove Set as Owner


7 Users 1 Selected

	Name ↑	Status	Access Permission
<input checked="" type="checkbox"/>	Admin 001	ACTIVE	Study Viewer
<input type="checkbox"/>	Admin 002	ACTIVE	Study Viewer
<input type="checkbox"/>	Admin 003	ACTIVE	Study Viewer


5 Press **Set as Owner**.

### Set Owner

Current Owner is

 Admin 001  
Admin001@ti.com

New Owner will be

 Admin 003  
Admin003@ti.com

Do you want to change owner?

Cancel Change

6 Press **Change**.