

- APPLICABLE TO:
- ☒ Company Admin
 - ☒ Study Manager
 - ☐ CRA

****Besides team turnover, this function is especially important for situations where the study needs to be created and set up immediately, but the study owner has not yet been designated.**

- 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

+ 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
<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.

How to Designate a New Study/Site Owner

CTMS version 3.1

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
<input checked="" type="checkbox"/>	CRA 1	ACTIVE	Reader
<input type="checkbox"/>	CRA 2	ACTIVE	Reader
<input type="checkbox"/>	CRA 3	ACTIVE	Reader
<input type="checkbox"/>	CSM 3 Owner	ACTIVE	Study Manager

5 Press **Set as Owner**.

6 Press **Change**.

Set Owner

Current Owner is

CSM 3
CSM3@ti.com

New Owner will be

CRA 1
CRA1@ti.com

Do you want to change owner?

Cancel

Change