

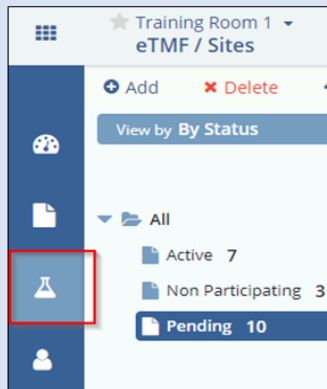
APPLICABLE TO:

- Administrators
- Editors
- Readers

- eTMF
- Study Start-Up
- myTI



Note: To perform the steps below, the Admin user must already have access to the site(s). Admin users, by default, do not have full access to all sites.

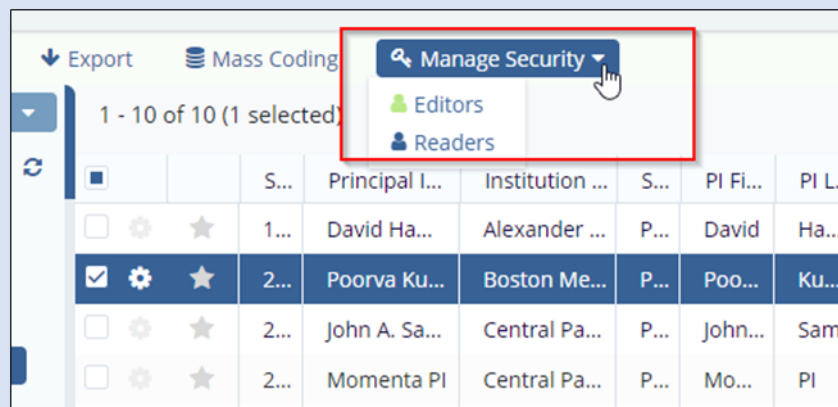
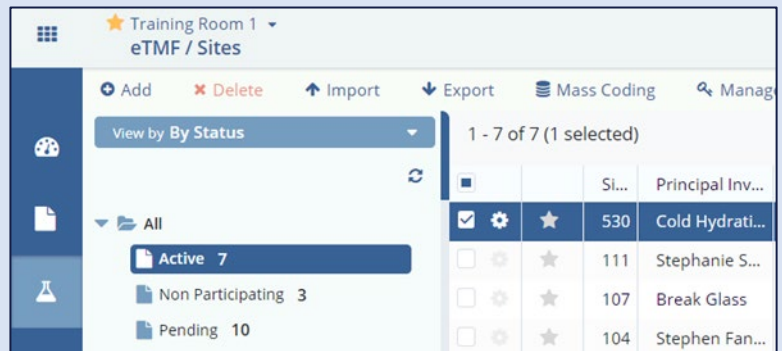


1. Enter a room and navigate to the **Sites** module in the eTMF.

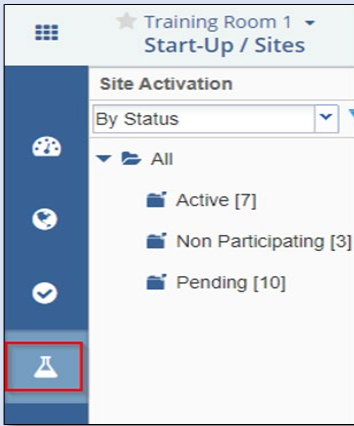
Tip: If adding one or more users to view a site, follow steps #2-#6.

2. Find and select the Site.

If selecting multiple sites, proceed to step #7.

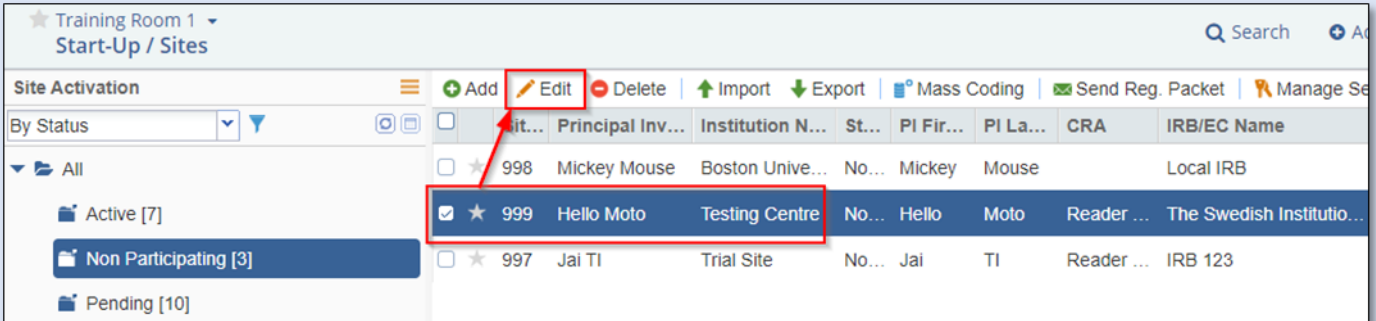


3. Click **Manage Security** and select **Editors** or **Readers**.



4. To perform this function in SSU, navigate to the **Site Profile** in SSU.

5. Choose the site and click **Edit**.

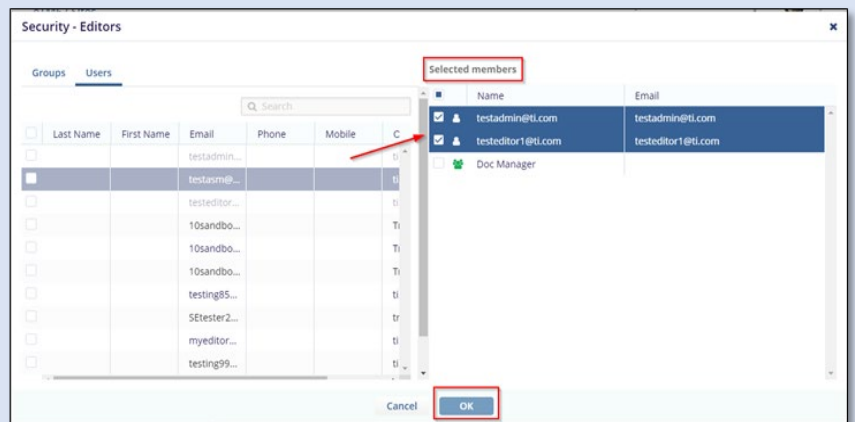


Note: Site **Editors** can modify and update the site profile information; this can include Editors and Admins. **Readers** can only view the site profile.

6. Select **Users** and/or **Groups** to be added to the Security Group.

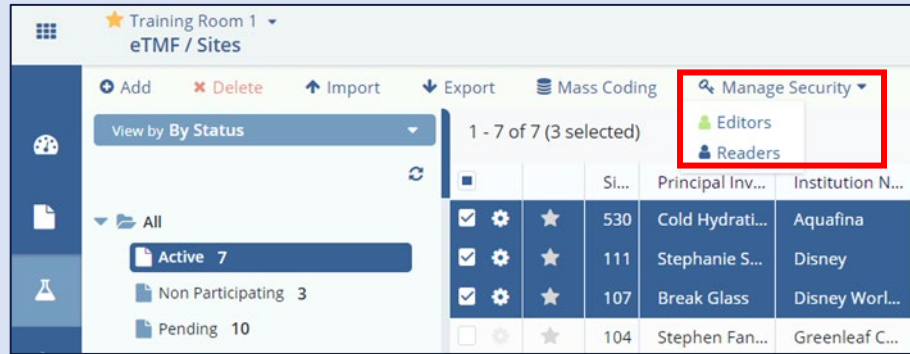
Double-click or drag-and-drop from the left to the right pane.

Click **OK**



7. If adding users to multiple sites at once, select the sites in the grid, then click **Manage Security**.

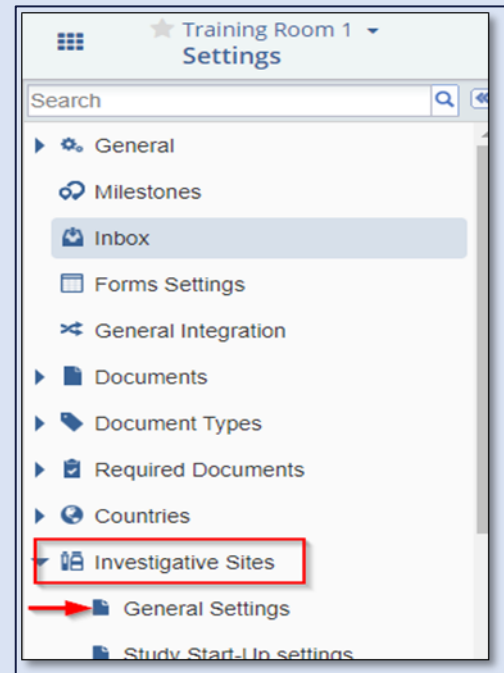
Then select **Editors** or **Readers**.



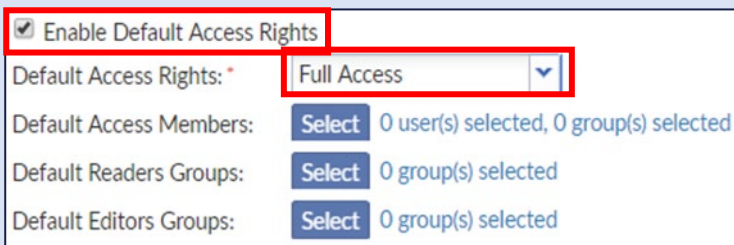
8. Another way to add users is to grant default access for any site.

This can be done by navigating to the **Settings** application in the **Navigation Grid**.

9. Expand the **Investigative Sites** menu, and click on the **General Settings** sub-menu.

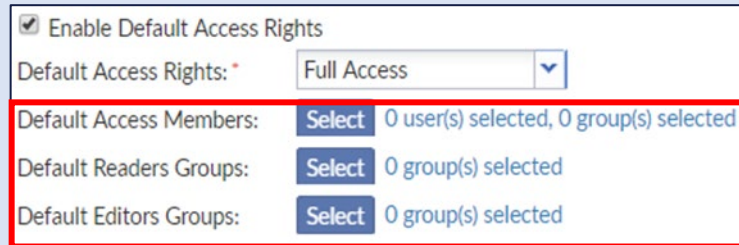


10. Click **Enable Default Access Rights** and choose **Full Access** from the drop-down menu.



Tip: Before completing the next step, click **Save** and create a **Group** (in Users Management) for default site access.

11. Click **Select** to add groups to any one of the three **Default Groups**.



Enable Default Access Rights
 Default Access Rights: *
 Default Access Members: **Select** 0 user(s) selected, 0 group(s) selected
 Default Readers Groups: **Select** 0 group(s) selected
 Default Editors Groups: **Select** 0 group(s) selected

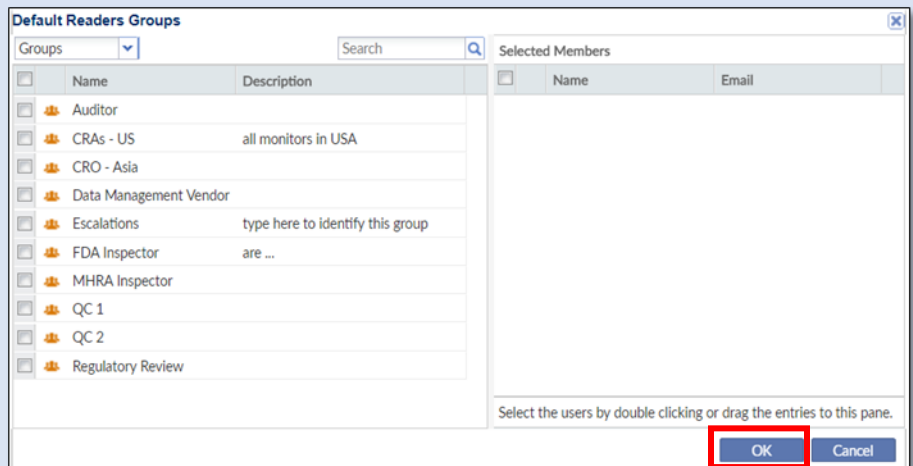


Note: Do **not** use this step if trying to add one user to view one site.

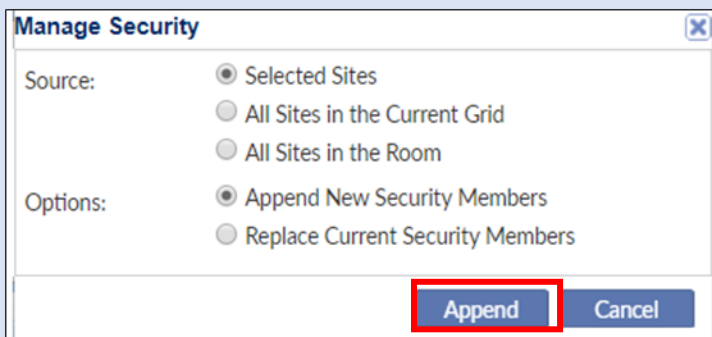
12. Select **Groups** to be added to the Default Access List.

Double-click or drag-and-drop from left to right to select.

Click **OK**



Groups	Name	Description	Selected Members
<input type="checkbox"/>	Auditor		
<input type="checkbox"/>	CRAs - US	all monitors in USA	
<input type="checkbox"/>	CRO - Asia		
<input type="checkbox"/>	Data Management Vendor		
<input type="checkbox"/>	Escalations	type here to identify this group	
<input type="checkbox"/>	FDA Inspector	are ...	
<input type="checkbox"/>	MHRA Inspector		
<input type="checkbox"/>	QC 1		
<input type="checkbox"/>	QC 2		
<input type="checkbox"/>	Regulatory Review		



Manage Security
 Source: Selected Sites
 All Sites in the Current Grid
 All Sites in the Room
 Options: Append New Security Members
 Replace Current Security Members
Append Cancel

13. In the **Manage Security** pop-up window, select choices under **Source** and **Options**.

Click **Append**