

How to Designate a New Study/Site Owner

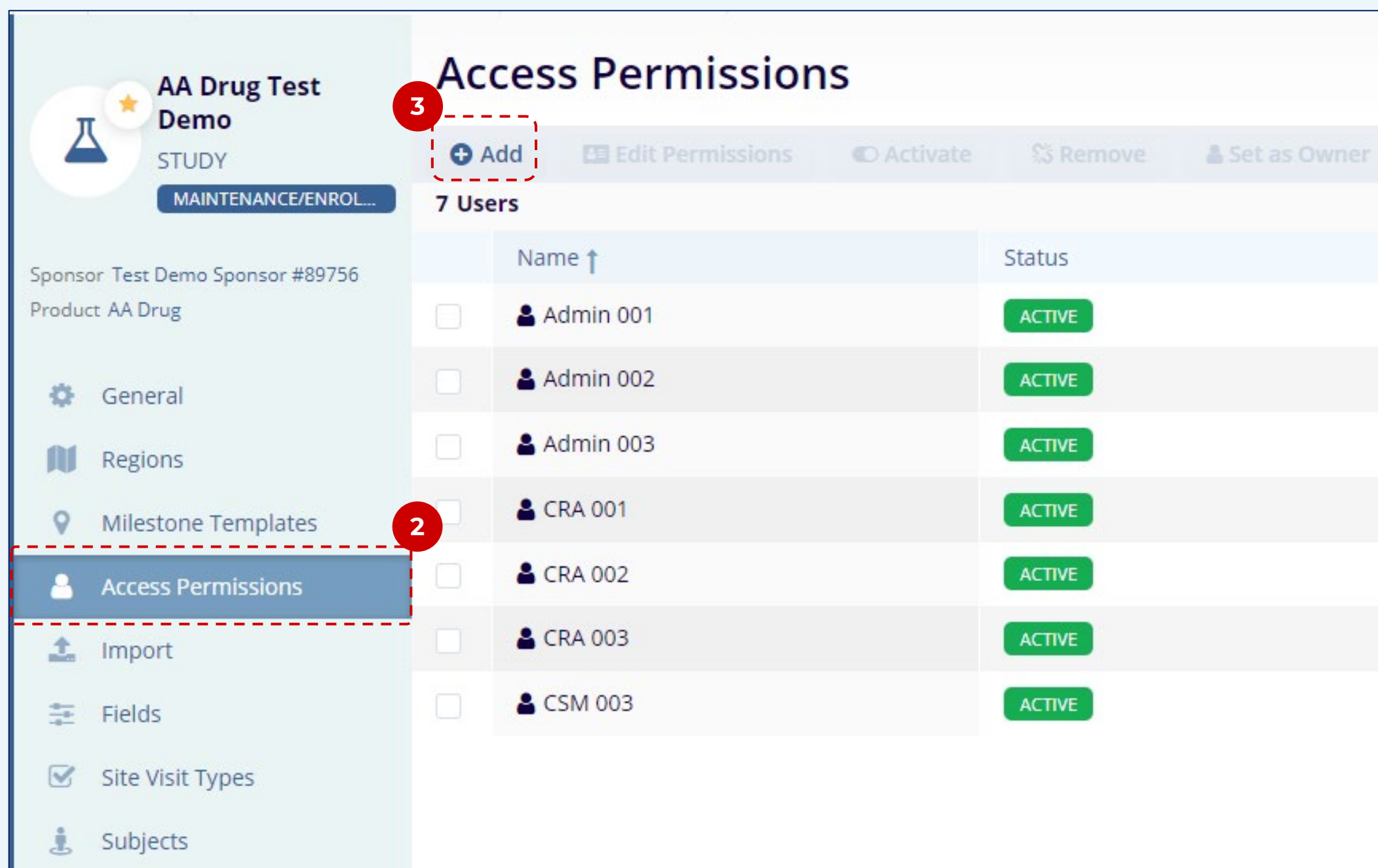
CTMS version 2.1

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.



Access Permissions

3 Add Edit Permissions Activate Remove Set as Owner

7 Users

	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
2	CRA 002	ACTIVE
<input type="checkbox"/>	CRA 003	ACTIVE
<input type="checkbox"/>	CSM 003	ACTIVE

AA Drug Test Demo
STUDY
MAINTENANCE/ENROL...

Sponsor Test Demo Sponsor #89756
Product AA Drug

General
Regions
Milestone Templates
Access Permissions
Import
Fields
Site Visit Types
Subjects

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

5 **Set as Owner**

4


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?

6 **Change**

6 Press **Change**.