How to Designate a New Study/Site Owner

CTMS version 3.0

TRIAL INTERACTIVE

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.

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

Access Permissions

3 ⊕ Add   📇 Edit Permissions   ◐ Activate   ⚒ Remove   👤 Set as Owner

7 Users

	Name ↑	Status
☐	👤 Admin 001	ACTIVE
☐	👤 Admin 002	ACTIVE
☐	👤 Admin 003	ACTIVE
☐	👤 CRA 001	ACTIVE
☐	👤 CRA 002	ACTIVE
☐	👤 CRA 003	ACTIVE
☐	👤 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.

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

Access Permissions

| | Add | Edit Permissions | Activate | Remove | Set as Owner | History | Export |

4 Users 1 Selected

	Name ↑	Status	Access Permission
☑	👤 CRA 1	ACTIVE	Reader
☐	👤 CRA 2	ACTIVE	Reader
☐	👤 CRA 3	ACTIVE	Reader
☐	👤 CSM 3 Owner	ACTIVE	Study Manager

5 Press **Set as Owner.**

Set Owner

Current Owner is

👤 CSM 3
✉ CSM3@ti.com

6 Press **Change.**

New Owner will be

👤 CRA 1
✉ CRA1@ti.com

Do you want to change owner?

Cancel   **Change**